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, March 22, 2018
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
   Three (3) minutes per person or less.
8. PRESIDENT’S REPORT
9. PRESENTATION
   A. Co-Requisite ENG 095 and ENG 151: A Textbook-Free Approach to College Composition:
      Dr. Gabriel Decio, Instructor of English
10. COMMUNICATIONS
    A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
    B. Adjunct Faculty Report: Ms. Karen Shuman
    C. Staff Council Report: Ms. Tawnja Trimble
    D. Student Trustee Report: Ms. Zuri Vazquez
    E. Attorney Report
11. APPROVAL OF CONSENT AGENDA
    For Approval
    A. Executive Summary and Financial Statements
       1. Executive Summary, Board Report #18-48
       2. Treasurer’s Report, Board Report #18-49
       3. Ratification for Accounts Payable Check Register, Board Report #18-50
    B. Request to Approve/Lease/Purchase/Renew
       1. Annual PeopleAdmin Applicant Tracking Software, Board Report #18-51
       2. Ellucian CRM Recruit System Upgrade, Board Report #18-52
    C. Personnel
       1. Administrative Appointments for FY 2019, Board Report #18-53
       2. Appointment of Replacement Director of Teaching and Learning, Board Report #18-54
       3. Approval of New Faculty Position, Instructor of Nursing, Board Report #18-55
       4. Salary Adjustment, Board Report #18-56
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
13. REQUEST TO PURCHASE CLASS 19 TEMPORARY LIQUOR LICENSES, Board Report #18-57
14. BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #18-58
15. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
16. FOR INFORMATION
   A. New Employees
   B. Resignation
   C. April Committee Meeting Summary
   D. Friends of McHenry County College Foundation Report
   E. Office of Marketing and Public Relations Update
   F. Office of Resource Development Update
   G. Sustainability Center Update
   H. Legislative Update
17. SUMMARY COMMENTS BY BOARD MEMBERS
18. FUTURE AGENDA ITEMS
19. CLOSED SESSION
   A. 120/2(c), Exception #2, Negotiations
   B. 120/2(c), Exception #21, Review of Closed Session Minutes
   C. Other matters as pertain to the exceptions of the Open Meetings Act
20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, March 22, 2018
21. ADJOURNMENT

Linda Liddell
Chair
Student Trustee Report

Latinos Unidos has continued working hard to be active in the community. This past month, we visited Harvard High School and Crystal Lake Central High School to speak with their Latinos Unidos clubs about college, MCC, documentation issues, and how to work around issues including scholarships. MCC students had a lot of advice on the college process and highly recommended going to a community college first as we have all benefited from our experience. Many of these high schoolers were the first in their family to pursue a college education. Having mentorship from MCC’s students provided valuable resources from students that were in their shoes a few years ago, and went through the same process.

Networking with high school students about MCC has been an initiative among Pride Club as well. This month, the Pride Prom held three different workshops from which students chose to attend two. The workshops included: coming out; the history of drag; and how to plan events/ideas for more collaboration between MCC and the high schools. After the workshops there was a dance, and club members sold tickets for the upcoming Drag Show on April 27. It was a successful event with more than 30 high school students attending.

Student Peace Action Network (SPAN) worked hard to put together the April 11 “Take Back the Night” event, focused on ending sexual, relationship, and domestic violence in all forms. More than 50 people were in attendance. The night began with a resource fair featuring various agencies in the community. There were guest speakers discussing relevant issues such as legal aspects and reading poems. The event ended with a march around campus and a fire by the Peace Pole where attendees wrote down their fears or stories, and burned them away. On April 17, a guest speaker came on campus to talk about preventing sexual violence.

April is Asian and Islander Pacific Heritage Month, and there were cultural events and major religions informational events held throughout the month. It is also Earth Month and a few celebrations were held. On the April 14, there was an MCC volunteer event and volunteers included staff, students, and community members. Volunteers helped at Home of the Sparrow in McHenry and Woodstock, and at the Loyola Retreat Center. Student Government is also having a volunteer event on the April 21, joining the community cleanup efforts at different parks around McHenry County.

In an attempt to include non-traditional students, there are two evening events planned. Student Life and Student Government will be playing the movie Coco on April 24 at 5:30 p.m. Everyone is welcome, and parents can bring their kids. The Business Club is holding a Shark Tank event where they will be playing Shark Tank episodes and providing pizza on April 23 at 5:30 p.m.

Phi Theta Kappa (PTK) held a book sale as a fundraiser, and raised $279 from their efforts. They will also be attending an international convention on April 18-22; there are two students running for Illinois regional president and vice president. Since March, there have been 82 new members in PTK and the club is continuously growing.

Six students are participating in the Skyway STEM competition on April 20. Good luck to our students!
I have visited a few community colleges this month, and I have noticed some similarities as well as differences between us and these institutions. Most notable is I have not noticed any of the colleges attempting to reduce textbook costs the way we are. I am proud of all the work MCC has done for students to reduce textbook costs as much as possible. One similarity is that students at other colleges are struggling with wanting more student space. At our last student government meeting, we brought this issue up with Linda Liddell who was in attendance. I know this has been brought up before, and hopefully more space will become available with the Liebman Science Center being built.

Zuri Vazquez
Student Trustee
Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2018 through the month of March.

Recommendation

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

Clinton E. Gabbard
President
Executive Summary

Fiscal Year 2018 is currently 74.7% complete with the year-to-date results ending March 31, 2018 being reported. In the Operating Funds, total revenue is 61.8.0% of budget, as compared with 62.5% at the same time last year. Total expenditures are 53.4% of budget, as compared with 55.4% 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 74.7% of budget and down $50,453 (-0.3%) from last year at this time. FY18 revenue is $19,989,221 vs. FY17 revenue of $20,039,675. For FY18, this revenue is derived from 50% of the 2016 tax levy (as approved by the Board in December 2016) and 50% of the 2017 tax levy (anticipated approval by the Board in October 2017).

- **State government** is 73.2% of budget and up $792,905 (56.6%) from last year at this time. FY18 revenue is $2,194,565 vs. FY17 revenue of $1,401,660.

- **Federal government** is 0.0% of budget and up $142 (16.7%) from last year at this time. FY18 revenue is $994 vs. FY17 revenue of $852.

- **Student tuition and fees** is 83.5% of budget and down $25,806 (-0.2%) from last year at this time. FY18 revenue is $11,173,670 vs. FY17 revenue of $11,199,476.

- **Sales and service fee** is 104.0% of budget and up $10,811 (8.4%) from last year at this time. FY18 revenue is $139,557 vs. FY17 revenue of $128,747.

- **Facilities** is 100.0% of budget and up $100 (0.9%) from last year at this time. FY18 revenue is $11,100 vs. FY17 revenue of $11,000. Revenue in this category is comprised of activity from the leasing of the farm land owned by the College and is received in one payment.

- **Investment** is 16.2% of budget and down $32,654 (-51.7%) from last year at this time. FY18 revenue is $30,481 vs. FY17 revenue of $63,135. Investment 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 due to economic volatility each month.

- **Nongovernmental gifts, scholarships, grants & bequests** is 0.0% of budget and down $11,030 (-57.0%) from last year at this time. FY18 revenue is $8,318 vs. FY17 revenue of $19,348.

- **Other** is 23.8% of budget and up $115,130 (2.8%) from last year at this time. FY18 revenue is $4,199,001 vs. FY17 revenue of $4,083,871. The main items in this category consists largely of Employee Health Insurance Contributions, which account for $3,990,303, Retiree Health contributions, which account for $37,064, Retiree Drug Subsidy, which accounted for $29,758, and Other Misc. Income, which account for $86,230 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total $55,646. The large variance to budget is the result of the “On Behalf Payment” for the employer’s pension contribution for employees made by the State. For FY17 that “On-Behalf Payment” was $16,406,688.
Expenditures

- **Salaries** expenditures are 70.9% of budget and up $201,733 (1.1%) from last year at this time. FY18 expenditures are $18,473,805 vs. FY17 expenditures of $18,272,072.

- **Employee benefit** expenditures are 31.8% of budget and down $361,723 (-4.9%) from last year at this time. FY18 expenditures are $7,092,316 vs. FY17 expenditures of $7,454,039. 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 now approaching $16-17 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 52.6% of budget and down $9,736 (-0.5%) from last year at this time. FY18 expenditures are $2,098,232 vs. FY17 expenditures of $2,107,968. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.

- **Materials and supplies** expenditures are 59.0% of budget and down $123,841 (-8.3%) from last year at this time. FY18 expenditures are $1,375,506 vs. FY17 expenditures of $1,499,347.

- **Travel and meeting** expenditures are 35.0% of budget and down $37,922 (-17.5%) from last year at this time. FY18 expenditures are $178,715 vs. FY17 expenditures of $216,637.

- **Fixed charge** expenditures are 82.4% of budget and up $126,846 (9.5%) from last year at this time. FY18 expenditures are $1,462,755 vs. FY17 expenditures of $1,335,910. Included in this category are bond principal, interest payments, lease payments, and general insurance.

- **Utilities** expenditures are 52.7% of budget and down $102,702 (-16.0%) from last year at this time. FY18 expenditures are $538,669 vs. FY17 expenditures of $641,371.

- **Capital Outlay** expenditures are 42.1% of budget and down $1,476,684 (-63.3%) from last year at this time. FY18 expenditures are $855,793 vs. FY17 expenditures of $2,332,477.

- **Other** expenditures are 66.8% of budget and up $32,715 (6.1%) from last year at this time. FY18 expenditures are $568,333 vs. FY17 expenditures of $535,618. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.

- **Contingency** expenditures are 0.0% of budget and even $0 (0.0%) from last year at this time. FY18 expenditures are $0 vs. FY17 expenditures of $0.

Clinton Gabbard
President
### All Funds Statement of Net Position (Balance Sheet)

March 31, 2018

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<td>69,547</td>
<td>206,888</td>
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<td>2,705</td>
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<td>Interfund Receivables</td>
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<td>7,440,432</td>
<td>1,524,570</td>
<td>(48,728)</td>
<td>(97,800)</td>
<td>(1,289,450)</td>
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<td>(23,158)</td>
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<td>446,395</td>
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<td>2,499</td>
<td>11,667</td>
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<td>35,452</td>
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<td>57,990</td>
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<td>56,945,919</td>
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<td>Other Assets</td>
<td>81,736</td>
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<td>81,736</td>
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<td>Total Assets</td>
<td>139,705,625</td>
<td>44,476,241</td>
<td>11,760,513</td>
<td>19,605,270</td>
<td>(35,636)</td>
<td>357,067</td>
<td>(377,387)</td>
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<td>Liabilities</td>
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<td>Payroll Deductions Payable</td>
<td>1,040,493</td>
<td>900,275</td>
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<td>94,611</td>
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<td>(33,425)</td>
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<td>Accounts Payable</td>
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<td>3,933</td>
<td>(8,405)</td>
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<td>Interfund Payable</td>
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<td>1,678,332</td>
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<td>551,913</td>
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<tr>
<td>Deferred Revenue</td>
<td>24,923,645</td>
<td>21,579,119</td>
<td>2,156,396</td>
<td>6,896</td>
<td>46,548</td>
<td>17,864</td>
<td>25,016</td>
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<td>56,250</td>
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<td>Fixed Liabilities</td>
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<td>12,815,792</td>
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<tr>
<td>Other Liabilities</td>
<td>1,182,372</td>
<td>58,749</td>
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<td>9,599</td>
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<td>752,753</td>
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<td>Total Liabilities</td>
<td>48,327,366</td>
<td>23,734,773</td>
<td>2,209,226</td>
<td>5,501,471</td>
<td>46,548</td>
<td>126,007</td>
<td>18,946</td>
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<td>13,568,545</td>
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<td>Designated Fund Balance</td>
<td>91,378,259</td>
<td>20,741,686</td>
<td>9,551,287</td>
<td>14,103,799</td>
<td>(82,184)</td>
<td>231,061</td>
<td>(396,333)</td>
<td>2,875,913</td>
<td>56,945,919</td>
<td>(13,451,357)</td>
<td>- 76,604</td>
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### Assigned Fund Balance

33% Unassigned for annual budgeted expenditures 16,193,301 14,438,803 1,754,498

Other Designated Reserves 0

Capital Improvement/Investment in Capital Assets 71,049,717 14,103,799 0 56,945,919 0

Liabilities, Protection, and Settlement -12,033,709 -1,125,913 0 -635,564 0

Working Cash/Other Restricted 1,140,271 -396,333 1,750,000 -12,815,792 76,604

Remaining Unassigned Balance 14,738,679 6,302,666 7,796,789 0 -82,184 231,061 0 1,125,913 0 -635,564 0 0 0
All Funds Statement of Net Position (Balance Sheet)
March 31, 2018

Total Assets = $139,705,625

Cash 1.1%
Investments 29.9%
Receivables 22.3%
Interfund Receivables 5.1%
Fixed Assets 40.8%
Other Assets 0.1%
Prepaid Expenditures & Deferred Charges 0.4%
Inventory 0.3%

FY18 Assets - All Funds

Total Liabilities = $48,327,366

Cash 0.5%
Investments 29.0%
Receivables 24.0%
Interfund Receivables 5.5%
Fixed Assets 40.0%
Other Assets 0.1%
Prepaid Expenditures & Deferred Charges 0.6%
Inventory 0.3%

FY17 Assets - All Funds

Total Liabilities = $48,327,366

Payroll Deductions Payable 2.2%
Accounts Payable 1.3%
Interfund Payable 14.8%
Deferred Revenue 51.6%
Fixed Liabilities 26.5%
Other Liabilities 2.4%
Accrued Expense 1.1%

FY18 Liabilities - All Funds

Total Liabilities = $39,025,026

Deferred Revenue 61.3%
Fixed Liabilities 12.9%
Interfund Payable 17.4%
Accrued Expense 0.0%
Payroll Deductions Payable 2.2%
Accounts Payable 2.1%
Other Liabilities 4.2%

FY17 Liabilities - All Funds
## All Funds Statement of Activities (Income Statement)

**March 31, 2018**

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<td><strong>Revenue</strong></td>
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<tr>
<td>Local Governmental Sources</td>
<td>21,076,563</td>
<td>17,916,261</td>
<td>2,072,960</td>
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<td>528,988</td>
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<td>State Governmental Sources</td>
<td>2,723,553</td>
<td>1,764,255</td>
<td>430,310</td>
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<td>Federal Governmental Sources</td>
<td>4,706,763</td>
<td>994</td>
<td>105,856</td>
<td>740,989</td>
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<td>-</td>
<td>4,705,769</td>
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<tr>
<td>Student Tuition &amp; Fees</td>
<td>12,252,893</td>
<td>9,499,687</td>
<td>1,673,984</td>
<td>232,378</td>
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<tr>
<td>Sales &amp; Service Fees</td>
<td>3,291,377</td>
<td>139,557</td>
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<td>3,151,819</td>
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<td>Facilities Revenue</td>
<td>46,295</td>
<td>11,100</td>
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<td>35,195</td>
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<tr>
<td>Investment Revenue</td>
<td>131,589</td>
<td>29,225</td>
<td>1,256</td>
<td>96,377</td>
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<tr>
<td>Nongovernmental Gifts, Scholarships, Grants &amp; Bequests</td>
<td>4,022,886</td>
<td>8,318</td>
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<td>4,000,000</td>
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<tr>
<td>Other Revenue</td>
<td>4,208,001</td>
<td>4,178,281</td>
<td>20,721</td>
<td>9,000</td>
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<td><strong>Total Revenue</strong></td>
<td>52,459,920</td>
<td>33,547,677</td>
<td>4,199,231</td>
<td>4,211,233</td>
<td>740,989</td>
<td>3,419,392</td>
<td>5,249,325</td>
<td>2,578</td>
<td>-</td>
<td>-</td>
<td>56,016</td>
<td>1,033,480</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>20,745,001</td>
<td>18,001,059</td>
<td>472,746</td>
<td>-</td>
<td>-</td>
<td>1,243,880</td>
<td>679,074</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>348,242</td>
<td></td>
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<tr>
<td>Employee Benefits</td>
<td>7,986,052</td>
<td>6,991,182</td>
<td>101,135</td>
<td>-</td>
<td>-</td>
<td>193,611</td>
<td>74,879</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>625,245</td>
<td></td>
</tr>
<tr>
<td>Contractual Services</td>
<td>2,565,432</td>
<td>1,409,347</td>
<td>688,885</td>
<td>-</td>
<td>-</td>
<td>321,084</td>
<td>68,399</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>58,912</td>
<td>18,806</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>3,258,948</td>
<td>1,226,691</td>
<td>148,816</td>
<td>5,273</td>
<td>-</td>
<td>1,811,682</td>
<td>56,431</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10,055</td>
<td></td>
</tr>
<tr>
<td>Travel &amp; Conference/Meeting</td>
<td>237,828</td>
<td>164,020</td>
<td>14,695</td>
<td>-</td>
<td>-</td>
<td>27,183</td>
<td>29,466</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,464</td>
<td></td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>590,726</td>
<td>1,436,601</td>
<td>26,154</td>
<td>926</td>
<td>823,173</td>
<td>25,975</td>
<td>15</td>
<td>1,771,826</td>
<td>-</td>
<td>49,708</td>
<td></td>
<td></td>
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<tr>
<td>Utilities</td>
<td>543,102</td>
<td>125,305</td>
<td>413,364</td>
<td>-</td>
<td>-</td>
<td>1,687</td>
<td>525</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,220</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>2,663,580</td>
<td>62,625</td>
<td>793,168</td>
<td>8,726,536</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(6,918,749)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>5,340,763</td>
<td>568,333</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,857</td>
<td>4,770,573</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>43,931,431</td>
<td>29,985,163</td>
<td>2,658,962</td>
<td>8,732,734</td>
<td>823,173</td>
<td>3,626,960</td>
<td>5,679,362</td>
<td>6,918,749</td>
<td>(1,771,826)</td>
<td>-</td>
<td>58,912</td>
<td>1,056,740</td>
</tr>
<tr>
<td><strong>Excess/(deficit) of revenues over expenditures</strong></td>
<td>8,528,489</td>
<td>3,562,514</td>
<td>1,540,269</td>
<td>(4,521,502)</td>
<td>(82,184)</td>
<td>(207,568)</td>
<td>(430,037)</td>
<td>2,578</td>
<td>6,918,749</td>
<td>1,771,826</td>
<td>(2,896)</td>
<td>23,260</td>
</tr>
</tbody>
</table>

**Operating transfers in**

**Operating transfers out**

**Beginning Fund Balance**

|                          | 82,849,768 | 17,178,954 | 8,011,018 | 18,625,300 | - | 438,628 | 33,704 | 2,873,334 | 50,027,169 | (15,223,183) | 79,500 | 805,344 |

**Ending Fund Balance**

|                          | 91,378,257 | 20,741,468 | 9,551,287 | 14,103,798 | (82,184) | 231,060 | (396,333) | 2,875,912 | 56,945,918 | (13,451,357) | 76,604 | 782,084 |

04/18/2018
All Funds Statement of Activities (Income Statement)
March 31, 2018

Total Revenue = $ 52,459,920

**FY18 Revenue - All Funds**
- Local Governmental Sources: 40.2%
- Federal Governmental Sources: 9.0%
- State Governmental Sources: 5.2%
- Student Tuition & Fees: 23.4%
- Sales & Service Fees: 6.3%
- Facilities Revenue: 0.1%
- Investment Revenue: 0.3%
- Nongovernmental Gifts, Grants & Bequests: 7.7%
- Other Revenue: 8.0%

**FY17 Revenue - All Funds**
- Local Governmental Sources: 45.7%
- State Governmental Sources: 3.5%
- Federal Governmental Sources: 9.6%
- Student Tuition & Fees: 24.7%
- Sales & Service Fees: 7.3%
- Facilities Revenue: 0.1%
- Investment Revenue: 0.2%
- Nongovernmental Gifts, Grants & Bequests: 0.1%
- Other Revenue: 8.8%

Total Expense = $ 43,931,431

**FY18 Expenditures - All Funds**
- Salaries: 47.2%
- Employee Benefits: 18.2%
- Contractual Services: 5.8%
- General Materials & Supplies: 7.4%
- Travel & Conference/Meeting: 0.5%
- Fixed Charges: 1.3%
- Utilities: 1.2%
- Capital Outlay: 12.2%
- Contingency: 0.0%

**FY17 Expenditures - All Funds**
- Salaries: 46.7%
- Employee Benefits: 19.1%
- Contractual Services: 6.0%
- General Materials & Supplies: 8.6%
- Travel & Conference/Meeting: 0.6%
- Fixed Charges: 0.7%
- Utilities: 1.5%
- Capital Outlay: 10.9%
- Contingency: 0.0%

Total Expense = $ 43,692,400

04/18/2018  Page 4 of 7
## Operating (Funds 01 & 02) Statement of Activities

March 31, 2018

<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY18 Actual</th>
<th>FY18 Budget</th>
<th>FY17 Actual</th>
<th>FY17 Budget</th>
<th>Change Over FY17 %</th>
<th>Change Over FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Governmental Sources</td>
<td>$19,989,221</td>
<td>$26,772,195</td>
<td>$20,039,675</td>
<td>$26,818,195</td>
<td>$ (50,453)</td>
<td>-0.3%</td>
</tr>
<tr>
<td>State Governmental Sources</td>
<td>2,194,565</td>
<td>2,998,730</td>
<td>1,401,660</td>
<td>2,654,715</td>
<td>$792,905</td>
<td>56.6%</td>
</tr>
<tr>
<td>Federal Governmental Sources</td>
<td>994</td>
<td>-</td>
<td>852</td>
<td>0.0%</td>
<td>$142</td>
<td>16.7%</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>11,173,670</td>
<td>13,388,138</td>
<td>11,199,476</td>
<td>14,229,788</td>
<td>$ (25,806)</td>
<td>-0.2%</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>139,557</td>
<td>150,400</td>
<td>128,747</td>
<td>150,400</td>
<td>$ 10,811</td>
<td>8.4%</td>
</tr>
<tr>
<td>Facilities Revenue</td>
<td>11,100</td>
<td>11,100</td>
<td>11,000</td>
<td>11,000</td>
<td>$ 100</td>
<td>0.9%</td>
</tr>
<tr>
<td>Investment Revenue</td>
<td>30,481</td>
<td>188,203</td>
<td>19,348</td>
<td>185,712</td>
<td>$ (11,030)</td>
<td>-57.0%</td>
</tr>
<tr>
<td>Nongovernmental Gifts, Scholarships, Grants &amp; Bequests</td>
<td>8,318</td>
<td>-</td>
<td>19,348</td>
<td>-</td>
<td>$ (11,030)</td>
<td>-57.0%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>4,199,001</td>
<td>17,631,608</td>
<td>4,083,871</td>
<td>15,102,534</td>
<td>$ 115,130</td>
<td>2.8%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$37,746,908</td>
<td>$61,124,124</td>
<td>$36,947,764</td>
<td>$59,152,344</td>
<td>$ 799,144</td>
<td>2.2%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$18,473,805</td>
<td>$26,050,874</td>
<td>$18,272,072</td>
<td>$26,514,982</td>
<td>$ 201,733</td>
<td>1.1%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>7,092,316</td>
<td>22,297,765</td>
<td>7,454,039</td>
<td>19,113,381</td>
<td>$ (361,723)</td>
<td>-4.9%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>2,098,232</td>
<td>3,985,851</td>
<td>2,107,968</td>
<td>4,649,347</td>
<td>$ (361,723)</td>
<td>-5.0%</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>1,375,506</td>
<td>2,331,274</td>
<td>1,499,347</td>
<td>2,905,043</td>
<td>$ (123,841)</td>
<td>-8.3%</td>
</tr>
<tr>
<td>Travel &amp; Conference/Meeting</td>
<td>178,715</td>
<td>1,774,475</td>
<td>1,335,910</td>
<td>1,849,710</td>
<td>$ 126,846</td>
<td>9.5%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>1,462,755</td>
<td>1,774,475</td>
<td>2,166,377</td>
<td>1,849,710</td>
<td>$ 126,846</td>
<td>9.5%</td>
</tr>
<tr>
<td>Utilities</td>
<td>538,669</td>
<td>1,022,000</td>
<td>641,371</td>
<td>2,905,043</td>
<td>$ (102,702)</td>
<td>-16.0%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>855,793</td>
<td>2,030,592</td>
<td>2,322,477</td>
<td>3,935,764</td>
<td>$ (1,476,684)</td>
<td>-63.3%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>568,333</td>
<td>850,295</td>
<td>535,618</td>
<td>882,200</td>
<td>$ 32,715</td>
<td>6.1%</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>270,000</td>
<td>-</td>
<td>500,000</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$32,644,125</td>
<td>$61,124,124</td>
<td>$34,395,439</td>
<td>$62,032,705</td>
<td>$ (1,751,314)</td>
<td>-5.1%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess/(deficit) of revenues over expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Transfers Out/(In)</td>
<td>$ 5,102,783</td>
<td>-</td>
<td>$ 2,552,324</td>
<td>(2,880,361)</td>
<td>$ 2,550,458</td>
<td>99.9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Operating Funds Surplus/(Deficit)</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Operating Fund Balance

- Unassigned @33% based on Total Budgeted Expenditures: $20,374,708
- Less: Adj. for budgeted SURS Pass Thru ($12.3m & $9.75m, respectively) * .3334: $4,091,407
- Adj. for Contingency ($0.27m & $0.50m, respectively) x .3334: $90,000
- Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a): $16,193,301

### Unaudited Beginning Fund Balance

- $25,189,972

### Net Operating Funds Surplus/(Deficit)

- $5,102,783

**Total Expenditures**

- $32,644,125

**Excess/(deficit) of revenues over expenditures**

- $5,102,783

**Net Transfers Out/(In)**

- $2,552,324

**Calculated YTD Ending Fund Balance (budget estimate) (b)**

- $30,292,755

**Unaudited Beginning Fund Balance**

- $25,189,972

**Net Operating Funds Surplus/(Deficit)**

- $5,102,783

**Calculated YTD Ending Fund Balance (budget estimate) (b)**

- $25,459,792

**Unaudited Beginning Fund Balance**

- $24,458,719

**Net Operating Funds Surplus/(Deficit)**

- $2,552,324

**Calculated YTD Ending Fund Balance (budget estimate) (b)**

- $24,458,719

**Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures**

- $20,374,708

**Less : Adj. for budgeted SURS Pass Thru ($12.3m & $9.75m, respectively) * .3334**

- $4,091,407

**Adj. for Contingency ($0.27m & $0.50m, respectively) x .3334**

- $90,000

**Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)**

- $16,193,301

**Unaudited Beginning Fund Balance**

- $25,189,972

**Net Operating Funds Surplus/(Deficit)**

- $5,102,783

**Calculated YTD Ending Fund Balance (budget estimate) (b)**

- $25,459,792

### Amount Over/(Under) Fund balance reserve (b)-(a)

- $9,266,671.33

### Calculated YTD Ending Fund Balance (budget estimate) (b)

- $22,078,358

### Net Operating Funds Surplus/(Deficit)

- $2,550,458

### Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures

- $20,374,708

### Less : Adj. for budgeted SURS Pass Thru ($12.3m & $9.75m, respectively) * .3334

- $4,091,407

### Adj. for Contingency ($0.27m & $0.50m, respectively) x .3334

- $90,000

### Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)

- $16,193,301

### Unaudited Beginning Fund Balance

- $25,189,972

### Net Operating Funds Surplus/(Deficit)

- $5,102,783

### Calculated YTD Ending Fund Balance (budget estimate) (b)

- $30,292,755

### Amount Over/(Under) Fund balance reserve (b)-(a)

- $9,266,671.33

### Calculated YTD Ending Fund Balance (budget estimate) (b)

- $22,078,358

*Net of Transfers Out/(In) and contingency
### Operating Funds - Statement of Activities
March 31, 2018

#### Revenue
<table>
<thead>
<tr>
<th>Source</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Governmental Sources</td>
<td>19,989,221.28</td>
<td>26,772,195.00</td>
</tr>
<tr>
<td>State Governmental Sources</td>
<td>2,194,565.00</td>
<td>2,998,730.00</td>
</tr>
<tr>
<td>Federal Governmental Sources</td>
<td>994.00</td>
<td>-</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>11,173,670.34</td>
<td>13,388,138.00</td>
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<tr>
<td>Sales &amp; Service Fees</td>
<td>139,557.40</td>
<td>134,150.00</td>
</tr>
<tr>
<td>Facilities Revenue</td>
<td>11,100.00</td>
<td>11,100.00</td>
</tr>
<tr>
<td>Investment Revenue</td>
<td>30,480.65</td>
<td>188,203.00</td>
</tr>
<tr>
<td>Nongovernmental Gifts, Scholarships, Grants &amp; Bequests</td>
<td>8,317.79</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>4,199,001.25</td>
<td>17,631,608.00</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>37,746,907.71</strong></td>
<td><strong>61,124,124.00</strong></td>
</tr>
</tbody>
</table>

#### Expenditures
<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>18,473,804.99</td>
<td>26,050,874.00</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>7,092,316.24</td>
<td>22,297,765.00</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>2,098,231.88</td>
<td>3,985,850.77</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>1,375,506.36</td>
<td>2,331,273.66</td>
</tr>
<tr>
<td>Travel &amp; Conference/Meeting</td>
<td>178,715.10</td>
<td>510,798.60</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>1,462,755.16</td>
<td>1,774,475.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>538,669.39</td>
<td>1,022,200.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>855,793.11</td>
<td>2,030,592.32</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>568,332.86</td>
<td>850,294.65</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>270,000.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>32,644,125.09</strong></td>
<td><strong>61,124,124.00</strong></td>
</tr>
</tbody>
</table>

**Excess/(deficit) of revenues over expenditures**

5,102,782.62 -
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Original Contract</th>
<th>Previous Change Order</th>
<th>Contract Sum Prior to New Change Order</th>
<th>New Change Order</th>
<th>% Change</th>
<th>New Contract Sum</th>
<th>New Change Order Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Acitelli Heating &amp; Piping Contractors</td>
<td>$ 2,292,600.00</td>
<td>$ 566.00</td>
<td>$ 2,293,166.00</td>
<td>$ 6,847.00</td>
<td>0.30%</td>
<td>$ 2,300,013.00</td>
<td>PCI 110R1 Pre-IFC Sketches issued 8/14/17 ($1,030); PCI 114 ASI-001 HVAC Ductwork Revisions $6,956; PCI 116 ASI-004 Main Supply Risers configuration change $0; PCI 127R1 ASI-011 Add Converging Exhaust Duct detail $1,338; PCI 128R1 ASI-012 Add Blank Di Piping to Dishwasher $1,228; PCI 132 ASI-015 HVAC changes to East Lobby Stair ($1,645)</td>
</tr>
<tr>
<td>DK Contractors</td>
<td>$ 248,250.00</td>
<td>$ 9,600.00</td>
<td>$ 257,850.00</td>
<td>$ 20,615.00</td>
<td>7.99%</td>
<td>$ 278,465.00</td>
<td>PCI ASI-003 Bldg E Backfill $0; PCI 183 Bid Alternate #1 Parking Lot Connection $16,215; PCI 183 Bid Period 5 Updated Civil Plans dated 2/6/18 $4,400</td>
</tr>
<tr>
<td>Doherty Construction</td>
<td>$ 658,550.00</td>
<td>$ 10,606.00</td>
<td>$ 669,156.00</td>
<td>$ 67,144.00</td>
<td>10.03%</td>
<td>$ 736,300.00</td>
<td>PCI 126 ASI-010 Updated Parapet and window Blocking Details $29,324; PCI 153 Temporary Protection/Construction Costs $29,865; DCI PCI 9 Elevator Pit Fall Protection $580; DCI PCI 10 Job Ladder $702; DCI PCI 23 Snow Removal $553; DCI PCI 35 Snow Removal $244; DCI PCI 39 Temp Heaters $2,869; DCI PCI 49 Temp Heaters $3,007</td>
</tr>
<tr>
<td>Edward Stauber Wholesale Hardware Inc.</td>
<td>$ 68,900.00</td>
<td>-</td>
<td>$ 68,900.00</td>
<td>$ 2,127.00</td>
<td>3.09%</td>
<td>$ 71,027.00</td>
<td>PCI 127R1 ASI-011 Revise Door Sizes/Swings $1,316; PCI 130 ASI-013 Interior Door Revisions $227; PCI 133 FSC certified Wood $536</td>
</tr>
<tr>
<td>Hargrave Builders Inc.</td>
<td>$ 122,450.00</td>
<td>-</td>
<td>$ 122,450.00</td>
<td>$ 1,500.00</td>
<td>1.22%</td>
<td>$ 123,950.00</td>
<td>PCI 114 ASI-001 Display Case Revisions $0; PCI 133 ASI-016 FSC Certified Wood (per bid alternate) $1,500</td>
</tr>
<tr>
<td>Hargrave Builders Inc.</td>
<td>$ 739,321.00</td>
<td>-</td>
<td>$ 739,321.00</td>
<td>$ 3,556.00</td>
<td>0.48%</td>
<td>$ 742,877.00</td>
<td>PCI 117 ASI-005 Plumbing Chaise Revision $0; PCI 120 ASI-013 Interior Revisions $389; PCI 133 ASI-016 FSC Certified Wood (per bid alternate) $400; HBI PCI 4 Elevator Safety Netting $1,221; HBI PCI 11 2nd Floor Safety Rails $661; HBI PCI 5 West Rails $935</td>
</tr>
<tr>
<td>JAC Masonry</td>
<td>$ 375,700.00</td>
<td>-</td>
<td>$ 375,700.00</td>
<td>$ 12,632.00</td>
<td>3.36%</td>
<td>$ 388,332.00</td>
<td>PCI 118 ASI-006 Control Joints at Renaissance Stone $440; PCI 140R1 Window Head Flashing Changes per QA/QC $10,494; PCI 146 Extend SS Drip Edge to full brick joint $1,698</td>
</tr>
<tr>
<td>Jensens Plumbing &amp; Heating Inc.</td>
<td>$ 776,600.00</td>
<td>-</td>
<td>$ 776,600.00</td>
<td>$ 22,359.00</td>
<td>2.88%</td>
<td>$ 799,959.00</td>
<td>PCI 113 ASI-002 Elevator Sump Pit &amp; Floor Drain Revisions $4,091; PCI 119 Eliminate sleeves for underslab plumbing per RFI 161 ($5,025); PCI 128R1 ASI-012 Add Water Softener System $10,547; PCI 135 ASI-018 Add Emergency Shower &amp; Floor Drain $11,646; PCI 141 ASI-020 Eliminate Vacuum Breaker$Fume Hoods ($100); PCI 145 Add hose bibb for future green roof (bid alternate) $1,200</td>
</tr>
<tr>
<td>Jensens Plumbing &amp; Heating</td>
<td>$ 117,341.00</td>
<td>$ 2,152.00</td>
<td>$ 119,493.00</td>
<td>$ 32,686.00</td>
<td>27.35%</td>
<td>$ 152,179.00</td>
<td>PCI 109 Eliminate Fire Hydrant per C2.1 update 8/14/17 ($7,114); PCI 137 Install (2) isolation valves on water main $2,800; PCI 125 Alternate Storm Sewer Re-Route per Failed Boring $37,000</td>
</tr>
<tr>
<td>McHenry County Glass</td>
<td>$ 1,089,000.00</td>
<td>$ 26,631.00</td>
<td>$ 1,115,631.00</td>
<td>-</td>
<td>0.00%</td>
<td>$ 1,115,631.00</td>
<td>-</td>
</tr>
<tr>
<td>Metalmaster Roofmaster</td>
<td>$ 247,473.00</td>
<td>$ 26,259.00</td>
<td>$ 273,732.00</td>
<td>$ 2,594.00</td>
<td>0.95%</td>
<td>$ 276,326.00</td>
<td>PCI 133 ASI-016 FSC Certified Wood $0; PCI 138 Add spray foam at roof deck flutes at roof curbs $1,201; PCI 139 OT work Saturday 12/2/17 $1,393</td>
</tr>
<tr>
<td>Nelson Fire Protection</td>
<td>$ 63,276.00</td>
<td>-</td>
<td>$ 63,276.00</td>
<td>$ 14,162.00</td>
<td>22.38%</td>
<td>$ 77,438.00</td>
<td>PCI 120 Bldg E Temp Protection &amp; MEP Demo/Disconnects $1,050; PCI 113 ASI-002 Add FDC connection to West Entrance $13,112</td>
</tr>
<tr>
<td>Ozark Steel Fabricators</td>
<td>$ 1,112,888.00</td>
<td>$ (15,228.00)</td>
<td>$ 1,097,660.00</td>
<td>-</td>
<td>0.00%</td>
<td>$ 1,097,660.00</td>
<td>-</td>
</tr>
<tr>
<td>Ridgeview Electric</td>
<td>$ 977,800.00</td>
<td>$ 5,773.00</td>
<td>$ 983,573.00</td>
<td>$ 10,488.00</td>
<td>1.07%</td>
<td>$ 994,061.00</td>
<td>PCI 110R1 Pre-IFC MEP Sketches issued 8/14/18 ($419); PCI 122 ASI-007 Eliminate wall packs, interior switch revs ($3,456); PCI 124 ASI-009 Generator layout revision $0; PCI 127R1 ASI-011 Add Exit Sign $722; PCI 135 ASI-018 Revise power requirements to autoclaves $1,513; PCI 143 Provide rough in for lsc Exterior Signage $4,744; PCI 147 Add 277/120V Transformer for f17 per HBI 126 $596; PCI 151 Provide additional circuit to Restrooms for 2nd hand dryer $2,383; PCI 152 ASI-024 Provide generator back up to Security Panels $4,405</td>
</tr>
<tr>
<td>Scott Laboratory Solutions</td>
<td>$ 848,261.00</td>
<td>-</td>
<td>$ 848,261.00</td>
<td>$ 1,665.00</td>
<td>0.20%</td>
<td>$ 849,926.00</td>
<td>PCI 117 ASI-005 Plumbing Chaise Revisions $0; PCI 133 ASI-016 FSC Certified Wood (per bid alternate) $0; PCI 150 Add on faucet to Pre-Rinse Units (9) total $1,665</td>
</tr>
<tr>
<td>TOR Construction</td>
<td>$ 474,690.00</td>
<td>$ 1,491.00</td>
<td>$ 476,181.00</td>
<td>$ 7,015.00</td>
<td>1.47%</td>
<td>$ 483,196.00</td>
<td>PCI 153 Temporary Protection/Construction Costs $7,015</td>
</tr>
<tr>
<td>TSI Commercial Floor Covering</td>
<td>$ 334,905.00</td>
<td>-</td>
<td>$ 334,905.00</td>
<td>$ 67,058.00</td>
<td>20.02%</td>
<td>$ 401,963.00</td>
<td>PCI 195 Moisture Mitigation $67,058</td>
</tr>
<tr>
<td>Totals</td>
<td>$ 10,548,005.00</td>
<td>$ 67,850.00</td>
<td>$ 10,615,855.00</td>
<td>$ 272,448.00</td>
<td>2.57%</td>
<td>$ 10,888,303.00</td>
<td>-</td>
</tr>
</tbody>
</table>

In accordance with McHenry County College Board Policy Section 2.1.4.4, I hereby find that each of the above-listed change orders is in the best interest of McHenry County College and is authorized by law.

By: Dr. Clinton Gabbard, President
McHenry County College
04/18/2018
Treasurer’s Report

Information

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

Recommendation

It is recommended that the Board of Trustees approves the Treasurer’s Reports as presented.

Clinton E. Gabbard
President
## McHenry County College
### Treasurer’s Report
#### For the Month of March 2018

<table>
<thead>
<tr>
<th>Bank Name Account</th>
<th>Beginning Balance</th>
<th>Deposits (+) Other Additions</th>
<th>Disbursements (-) Other Subtractions</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Lake Bank &amp; Trust Operating</td>
<td>$1,539,380.17</td>
<td>$8,743,211.34</td>
<td>$8,929,732.21</td>
<td>$1,352,859.30</td>
</tr>
<tr>
<td>Crystal Lake Bank &amp; Trust Credit Card</td>
<td>$137,372.00</td>
<td>$297,616.15</td>
<td>$352,458.01</td>
<td>$82,530.14</td>
</tr>
<tr>
<td>Crystal Lake Bank &amp; Trust Employee Benefits</td>
<td>($4,206)</td>
<td>$50,948.43</td>
<td>$46,742.71</td>
<td>$0</td>
</tr>
<tr>
<td>Crystal Lake Bank &amp; Trust Payroll</td>
<td>$4,122.36</td>
<td>$2,000,904.88</td>
<td>$2,002,266.95</td>
<td>$2,760.29</td>
</tr>
<tr>
<td>Crystal Lake Bank &amp; Trust Federal Student Loan</td>
<td>$13,828.25</td>
<td>$2,191,154.75</td>
<td>$2,191,154.75</td>
<td>$13,828.25</td>
</tr>
</tbody>
</table>
# Investments

<table>
<thead>
<tr>
<th>College Fund</th>
<th>Financial Institution</th>
<th>03/31/18 Investments</th>
<th>02/28/18 Investments</th>
<th>% of Total Investments</th>
<th>Interest</th>
<th>No. of Days</th>
<th>Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Illinois Funds</td>
<td>$303,613</td>
<td>$243,071</td>
<td>1%</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>JPMorgan Chase</td>
<td>81,304</td>
<td>81,292</td>
<td>0%</td>
<td>0.18%</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Education</td>
<td>PFM Investments</td>
<td>17,756,295</td>
<td>19,130,453</td>
<td>42%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>Illinois Funds</td>
<td>0</td>
<td>0</td>
<td>2%</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>PFM Investments</td>
<td>951,118</td>
<td>949,643</td>
<td>0%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>Illinois Funds</td>
<td>7</td>
<td>7</td>
<td>0%</td>
<td>0.18%</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>JPMorgan Chase</td>
<td>0</td>
<td>0</td>
<td>29%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>PFM Investments</td>
<td>12,119,733</td>
<td>12,102,199</td>
<td>14%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>PFM Investments</td>
<td>5,960,961</td>
<td>7,428,737</td>
<td>0%</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Working Cash</td>
<td>Illinois Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>see below</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Working Cash</td>
<td>JPMorgan Chase</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0.18%</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Working Cash</td>
<td>PFM Investments</td>
<td>2,780,266</td>
<td>2,777,237</td>
<td>7%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>Illinois Funds</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>JPMorgan Chase</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>see below</td>
<td>N/A</td>
<td>On Demand</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>PFM Investments</td>
<td>1,957,204</td>
<td>1,954,674</td>
<td>5%</td>
<td>see below</td>
<td>N/A</td>
<td>Various</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$41,910,501</td>
<td>$44,667,313</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Interest Revenue

### Illinois Fund Rates - March 31, 2018

<table>
<thead>
<tr>
<th>College Fund</th>
<th>Mar-18</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>$27,775</td>
<td>$38,327</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>1,548</td>
<td>1,888</td>
</tr>
<tr>
<td>Operations &amp; Maintenance (Restricted)</td>
<td>26,231</td>
<td>103,870</td>
</tr>
<tr>
<td>Working Cash</td>
<td>3,178</td>
<td>3,873</td>
</tr>
<tr>
<td>Liability, Protection and Settlement</td>
<td>2,654</td>
<td>3,233</td>
</tr>
<tr>
<td>Total</td>
<td>$61,386</td>
<td>$151,191</td>
</tr>
</tbody>
</table>

### PFM Investment Rates - March 31, 2018

**Annualized rate - Money Market**

- Low: 1.391%
- High: 1.611%
- Average: 1.474%

**Range of CD Rates**

- Short Term: 1.150%
- Long Term: 1.400%

**Yield to Maturity of Notes**

- At Cost: 1.390%
- At Market: 2.010%
- Debt Proceeds: 2.340%

*Currently there are no investments in these categories.*
Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of $3,276,837.22. 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 March 1- March 31, 2018 totaling $3,276,837.22.

Clinton Gabbard
President
Distribution of Monthly Check Register Payments
3/1/18 through 3/31/18

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Receivables</td>
<td>153,532.80</td>
<td>4.69%</td>
</tr>
<tr>
<td>Inventory</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Prepaid Expenditures &amp; Deferred Charges</td>
<td>36,392.90</td>
<td>1.11%</td>
</tr>
<tr>
<td>Payroll Deductions Payable</td>
<td>351,739.82</td>
<td>10.73%</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Other Liabilities</td>
<td>13,439.76</td>
<td>0.41%</td>
</tr>
<tr>
<td>State Governmental Sources</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Federal Governmental Sources</td>
<td>395.50</td>
<td>0.01%</td>
</tr>
<tr>
<td>Student Tuition &amp; Fees</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Sales &amp; Service Fees</td>
<td>1,211.75</td>
<td>0.04%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>45,460.10</td>
<td>1.39%</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>282,601.25</td>
<td>8.62%</td>
</tr>
<tr>
<td>General Materials &amp; Supplies</td>
<td>251,303.34</td>
<td>7.67%</td>
</tr>
<tr>
<td>Travel &amp; Conference/Meeting</td>
<td>18,817.67</td>
<td>0.57%</td>
</tr>
<tr>
<td>Fixed Charges</td>
<td>44,132.31</td>
<td>1.35%</td>
</tr>
<tr>
<td>Utilities</td>
<td>93,572.25</td>
<td>2.86%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,977,627.98</td>
<td>60.35%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>6,628.44</td>
<td>0.20%</td>
</tr>
<tr>
<td><strong>Total All Categories</strong></td>
<td>3,276,855.87</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

H:\Board\FY18\2018-04Apr\qryCkToObject2.xlsxMar 2018
## Six Month

### Select Vendor History Report

<table>
<thead>
<tr>
<th>SubClass</th>
<th>Cat</th>
<th>CatDesc</th>
<th>PayeeID</th>
<th>Payee</th>
<th>Total Voucher</th>
<th>FY18: (10-Oct)</th>
<th>FY18: (11-Nov)</th>
<th>FY18: (12-Dec)</th>
<th>FY18: (1-Jan)</th>
<th>FY18: (2-Feb)</th>
<th>FY18: (3-Mar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>53</td>
<td>Contractual Services</td>
<td>0396644</td>
<td>Quality Engineering</td>
<td>$ 1,700.00</td>
<td>$ 340.00</td>
<td>$ 680.00</td>
<td></td>
<td>$ 22,247.50</td>
<td></td>
<td>$ 680.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>53</td>
<td>Contractual Services</td>
<td>0402264</td>
<td>HR Green Inc</td>
<td>$ 34,816.75</td>
<td>$ 4,094.25</td>
<td>$ 8,125.00</td>
<td></td>
<td>22,247.50</td>
<td></td>
<td>350.00</td>
</tr>
<tr>
<td>Engineering</td>
<td>53</td>
<td>Contractual Services</td>
<td>0420293</td>
<td>LionHeart Engineering</td>
<td>$ 497.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>497.20</td>
</tr>
<tr>
<td>Engineering</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0396644</td>
<td>Quality Engineering</td>
<td>$ 448.00</td>
<td>$ 168.00</td>
<td>$ 168.00</td>
<td></td>
<td></td>
<td></td>
<td>112.00</td>
</tr>
<tr>
<td>Engineering Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 37,461.95</td>
<td>$ 4,602.25</td>
<td>$ 8,973.00</td>
<td></td>
<td>$ 22,247.50</td>
<td></td>
<td>$ 1,639.20</td>
</tr>
<tr>
<td>Food Vendor</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0395138</td>
<td>TURANO BAKING CO.</td>
<td>$ 3,698.59</td>
<td>$ 575.04</td>
<td>$ 760.30</td>
<td>$ 397.41</td>
<td>458.36</td>
<td>583.24</td>
<td>924.24</td>
</tr>
<tr>
<td>Food Vendor</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0395263</td>
<td>GORDON FOOD SERVICE</td>
<td>$ 157,637.04</td>
<td>$ 31,029.52</td>
<td>$ 34,301.66</td>
<td>$ 26,219.40</td>
<td>9,185.14</td>
<td>22,691.37</td>
<td>303.96</td>
</tr>
<tr>
<td>Food Vendor</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0395407</td>
<td>HOME JUICE CORP</td>
<td>$ 4,855.49</td>
<td>$ 1,011.48</td>
<td>$ 1,058.24</td>
<td>$ 751.18</td>
<td></td>
<td>649.30</td>
<td></td>
</tr>
<tr>
<td>Food Vendor</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0405722</td>
<td>Superior Nut and Ca</td>
<td>$ 2,015.39</td>
<td>$ 336.47</td>
<td>$ 378.92</td>
<td>$ 460.76</td>
<td>371.28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Vendor</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0414865</td>
<td>Quality Catering f</td>
<td>$ 5,069.10</td>
<td>$ 895.50</td>
<td>$ 895.50</td>
<td>$ 882.30</td>
<td>716.40</td>
<td>435.40</td>
<td>1,244.00</td>
</tr>
<tr>
<td>Food Vendor Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 174,367.41</td>
<td>$ 33,848.01</td>
<td>$ 37,394.62</td>
<td>$ 28,711.05</td>
<td>$ 11,173.68</td>
<td>$ 25,373.61</td>
<td>$ 37,866.44</td>
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<tr>
<td>Landscaping</td>
<td>53</td>
<td>Contractual Services</td>
<td>0395293</td>
<td>Greenhouse A Fex Co</td>
<td>$ 1,660.00</td>
<td></td>
<td></td>
<td>$ 1,285.00</td>
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<td>Landscaping</td>
<td>54</td>
<td>General Materials &amp; Supplies</td>
<td>0395554</td>
<td>INTERIOR TROPICAL G</td>
<td>$ 1,350.00</td>
<td></td>
<td></td>
<td>450.00</td>
<td>225.00</td>
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<td>$ 2,283.30</td>
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<tr>
<td>Legal</td>
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<td>0394606</td>
<td>Campion, Curran, La</td>
<td>$ 2,175.00</td>
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<td></td>
<td>712.50</td>
<td>300.00</td>
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<tr>
<td>Legal</td>
<td>53</td>
<td>Contractual Services</td>
<td>0396460</td>
<td>ROBBINS SCHWARTZ</td>
<td>$ 93,317.11</td>
<td>$ 22,429.30</td>
<td></td>
<td>10,480.47</td>
<td>20,907.96</td>
<td>20,556.16</td>
<td>18,943.22</td>
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<tr>
<td>Legal Total</td>
<td></td>
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<td></td>
<td>$ 95,492.11</td>
<td>$ 23,141.80</td>
<td></td>
<td>$ 11,530.47</td>
<td>$ 20,907.96</td>
<td>$ 20,556.16</td>
<td>$ 19,055.72</td>
</tr>
<tr>
<td>Temporary Staffing</td>
<td>53</td>
<td>Contractual Services</td>
<td>0396989</td>
<td>WORKING WORLD INC</td>
<td>$ 115,972.32</td>
<td>$ 16,701.26</td>
<td>$ 19,009.60</td>
<td>$ 11,335.62</td>
<td>20,629.51</td>
<td>23,785.19</td>
<td>24,511.14</td>
</tr>
<tr>
<td>Temporary Staffing</td>
<td>53</td>
<td>Contractual Services</td>
<td>0407503</td>
<td>Robert Half Interna</td>
<td>$ 450.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Staffing Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 116,422.32</td>
<td>$ 17,151.26</td>
<td>$ 19,009.60</td>
<td>$ 11,335.62</td>
<td>20,629.51</td>
<td>23,785.19</td>
<td>24,511.14</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$ 429,037.09</td>
<td>$ 78,743.32</td>
<td>$ 66,127.22</td>
<td>$ 55,370.44</td>
<td>$ 53,311.15</td>
<td>$ 91,962.46</td>
<td>$ 83,522.50</td>
</tr>
</tbody>
</table>
McHenry County College

Request to Renew
Annual PeopleAdmin Applicant Tracking Software

Information

PeopleAdmin is the online job applicant tracking system used by MCC. It is a cloud-based service that has been in use at MCC since 2013. The system improves the job application experience for candidates by accommodating online submittals of applications, resumes and transcripts, and provides feedback on the status of their job search while introducing automation and efficiencies to the employment process for Human Resources (HR), hiring managers, and search teams. To date, over 14,401 user accounts have been created by interested job seekers and 14,388 applications have been submitted through PeopleAdmin. Further, the system has been utilized by 863 internal users, such as HR staff and search committee members. Overall, the system automates the job search, application, and review process, streamlining time and resources.

MCC pays an annual license fee for PeopleAdmin which covers usage rights, system management and updates, shared account authentication, new hires export to the Colleague ERP system, and user support. MCC is proposing a three-year agreement with PeopleAdmin in order to lock in a maximum 5% fee rate increase per year. Without the three-year agreement, the annual fee rate increase would be 8% per year. With the three-year agreement, the annual fee for PeopleAdmin for the period beginning May 2, 2018 through May 1, 2019, is $20,782.12. Since PeopleAdmin is the only provider of this product, other competitive quotes cannot be obtained.

Renewal of existing PeopleAdmin license (Start Date: 5/2/18; End Date: 5/1/2019):

<table>
<thead>
<tr>
<th>Description</th>
<th>Total License</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleAdmin 7 – Applicant Tracking</td>
<td>$19,146.18</td>
</tr>
<tr>
<td>External Authentication – LDAP</td>
<td>$585.94</td>
</tr>
<tr>
<td>Data Export – New Hires to Colleague</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Total</td>
<td>$20,782.12</td>
</tr>
</tbody>
</table>

This expense is budgeted in the FY 2018 IT Software Solutions account within the Education Fund.

 Recommendation

It is recommended that the Board of Trustees approves the annual renewal PeopleAdmin Applicant Tracking Software from PeopleAdmin of Austin, TX, for $20,782.12.

Clinton E. Gabbard
President
Information

All student applications for admission to MCC are processed through a component of the College’s Ellucian ERP system called CRM Recruit. Annually, MCC processes between 4,200 and 4,500 applications through the system. Prior to completing an application, prospects must create accounts in CRM Recruit. MCC consistently has 5,500 to 6,000+ prospect records active in the system annually. These records allow MCC to communicate to prospects and encourage them to complete the application process.

The CRM Recruit system was last upgraded in April, 2016. Since this upgrade, Ellucian has updated the CRM Recruit system rapidly to match the upgrades of its other software used at MCC such as the Colleague ERP system. This upgrade will move CRM Recruit to Ellucian’s newest version – version 5. MCC’s current CRM Recruit version (version 3.8) is more than one full generation behind and is no longer supported by Ellucian. This important system needs to be upgraded so Ellucian support for the product can resume. The newest CRM Recruit version offers some significant enhancements that will benefit MCC’s recruitment and admissions processes, make the admissions process easier for prospective students, and provide more targeted and intentional communications to students. Enhancements include:

- Send direct emails to prospective students
- Create email templates for communications plans
- Send bulk text messages to prospective students (in plain text or multi-media formats)
- View and reprocess applicant record errors
- Provide prospective students a preview of completed application before submitting

Also included in this proposal is training for CRM Recruit. The entire MCC Recruitment and Admission staff will receive training along with training options for OMPR, Advising, and Athletics team members.

The CRM Recruit system upgrade and training will be provided by Ellucian at a cost of $40,000. Due to Ellucian’s resource scheduling constraints, the project will not begin until July 2018 with a planned implementation in September 2018.

This expense is budgeted in the IT Software Solutions account in the Education Fund for FY 2019.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Ellucian CRM Recruit System Upgrade from Ellucian Inc., of Reston, VA, at a cost of $40,000.00.

Clinton E. Gabbard
President
**Administrative Appointments for FY 2019**

**Information**

The administrators are an important employee group of the College, carrying out the policies, procedures and initiatives as established by the Board of Trustees. It is recommended that for FY 2019, the appointments of the College Administrators holding the positions listed below be extended through FY 2019:

<table>
<thead>
<tr>
<th>Position Name</th>
<th>Position Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Vice President of Finance</td>
<td>Director of Marketing and Creative Services</td>
</tr>
<tr>
<td>Associate Vice President of Arts and Sciences</td>
<td>Director of Nursing Program</td>
</tr>
<tr>
<td>Associate Vice President of Career Education</td>
<td>Director of Occupational Therapy Assistant Program</td>
</tr>
<tr>
<td>Associate Vice President of Human Resources</td>
<td>Director of Recruitment and Staffing</td>
</tr>
<tr>
<td>Associate Vice President of Public Safety &amp; Chief of Police</td>
<td>Director of Registration and Records</td>
</tr>
<tr>
<td>Chief Financial Officer/Treasurer</td>
<td>Director of Resource Development</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Director of Software Solutions</td>
</tr>
<tr>
<td>Dean of Academic Development</td>
<td>Director of Sustainability</td>
</tr>
<tr>
<td>Dean of Career and Technical Education</td>
<td>Director of Technology Support Services</td>
</tr>
<tr>
<td>Dean of Enrollment Services</td>
<td>Director of Upward Bound Program</td>
</tr>
<tr>
<td>Dean of Mathematics and Sciences</td>
<td>Director of Urban Agriculture Project</td>
</tr>
<tr>
<td>Director of Athletics, Intramurals &amp; Recreation</td>
<td>Executive Director of Adult Education</td>
</tr>
<tr>
<td>Director of Bookstore</td>
<td>Executive Director of Facilities</td>
</tr>
<tr>
<td>Director of Business Services</td>
<td>Executive Director of Library</td>
</tr>
<tr>
<td>Director of Continuing Education</td>
<td>Executive Director/Friends of MCC Foundation</td>
</tr>
<tr>
<td>Director of Crisis Intervention and Prevention</td>
<td>Interim Dean of Academic Services</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>Manager of Access and Disability Services</td>
</tr>
<tr>
<td>Director of Food Services</td>
<td>Manager of IL Small Business Development Center</td>
</tr>
<tr>
<td>Director of Health and Wellness</td>
<td>Manager of New Student Transitions</td>
</tr>
<tr>
<td>Director of Health Information Technology Program</td>
<td>Manager of Nursing Laboratory</td>
</tr>
<tr>
<td>Director of Human Resources/HRIS</td>
<td>Manager of Student Conduct</td>
</tr>
<tr>
<td>Director of Infrastructure Operations</td>
<td>Vice President of Academic &amp; Student Affairs</td>
</tr>
<tr>
<td>Director of Institutional Effectiveness</td>
<td>Vice President of Marketing, Communications and Development</td>
</tr>
<tr>
<td>Director of Institutional Research</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation**

It is recommended that the Board of Trustees ratifies the above appointment actions as presented.

Clinton Gabbard  
President
Appointment of Replacement
Director of Teaching and Learning

Information

The resignation of Ray Lawson, effective October 6, 2017 created a vacancy for the full-time administrative position of Director of Teaching, Learning and Educational Technology. The position was reevaluated and revised to Director of Teaching and Learning. Hongqin Li has been recommended to fill this position. Ms. Li has a Doctor of Philosophy, a Master’s of Arts and Education from University of Toledo, Toledo, OH, and a Bachelor’s from Zhengzhou University, Zhengzhou, China. Her experience is as follows:

2014 – Present
Academic Applications Administrator (2015 – Present)
Benedictine University, Lisle, IL

2004 – 2014
Assistant Professor
Lourdes University, Sylvania, OH

2002 – 2004
Visiting Assistant Professor
University of Toledo, Toledo, OH

Forty-two applications were received, thirty-two met the position minimum requirements, and the search committee interviewed five candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Hongqin Li to the administrative position of Director of Teaching and Learning, effective June 4, 2018, based on the twelve-month salary of $90,000.00, for FY2018 and FY2019.

Clinton E. Gabbard
President

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Minimum Salary</th>
<th>Midpoint Salary</th>
<th>Maximum Salary</th>
<th>Current Salary</th>
<th>Salary Offer</th>
<th>Salary of Replaced Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A5</td>
<td>$76,194.00</td>
<td>$99,055.00</td>
<td>$121,914.00</td>
<td>Not Applicable</td>
<td>$90,000.00</td>
<td>$97,088.00</td>
</tr>
</tbody>
</table>
POSITION: DIRECTOR OF TEACHING AND LEARNING

CLASSIFICATION: Administrative | Full-time WORK YEAR: 12 Months

PAY GRADE: A5 FLSA CODE: Exempt

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

POSITION SUMMARY: Provide administrative leadership to the College’s focus on excellence in Teaching and Learning by providing programs, services, and support for teaching, learning, instructional technology, instructional media, and distance education. Collaborate with Professional Development to support employee technology orientation and training for all employees.

REPORTS TO: Dean of Academic Services

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

• Provide overall leadership and supervision for:
  o Teaching and Learning Center (TLC)
  o Faculty Development
  o Distance Education
  o Instructional Technology and Media
  o The MCC TLC Budget

• Coordinate programs and services to deliver and support:
  o New employee and new student technology orientation and training
  o New online teacher pedagogy resources, training, support
  o Instructional methods, pedagogy for all delivery modes (classroom, hybrid, online)
  o Classroom technology
  o MCC’s learning management system
  o Internet Course Exchange
  o ePortfolios for students, for faculty, and for evaluators
  o Copyright and fair use
  o Instructional media design, development, and delivery (web, audio, video, graphics)
  o Research, development, and training on new technology tools and methods
  o Advocacy and awareness of distance education, instructional technology
  o Course development and other grant opportunities

• Provide supervision, coordination, and support for:
  o MCC’s learning management system
  o Distance education faculty handbook
  o Online student handbook
  o Legislation and regulatory compliance for distance education
  o Membership in state and national organizations and consortia related to teaching, learning, and technology

• Collaborate with MCC Professional Development Office on:
  o Professional Development Days
ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Professional development opportunities for all employees
- Instructional design, development, and media development for employee training

- Provide supportive administration, collaboration, and input on:
  - Early warning/academic intervention technology
  - End of course evaluation online surveys
  - Online proctoring

- Serve as an administrative liaison to committees for faculty development and distance learning; collaborate with committees on professional development, assessment, information technology, the library, academic support, marketing and public relations, disability services, and advisement.

- Support and participate in the College’s commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities

- Assume additional duties as assigned by immediate supervisor

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Master’s Degree from a regionally accredited institution in Instructional Technology, Instructional Design, Curriculum and Instruction, or Master’s Degree in combination with significant online teaching experience at a community college
- Three years of experience administering teaching, learning, and technology programs and services in an academic setting
- Three years teaching experience, preferably in a community college
- One year of supervisory experience
- Experience using data to improve processes and grow programs

DESIRED QUALIFICATIONS:

- Experience working in a community college environment
- Doctorate from a regionally accredited institution in Instructional Technology, Instructional Design, Curriculum and Instruction

SKILLS AND SPECIFICATIONS:

- Proficient in Microsoft Office Suite and internet
- Understanding of and demonstrated experience with data-driven decision making for developing and refining processes and services
- Ability to organize work around broad organizational goals
- Ability to work in a dynamic environment that requires the incumbent to be sensitive to change and responsive to changing goals, priorities, and needs
- Ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization
- Ability to create plans for and guide implementation of new technology systems
- Knowledge and application of emerging technology skills
SKILLS AND SPECIFICATIONS:

- Ability to make verbal or written presentations based on departmental and college-wide training needs
- Understanding of the higher education process and ability to work with the various student and academic affairs areas of the College
- Understanding of assessment and evaluation techniques and the ability to communicate those techniques
- Ability to work independently yet have a strong team orientation and develop productive working relationships at all levels of the organization
- Strong analytical, problem solving, organizational, interpersonal, and communication skills
- Strong collaboration skills
- Commitment and respect for diversity
- Understanding of and commitment to the College mission and goals
- Ability to perform all of the essential functions, skills, and specifications of the position

SUPERVISORY RELATIONSHIPS / DIRECT REPORTS:

- Coordinator of Professional Development Technology
- Distance Learning Specialist

REVISED: December 20, 2017
Approval of New Faculty Position  
Instructor of Nursing

Information

The resignation of Mary CaDavid, Instructor of Nursing and Lab Weekend, effective May 12, 2018, will result in a vacancy for a full-time, faculty tenure track position. After a careful review of future instructional needs, the College is recommending to replace this faculty position with a new faculty member for the 2018-19 academic year.

The base salary for full-time faculty positions, utilizing the salary matrix contained within the MCC Faculty Association Agreement, begins at a base of $47,500.00 for FY 2019 and is then adjusted upward in lane and step based on the candidate’s education level and years of experience.

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor of Nursing and Lab Weekend</td>
<td>(1.0)</td>
</tr>
<tr>
<td>Instructor of Nursing</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Recommendation

It is recommended that the Board of Trustees approves the new faculty position as outlined above, effective August 16, 2018.

Clinton Gabbard  
President
POSITION: INSTRUCTOR OF NURSING

CLASSIFICATION: Faculty | Full-time, Tenure track    WORK YEAR: 9 Months    FLSA CODE: Exempt

REPORTS TO: Director of Nursing Program

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Including but are not limited to:

- Teaching responsibilities will consist of a combination of clinical, lecture, and nursing lab hours equivalent to 15 contact hours per semester
- Available to teach varied hours to include days, evenings, weekends
- Assist with writing or revising curriculum
- Evaluate student nursing skills both in the clinical and laboratory settings
- Maintain open lab hours for student skill practice; assist students as needed
- Develop and teach clinical simulation scenarios utilizing SimMan and other high/low fidelity equipment
- Video tape student skill demonstrations as required; audiotape lectures for podcast use
- Demonstrate a commitment to student success
- Attend college events as required to support the nursing program
- Work with local healthcare providers, advisory committees, regional and state-wide vocational organizations
- General involvement as a faculty member in participatory college governance, advisement of students, assessment of student learning, etc.
- Work cooperatively within the department, the division, and throughout the College in striving for educational excellence
- Support continuous quality improvement through participation in AQIP
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles
- Commitment to attaining/maintaining accreditation through ACEN

QUALIFICATIONS (EDUCATION / CERTIFICATION / EXPERIENCE):

- Master’s Degree in Nursing from a regionally accredited institution
- A minimum of five years’ experience and experience in medical-surgical nursing
- Current licensure as a registered nurse (or eligibility for licensure) in Illinois
- CPR certified by the American Heart Association
- Willingness to use educational technology, to include SimMan and other simulation equipment
- Demonstrated commitment to professional growth
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

DESIRED QUALIFICATIONS:

- Three years of successful theory and clinical teaching experience, at the community college level

ISSUED: April 2018
Salary Adjustment

Information

The Administrative Advanced Placement Program includes a salary adjustment of $1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. In accordance with this program, the following administrator qualifies for a salary adjustment at this time. The salary adjustment takes effect for the fiscal year noted.

<table>
<thead>
<tr>
<th></th>
<th>Current Salary</th>
<th>Adjusted Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Coclanis-Loding – 2nd Adjustment – FY 2018</td>
<td>$94,477.68</td>
<td>$95,877.68</td>
</tr>
<tr>
<td>Director of Health Information Technology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommendation

It is recommended that the Board of Trustees ratifies the salary adjustment as stated above.

Clinton E. Gabbard
President
Request to Purchase
Class 19 Temporary Liquor Licenses

Information

The Culinary Management department of the Education, Career, and Technical Education division requests approval to purchase three additional annual Class 19 Temporary Liquor Licenses at $20.00 per three-day period for the purposes of purchasing and using beer and wine for instructional purposes in culinary classes and cooking events during the following dates: July 11-13, 2018, August 22-24, 2018, and for the purpose of serving alcohol at a special event on November 2, 2018.

This expense is budgeted in the Culinary account in the Contractual Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of three Class 19 Temporary Liquor Licenses, from the City of Crystal Lake, IL for $60.00, to be used during the following dates: July 11-13, 2018, August 22-24, 2018, and November 2, 2018.

Clinton E. Gabbard
President
Board Travel Requests and Estimated Costs

Information

Per Local Government Travel Expense Control Act P.A. 99-604 and Board Policy 1.9, Reimbursement for Expenses, “All Board travel, meals, and/or lodging, subject to reimbursement or paid for by the College on behalf of a Board member(s), shall be preapproved by the Board of Trustees and in accordance with the Reimbursement of Travel, Meals, and Lodging Expenses policy.”

The following Trustee is requesting approval to travel:

<table>
<thead>
<tr>
<th>Name of Traveler</th>
<th>Linda Liddell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>May 31-June 2, 2018 ICCTA Annual Convention / Springfield, IL</td>
</tr>
<tr>
<td>Purpose of Trip</td>
<td>Attend Annual Meeting</td>
</tr>
</tbody>
</table>
| Estimated Cost of Trip | Event registration $115.00  
                          2 Nights Hotel @ $99.00 plus tax 203.68  
                          Mileage (410 miles round trip at $0.545 per mile): 223.45  
                          TOTAL: $542.13 |

These expenses are budgeted in the Other Conference and Meeting account and the Out-of-District Travel account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the travel request from Linda Liddell at an estimated cost of $542.13.
New Employees

Information

The following lists new employees or those that have transferred to another position at McHenry County College.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Start Date</th>
<th>Employee Name</th>
<th>Primary Position</th>
<th>Position Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>3/19/18</td>
<td>Felicia Graham*</td>
<td>Dishwasher/Warewasher &amp; Sanitization</td>
<td>V</td>
</tr>
<tr>
<td>Staff</td>
<td>4/2/18</td>
<td>Joseph Martino</td>
<td>Automotive Technician</td>
<td>R</td>
</tr>
<tr>
<td>Staff</td>
<td>4/23/18</td>
<td>Michele Graham</td>
<td>Adult Learner Transition Specialist</td>
<td>R</td>
</tr>
</tbody>
</table>

* Employees that have transferred or accepted a different or additional position.
Position Status Key:  R=Replacement  N=New  V=Revised
**Resignation**

**Information**

The following employee has submitted a resignation of employment with an effective date as listed.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position Held</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina Lorence</td>
<td>Financial Aid Technical Specialist</td>
<td>May 31, 2018</td>
</tr>
</tbody>
</table>
April 17, 2018 – Committee of the Whole Meeting

- **President’s Report:** Dr. Gabbard’s report highlighted the partnership agreement with University of Wisconsin-Whitewater, which guarantees admittance to MCC students who meet the criteria. For students who begin at MCC and transfer to UWW, this is a great opportunity for a guaranteed transfer pathway, and possible savings of over $25,000 in tuition and fees. Dr. Gabbard also spoke about the National Science Foundation (NSF) STEM Scholarship Grant which was recently awarded to MCC. The grant will fund up to $650,000 over five years for scholarships and academic support services. Thanks to the grant project team was given to Dr. Jack Brzezinski, Ms. Tammi Kostos, Mr. Rob Smith, Dr. Maria Taydem, Dr. Amy Humke, Dr. Xueli Wang, and Dr. Liang Zhang. Dr. Gabbard spoke about the April 12 Education to Empowerment event attended by over 90 people. He also informed the Board that administration is working with the planning firm Future iQ to facilitate a community think-tank/feedback session in June. This session will generate feedback for planning efforts for the College’s next five years. He noted future events: April 19 Employee Award Ceremony, April 27 Listening for a Cause, June 11 Golf Invitational, and the President’s Dinner on November 2.

- **Preliminary March Financial Statements:** Mr. Tenuta noted that preliminary financial reports show the College’s statements are comparable to those of last year, with the only variance being state and government funding. He noted that revenue and expenditures are tracking close to the budget. Documents were provided to show capital projects that are underway and pending, as well as a document to show change orders on the Liebman Science Center project. Mr. Tenuta believes this project will come in just under budget. Dr. Gabbard announced that a Finance and Audit Committee meeting will be held in conjunction with the June Committee of the Whole meeting, so that the budget can be presented to the Board.

- **Capital Campaign Update:** Ms. Haggerty reported that a multi-tiered direct mailing will go out this week as part of the community campaign. Ms. Haggerty also reported that work is ongoing on a donor recognition wall, to honor all those who have participated in the campaign and helped make the Liebman Science Center possible. She asked Trustees to save these dates: Thursday, May 10 for the lighting of the planetarium window, and Friday, August 17 for the grand opening and ribbon cutting ceremony for the Liebman Science Center.

- **Key Performance Indicators Presentation:** Drs. Gabbard and Humke gave a presentation about the new dashboard currently under construction. Information is contained on the portal, which is now available only to employees and Trustees. Dr. Gabbard noted that once this information is finalized, it will be made available to the public. The presentation can be viewed at [www.mchenry.edu/board](http://www.mchenry.edu/board).

- **Discussion of Student Trustee Selection:** Dr. Gabbard announced that Ms. Zuri Vazquez has agreed to serve as Student Trustee through the August 2018 meeting. Ms. Haggerty and Dr. Gray have been working with Megan Scanlan in Student Activities to talk through the existing process for election and selection of the student trustee. They have researched other community colleges’ processes to find what has been successful. They are looking at revising the student trustee process to include a few more levels of review and selection, including involving College leadership to help make that selection. This position is critical as a representative voice for students as well as working with the Board. In the new few weeks, information will be brought to the Board for feedback and insight.
• **Future Agenda Items**: Ms. Evertsen spoke about the dilemma that home schooling parents run into. If the parents want to take MCC classes, child care is needed during that time.

• **Summary Comments by Board Members**: During summary comments, Ms. Walsh asked Board members to attend the April 30 ICCTA North Suburban Regional Meeting at MCC, where training will be offered by Robbins Schwartz. Mr. Allen spoke about the Education to Empowerment event, noting that the award winners appreciate the mentoring and support provided by the members of that group. Ms. Vazquez spoke about information to be presented at the April Board meeting regarding the Fitness Center. Ms. Walsh asked Trustees to share their thoughts on how the Board can help the student trustee position. Ms. Vazquez added that the student position needs to be separate from student government elections and processed more thoroughly. Ms. Tirio expressed her thanks for the $650,000 National Science Foundation Grant.

• **No closed session** was held.
Application Process for Fall 2018 Scholarships

Scholarships for Fall 2018 have been posted. A total of 106 students have submitted scholarship applications, and 129 students have drafted their applications. Scholarship applications will close on May 4. All Board of Trustees, MCC faculty and staff, and Foundation Board members are invited to participate in the review process by contacting Bev Thomas in the Foundation office at (815) 479-7529 or bthomas@mchenry.edu. If you have never participated in this process, it is a fantastic way to see first-hand how your contributions make an impact on our students.

Oliver “Duke” Gallagher Scholarship

The Foundation Board of Directors heard a presentation from Testing Center Coordinator, Ms. Jill McDonald, who established the Oliver “Duke” Gallagher Memorial Scholarship. This scholarship is awarded to a MCC student pursuing a degree in Criminal Justice, Fire Science or EMT. MCC students Naikeema Ward and Sergio Albarran also spoke and thanked Jill and her family for their generosity and expressed their appreciation for receiving this scholarship.

Anne M. Stumpf, RN Nursing Scholarship of Excellence

Mr. Mark Stumpf recently established the Anne M. Stumpf, RN Nursing Scholarship of Excellence. This scholarship honors his wife, Anne, and her exemplary career in nursing. This is an endowed $500 per semester scholarship to be awarded to nursing students who can describe their commitment and compassion for patients.

Harrison V. Siddons Memorial Veterans Scholarship

A new scholarship for a student veteran has been established by lifelong Crystal Lake resident, Mary Beth Siddons, and her brothers in memory of their father, Korean War veteran, Harrison V. Siddons. This scholarship will provide a full tuition scholarship of $1,500 to a full-time student veteran for up to five semesters. Mary Beth is a MCC Distinguished Alumni award winner and long-time supporter of MCC and community colleges.

Liebman Science Center Capital Campaign – Public Phase

The Liebman Science Center capital campaign is in its public phase, with a goal to close the campaign by early summer. Support is needed from the community to finish the campaign. MCC is calling on our community to help reach the overall goal of $7 million by making a donation. Information on how to support the Liebman Science Center is being mailed out to the community, and donations are welcome online at www.mchenry.edu/sciencecenter.

Work Underway for New Fall Event

The College, with support from the Friends of MCC Foundation, will host a new event—a President’s Dinner—this fall. On Friday, November 2, attendees will gather together to engage with students, alumni, and employees, and to learn about how the College is moving forward, as well as how the community can support its efforts. Details will be released soon.
Education to Empowerment Spring Event Recap
On April 12, more than 90 attendees shared an evening at MCC’s student-run restaurant, Tartan Bistro. Education to Empowerment scholarship recipients, members, and their guests enjoyed a fine dining experience by culinary students, with a talk from keynote speaker, Kelly Tomblin, CEO of INTREN, Inc., and updates from current and former scholarship recipients. This spring event is one of the key Education to Empowerment membership recruitment events of the year.

SAVE THESE DATES
Listening for a Cause – Friday, April 27, 2018
The second Listening for a Cause event will be held April 27, 2018 in ‘the Listening Room’ at the Dole from 6:30-10 p.m. This event features local musicians and supports the Student Success Fund. Admission is free. Donations gladly accepted. Plans are underway for two more events in this series later this year.

2018 Golf Invitational – Monday, June 11, 2018
The 2018 Friends of MCC Foundation Golf Invitational will be held on June 11, 2018 at Bull Valley Golf Club in Woodstock. Current sponsors include: Robbins Schwarz; Demonica Kemper Architects; Pepper; First Midwest Bank; Aptar; Home State Bank; Crystal Lake Bank & Trust; Coilcraft; 20/10 Engineering Group; Chroma Corporation; Scot Forge; Miller Verchota; Centegra Health System; HR Green; Prairie Community Bank; 365 Equipment Supply; Advanced Flexible Composites and The Harvard State Bank. This annual event provides an important opportunity to raise funds in order to further the Foundation’s mission of providing financial support to MCC students. Registration is open, and additional sponsorship opportunities are available. Please visit www.mchenry.edu/supportmcc/golf for information.
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
- Interactive Content
- 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:
  - **Catalyst**—Workforce, Community, and Business Programs at Shah Center
  - Summer 2018 Noncredit Schedule
  - Foundation *Building Futures* Online Newsletter
  - Kids and College Catalog
  - Updates to MCC View Book
  - Annual Report
  - Student Planner

- **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:
  - National Science Foundation (NSF) STEM Scholarship promotion
  - Cisco certificate marketing plan
  - Apprenticeship publicity and marketing support
  - Transfer partnership awareness campaign
  - Joint Agreement tool
  - Adult Education promotional support
Program sell sheets (new and updates)  
Feast with Faculty promotions  
Guided pathway marketing support  
Marketing campaign for adult learners  
Marketing campaign for area employers  
Fall 2018 early advising and priority registration marketing efforts  
Fall 2018 registration marketing efforts for adult learners  
College and Career Readiness awareness and promotions  
Financial Aid Night promotions  
Noncredit and Continuing Education program publicity  
Second Sunday Concert Series marketing and materials support  
Tartan Bistro promotional efforts  
Financial Aid workshop marketing blitz  
Transfer Guides—new templates/updates  
Interactive content for specific target programs  
Sponsored Content Campaign with NW Herald (monthly editorial about MCC via print, online, social media, and video)  
Spring 2018 Radio Campaign  
2018 Print and outdoor media/billboard campaign  
Twofer promotions  
Friends of MCC Foundation Promotional Support  
  - Marketing efforts to push scholarship awareness and applications  
  - Presidential Talent Scholarship publicity  
  - MCC alumni engagement efforts  
  - Alumni Association branding  
  - Golf Invitational support  
  - Education to Empowerment promotional support

**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 (CMS)  
  - Environmental graphics for interior and for Athletics (MCC Scots)  
  - Video series to showcase alumni and MCC’s connections throughout the community  
  - Submission of branded work and materials to national award competitions  
  - Updating MCC style guide and brand book

**Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:

  - Student Communication System for integrated messaging (text, voice, email)  
  - Liebman Science Center integrated marketing campaign  
  - MCC awareness campaign – programs and faculty  
  - Social media campaign boosts to reach prospective students
Monthly Releases and Features
The following releases and feature stories were submitted to local and regional media outlets from March 9—April 9, 2018.

- McHenry County College Art Galleries Feature Paintings, Drawings and Sculpture by Mark Arctander
- McHenry County College to Offer American Sign Language Workshops for First Responders, Healthcare Professionals and Students
- MCC Campus Police Expands Outreach Efforts to Students
- Winners Announced in McHenry County College’s IDEA Regional Drafting Competition
- McHenry County College Announces 2018 Robotics Scrimmage Winners
- Sessions Jazz Quartet to Perform Concert at McHenry County College April 8
- McHenry County Gardenfest 2018 to Feature Horticulturalist Mark Dwyer
- McHenry County College Student Group to Host Take Back the Night
- McHenry County College to Host Auditions for “August: Osage County”
- ISBDC Announces Free Cyberattack Prevention Seminar
- McHenry County College Student Wins Top Award at Skyway Juried Art Exhibition
- Social Media for Business Series Available through MCC Shah Center
- MCC Shah Center to Host Programs to Help Employers, HR Professionals
- McHenry County College Shah Center to Host Informative Breakfast Series
- Popular DDI Leadership Series Begins April 26 at MCC Shah Center
- McHenry County College to Offer Classes for Hobbyists and Nature Lovers
- McHenry County College Names President’s Honor List Recipients
- McHenry County College Names Dean’s List Recipients
- McHenry County College Receives National Science Foundation Grant to Promote STEM Careers
- Demonstration Passover Seder with Religions of the World class

*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.
This report highlights grants that have been awarded or denied during the month prior, as well as grants that have been submitted and are awaiting notification, and grant proposals that are being developed for future submission.

### GRANTS AWARDED

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Brief Description</th>
<th>Amount Funded</th>
<th>Project Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Science Foundation (NSF), Scholarships in STEM</td>
<td>The goal of this program is to provide scholarships for academically talented but financially needy students pursuing STEM disciplines, with emphasis on recruiting and retaining women, first generation college students, veterans, persons with disabilities, and underrepresented minorities.</td>
<td>$650,000 over five years</td>
<td>Jack Brzezinski, Computer &amp; Digital Media Instructor; Tammi Kostos, Mathematics Instructor; Rob Smith, Biology Instructor</td>
</tr>
<tr>
<td>Skyepack Textbook Liberation Fund</td>
<td>Skyepack works with faculty members to create fairly-priced course materials that can replace more expensive traditional textbooks. MCC was awarded three grants for courses in the Administrative Office Management, Business, and Management departments.</td>
<td>$8,500 over three years</td>
<td>Julie Freelove, Administrative Office Management Instructor; Sherry Ridge, Business Instructor</td>
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</table>

### PENDING APPLICATIONS

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Brief Description</th>
<th>Amount Requested</th>
<th>Status</th>
<th>Expected Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Criminal Justice Information Authority Sex Offender Registration and Notification Act (SORNA)</td>
<td>This grant will help fund the purchase of a Livescan machine with fingerprinting and palm printing capability for the MCC Police Department. In addition to monitoring convicted offenders, the equipment would greatly expand MCC’s ability to conduct background checks on campus.</td>
<td>$13,838</td>
<td>Pending</td>
<td>April 2018</td>
</tr>
<tr>
<td>Illinois Secretary of State Adult Volunteer Literacy</td>
<td>The Adult Volunteer Literacy (AVL) program provides high-quality literacy services to students throughout the county. Volunteer tutors assist approximately 450 students each year with their English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.</td>
<td>$48,960</td>
<td>Pending</td>
<td>May 2018</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Brief Description</td>
<td>Amount Requested</td>
<td>Status</td>
<td>Expected Notification</td>
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<tr>
<td>Dollar General Literacy Foundation</td>
<td>MCC’s Adult Education department is developing an application for a project that will help provide literacy assistance services to adults in McHenry County.</td>
<td>$12,225</td>
<td>Pending</td>
<td>June 2018</td>
</tr>
<tr>
<td>North Central Region Sustainable Agriculture Research and Education (NCR-SARE)</td>
<td>MCC has been invited to submit a proposal for a demonstration project to assess the effects of cover crop use over a three-year period in northern Illinois on fields adjacent to MCC.</td>
<td>$106,040</td>
<td>Pending</td>
<td>August 2018</td>
</tr>
</tbody>
</table>

**APPLICATIONS IN DEVELOPMENT**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Brief Description</th>
<th>Estimated Amount</th>
<th>Status</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OpenStax Open Educational Resources Institutional Partnership Program</td>
<td>This partnership provides resources, consulting, and support to institutions of higher education that are exploring the use of Open Educational Resources (OERs) and other no- or low-cost course materials.</td>
<td>$20,000 (in-kind value of resources provided)</td>
<td>In development</td>
<td>April 2018</td>
</tr>
<tr>
<td>McHenry County Workforce Network Board – Basic Computer Skills</td>
<td>MCC is developing a proposal to offer Basic Computer Skills workshops to job seekers at the McHenry County Workforce Network.</td>
<td>TBD</td>
<td>In development</td>
<td>April 2018</td>
</tr>
<tr>
<td>McHenry County Workforce Network Board – Internet Job Seeker Series</td>
<td>MCC is developing a proposal to offer Internet Job Seeker workshops to job seekers at the McHenry County Workforce Network.</td>
<td>TBD</td>
<td>In development</td>
<td>April 2018</td>
</tr>
<tr>
<td>Illinois Dept. of Commerce – Talent Pipeline Program</td>
<td>The intent of this program is to develop sustainable work-based learning programs to help Illinois companies retain and train current workers and hire new staff. We are pursuing this grant to help support the development of an apprenticeship program with area employers and the McHenry County Workforce Network.</td>
<td>$200,000</td>
<td>In Development</td>
<td>May 2018</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Brief Description</td>
<td>Estimated Amount</td>
<td>Status</td>
<td>Submission Date</td>
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<tr>
<td>ICCB Adult Education Continuation Plan</td>
<td>This will continue state and federal funding to support MCC’s Adult Education programs.</td>
<td>TBD</td>
<td>In development</td>
<td>May 2018</td>
</tr>
<tr>
<td>National Endowment for the Humanities – Humanities Initiatives at Community Colleges</td>
<td>Humanities faculty are considering an application focusing on the highly topical issues of coercion and consent in our society, considered through the lens of the humanities.</td>
<td>TBD</td>
<td>In development</td>
<td>June 2018</td>
</tr>
<tr>
<td>Coleman Foundation</td>
<td>The Foundation supports strategies to foster development of core skills and the promotion of entrepreneurship as interdisciplinary learning.</td>
<td>TBD</td>
<td>Under review</td>
<td>Quarterly</td>
</tr>
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</table>

**APPLICATIONS DENIED**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Brief Description</th>
<th>Amount Requested</th>
<th>Reason/follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steelcase Active Learning Center</td>
<td>This grant would have developed a more flexible, creative learning environment for some of MCC’s Business classes. Steelcase works with educational institutions to redesign classroom space to facilitate more engaged and effective learning.</td>
<td>$67,000</td>
<td>ORD will explore other funding sources for this project</td>
</tr>
</tbody>
</table>
Sustainability Center Update

Monthly Highlight
The Sustainability Center partnered with the Land Conservancy of McHenry County to host the film “Look & See” A Portrait of Wendell Berry. This award-winning Sundance documentary is a powerful cinematic portrait of Wendell Berry, a farmer, activist, and one of America’s most significant living writers. Over 125 people attended the screening and reception. Fifteen local farmers and organizations were available after the screening to share their work and offer their unique perspective on farming in McHenry County.

Ongoing Initiatives

Green Campus:
- The Student Environmental Action Club continues to host environmental videos and short films in the Sustainability Center on Friday mornings. The most recent videos watched focused on the concepts of plastic recycling and renewable energy. These sessions are free and available to everyone on campus.
- The Sustainability Center and the MCC Library partnered to recycle over 250 VHS tapes that were outdated and no longer needed in the library. In addition, over 100 jewel cases and CDs were recycled.
- In celebration of Earth Month this April, all plastic straws have been removed from the Crystal Lake campus and the Shah Center for the entire month to create awareness of the impact of single-use plastic items. Reusable stainless steel straws have been handed out all month at the Earth Month events. Several events are ongoing throughout the month, including lunch time sessions on Recycling and The Future of Sustainability at MCC. For a complete list of programs and events, please visit www.mchenry.edu/green.
- In March, the Sustainability Center fielded 46 calls from the public for assistance with sustainability related items, Bioneers Speaker series questions, recycling and properly disposing of various items. No additional copies of the 2017 Green Guide Recycling Directory will be sent out, as the 2018 Guide will be ready very soon.

Green Community:
- Loyola University’s 5th Annual Climate Change Conference was held at the Lakeshore Campus March 16-17, 2018. The opening keynote was provided by Gina McCarthy, former Administrator for the Environmental Protection Agency. In addition, there were panels on U.S. Leaders continuing commitment to the Paris Climate Accord, fracking and its effects on the native American people in the Dakotas, and a poster session on climate change research. The Sustainability Center director and one student attended the two-day conference.
- The 2018 Green Guide Recycling Directory will be published on April 22, 2018, Earth Day. Copies will be available at www.mchenry.edu/green, through the Sustainability Center, and at over 90 locations after the 22. A fully translated Spanish version will be available in paper copy and electronically after May 1.
• The next monthly Defenders recycling drive is scheduled for May 12 at the Harvard City Hall, 201 Diggins Drive, Harvard. Please see the Defenders website at www.mcdef.org for a complete list of what is accepted and/or more information about future drives.

*Green Curriculum:*

• On March 9, Director Hankins participated in the STEM Career Day for area high school sophomores. She offered two sessions on sustainability. Students learned the principles of sustainability and brainstormed how they can make their home and work more energy efficient and environmentally sound.

• Work is continuing on an Undergraduate Research Scholar Project researching the College’s carbon footprint and the various measuring tools available to complete the measurement. MCC student, Anthony Parlogean, will present his work, along with the other students and their research projects on April 27 at 1:30 p.m.
Legislative Update

**Higher Education Legislation—Bills We Are Monitoring**

*Reference/Resource: Illinois Community College Trustees Association Weekly Legislative Report*

**HB4242 – FOIA Harassment Settlements**
This would require via FOIA that 72 hours after a sexual harassment severance settlement, information would be required to be made public and circulated. Non-disclosure agreements would no longer be valid. This passed the Committee and is moving forward.

**HB4246–4248 – Trustee Convention Expense Prohibition**
These bills are related to recent news focus on expenditures for attending conferences and conventions. Community colleges already comply with travel legislation and have policies and procedures in place related to conference-related travel. This has been placed on the calendar for a second reading and discussion.

**HB 5629 – Community College Contracts**
This amends the Public Community College Act, providing that the Board of Trustees may enter into a contract for goods or services procured from a competitively bid group purchase contract without adhering to the competitively bid contract requirements under the Act. This has been referred to the Rules Committee.

**SB 2597 – ICCB, ISAC, IBHE Consolidation**
This amends the Board of Higher Education Act, the Public Community College Act, and the Higher Education Student Assistance Act; it would provide that all rights, powers, duties, and functions vested by law in the ICCB and ISAC are transferred to the IBHE (Illinois Board of Higher Education) on January 1, 2019. Senate Committee Amendment No. 1 further amends by stating that the IBHE may require the elimination of any program of instruction, research, or public service at any public university that exhibits a trend of low performance. Also, the amendment states that any addition or expansion of a program must have certain findings about the region and state higher education infrastructure before approval. This was assigned to Higher Education in February 2018.

**SB 2847 – Community College Staff and Board Member**
This amends the Public Community College Act, and states that a faculty or staff member of a community college is ineligible to serve as a member, elected or otherwise, of the Board of Trustees of the same community college district. This was referred to Higher Education in February 2018.

**SB 2905 – Community College Act-Various**
This amends the Public Community College Act, that the Illinois Community College Board (ICCB) may review and approve or disapprove any contract or agreement that community colleges enter into with any organization, association, educational institution, or government agency to provide educational services for academic credit (instead of any educational services). This has been placed on the calendar for a second reading.

**SB 2968 – Community College Contracts**
This amends the Public Community College Act, and provides that a community college’s Board of Trustees may enter into a contract for goods or services procured from a competitively bid group purchase contract without adhering to the competitively bid contract requirements under the Act. This has been placed on the calendar for a third reading.