

**BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528**

Thursday, January 27, 2022
Regular Board Meeting
6:00pm



MCC Conference Room A215
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, November 18, 2021
7. OPEN FOR RECOGNITION OF VISITORS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. [Student Trustee Report: Ms. Edith Sanchez](#)
 - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. [Executive Summary, Board Report #22-01](#)
 2. [Treasurer's Report, Board Report #22-02](#)
 3. [Ratification for Accounts Payable Check Register, Board Report #22-03](#)
 4. [Ratification for Accounts Payable Check Register, Board Report #22-04](#)
 - B. [Destruction of Closed Session Recordings, Board Report #22-05](#)
 - C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. [TutorMe Online Education Platform, Board Report #22-06](#)
 2. [Roof Replacement for Building D, Board Report #22-07](#)
 - D. Personnel
 1. [Salary Adjustment, Board Report #22-08](#)
 2. [Ratification of Hires- New and Replacement Administrator, Board Report #22-09](#)
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. REQUESTS FOR EMERITUS OR LEGACY STATUS
 - A. [Request to Grant Honorary Legacy Status, Ginger Gorski, Board Report #22-10](#)

- B. Request to Grant Honorary Legacy Status, Julie Nordholz, Board Report #22-11
 - C. Request to Grant Faculty Emeritus Status, Bill Brogan, Board Report #22-12
 - D. Request to Grant Faculty Emeritus Status, Harriet Johnson, Board Report #22-13
 - E. Request to Grant Faculty Emeritus Status, Judi Cameron, Board Report #22-14
13. APPROVAL OF COURSE FEES FOR FY 2023, Board Report #22-15
14. BOARD POLICY MANUAL
- A. 2.1.1: Investments, First Reading, Board Report #22-16
15. FOR INFORMATION
- A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Friends of McHenry County College Foundation Update
 - D. Grants Office Update
 - E. Office of Marketing and Public Relations Update
 - F. Sustainability Center Update
 - G. Workforce Development Update
16. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
17. CLOSED SESSION
- A. 120/2 (c), Exception #2, Collective Negotiating
 - B. 120/2(c), Exception #21, Review of Closed Session Minutes
 - C. Other matters as pertain to the exceptions of the Open Meetings Act
18. APPROVAL OF MOTION TO RELEASE CLOSED SESSION MINUTES AS A RESULT OF THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES
19. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 18, 2021

A handwritten signature in black ink, appearing to read "Mary Beth Siddons", followed by a long horizontal line extending to the right.

Mary Beth Siddons
Chair

Student Trustee Report

Spring Semester Kickoff

Students enjoyed a few welcome-back events to start the Spring 2022 semester. Employees greeted students at Welcome Stations located around campus, helping students find their classes and distributing MCC swag.

Advising Efforts

In December, the Advising and Transfer Center served a total of 447 students. In January, a total of 117 students came in for assistance during the week of January 4-7 alone. Advisors have helped students identify their program interests, create academic plans for success, and have also provided them with additional support and resources. In December, 93 students completed New-Student Orientation (NSO), and in the first two weeks of January, 33 students completed NSO. All of this information reinforces that students are eager to start their semester successfully.

Purple Pride Relief Fund

Purple Pride Relief helps MCC students who have had economic challenges during the pandemic. The fund helps pay for students' tuition, fees, or other educational expenses. In the Fall 2021 semester, 2,702 students were awarded funds with a total amount of \$3,411,000.00 distributed throughout the term. Students are actively applying for Purple Pride Relief for the Spring 2022 semester.

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2022 through the month of December.

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2022 is currently 50.1% complete with the year-to-date results ending December 31, 2021 being reported. In the Operating Funds, total revenue is 37.8% of budget, as compared with 38.2% at the same time last year. Total expenditures are 31.2% of budget, as compared with 31.4% 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 50.5% of budget and up \$509,475 (3.7%) from last year at this time. FY22 revenue is \$14,241,426 vs. FY21 revenue of \$13,731,951. For FY22, this revenue is derived from 50% of the 2020 tax levy (as approved by the Board in November 2020) and 50% of the 2021 tax levy (to be approved by the Board in November 2021).
- State government is 50.2% of budget and up \$101,200 (5.2%) from last year at this time. FY22 revenue is \$2,037,497 vs. FY21 revenue of \$1,936,297.
- Federal government is 0.0% of budget and down \$51,883 (-100.0%) from last year at this time. FY22 revenue is \$0 vs. FY21 revenue of \$51,883.
- Student tuition and fees is 66.0% of budget and up \$211,512 (2.5%) from last year at this time. FY22 revenue is \$8,812,381 vs. FY21 revenue of \$8,600,869. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 53.7% of budget and up \$27,886 (100%) from last year at this time. FY22 revenue is \$28,311 vs. FY21 revenue of \$425. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 81.0% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$15,366 vs. FY21 revenue of \$15,366. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is -11.8% of budget and down \$141,481 (-174.5%) from last year at this time. FY22 revenue is -\$60,413 vs. FY21 revenue of \$81,068.
- Nongovernmental gifts, scholarships, grants & bequests is 111.2% of budget and up \$10,554 (627.2%) from last year at this time. FY22 revenue is \$12,236 vs. FY21 revenue of \$1,683. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 10.4% of budget and down \$1,809 (-0.1%) from last year at this time. FY22 revenue is \$2,884,842 vs. FY21 revenue of \$2,886,651. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$2,842,618, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$16,495 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$25,348. 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 FY21 that "On-Behalf Payment" was \$20,487,712.

Expenditures

- Salaries expenditures are 44.7% of budget and down \$15,510 (-0.1%) from last year at this time. FY22 expenditures are \$12,601,169 vs. FY21 expenditures of \$12,616,679.
- Employee benefit expenditures are 14.7% of budget and up \$184,436 (4.1%) from last year at this time. FY22 expenditures are \$4,708,569 vs. FY21 expenditures of \$4,524,132. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always 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 about \$17-20 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 48.2% of budget and up \$483,190 (31.9%) from last year at this time. FY22 expenditures are \$1,997,787 vs. FY21 expenditures of \$1,514,597. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 63.7% of budget and up \$520,006 (41.8%) from last year at this time. FY22 expenditures are \$1,763,970 vs. FY21 expenditures of \$1,243,964.
- Travel and meeting expenditures are 43.1% of budget and up \$74,182 (168.3%) from last year at this time. FY22 expenditures are \$118,269 vs. FY21 expenditures of \$44,087.
- Fixed charges expenditures are 51.4% of budget and down \$141,581 (-14.6%) from last year at this time. FY22 expenditures are \$831,278 vs. FY21 expenditures of \$972,859. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 38.6% of budget and up \$2,946 (0.6%) from last year at this time. FY22 expenditures are \$468,573 vs. FY21 expenditures of \$465,627.
- Capital Outlay expenditures are 10.9% of budget and up \$58,128 (20.3%) from last year at this time. FY22 expenditures are \$345,069 vs. FY21 expenditures of \$286,941. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 48.0% of budget and down \$123,375 (-22.1%) from last year at this time. FY22 expenditures are \$435,837 vs. FY21 expenditures of \$559,212. 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. FY22 expenditures are \$0 vs. FY21 expenditures of \$0.

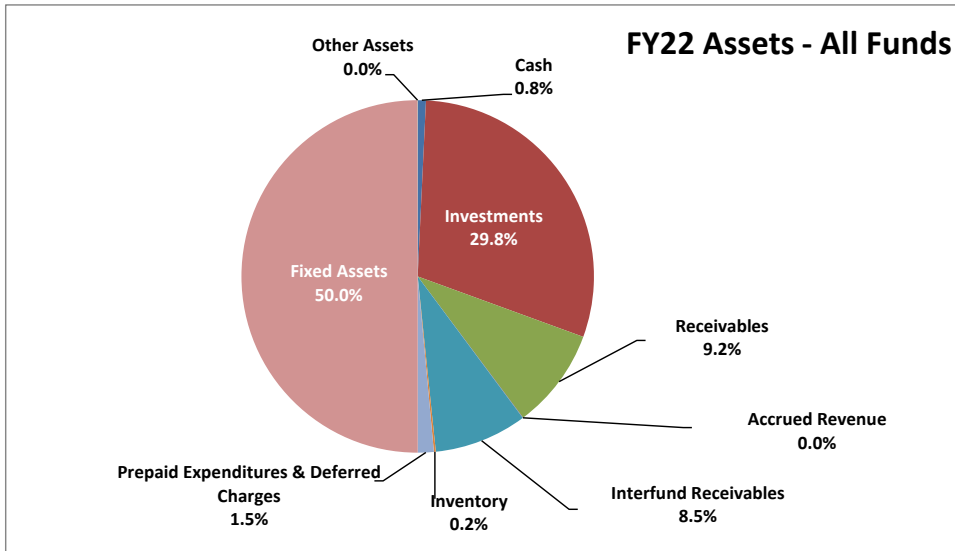
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
December 31, 2021

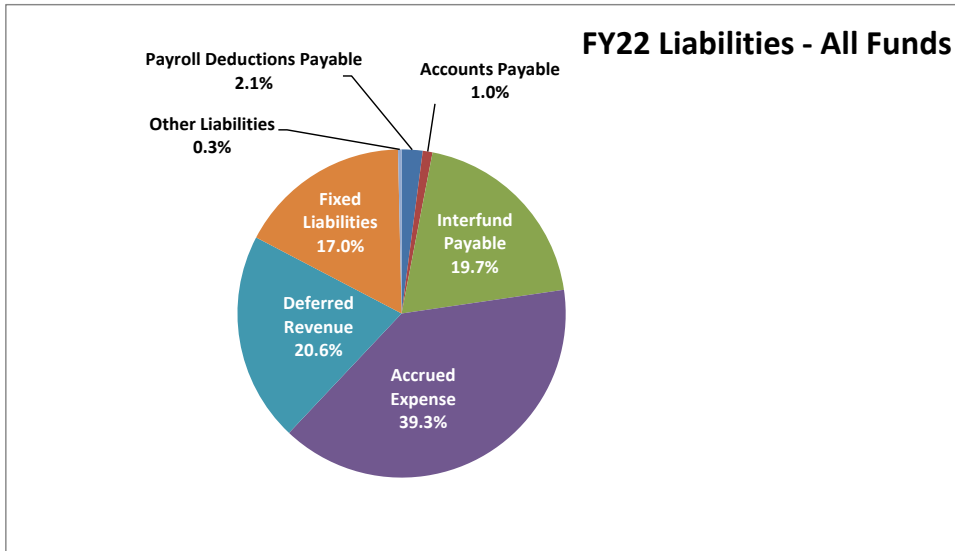
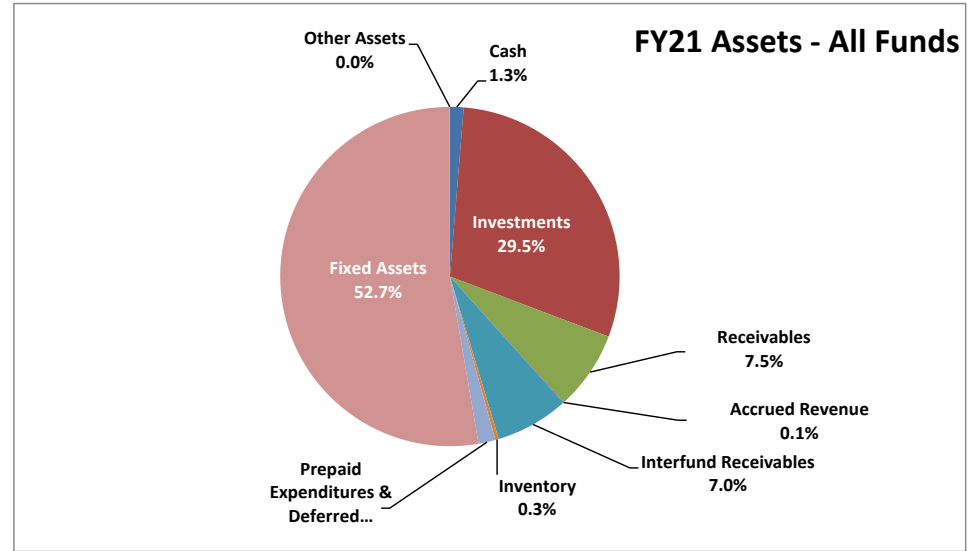
Funds Statement of Net Position (Balance Sheet)														
December 31, 2021														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,049,421	-	-	-	779,133.34	(0)	0	4,095	-	-	212,373	53,819	-	-
Investments	41,675,615	20,690,043	1,034,612	14,898,917	-	-	-	2,951,675	-	-	-	-	2,100,368	-
Receivables	12,892,531	10,974,951	434,395	-	-	4,728	1,477,885	-	-	-	-	50	522	-
Accrued Revenue	52,517	13,272	1,352	32,800	-	-	-	2,776	-	-	-	-	2,318	-
Interfund Receivables	11,911,981	3,260,253	7,622,284	0	(0)	583,955	(510,150)	91,551	-	-	214,088	0	0	650,000
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,044,782	1,132,028	16,879	4,693	-	22,553	33,609	-	-	119,183	-	-	122,156	593,681
Fixed Assets	69,861,060	-	-	-	-	-	-	-	69,861,060	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	139,759,697	36,070,546	9,109,522	14,936,410	779,133	858,667	1,001,344	3,050,097	69,861,060	143,541	426,462	53,869	2,225,365	1,243,681
Liabilities														
Payroll Deductions Payable	1,228,459	1,073,381	33,297	-	-	119,460	2,321	-	-	-	-	-	-	-
Accounts Payable	571,396	548,845	-	-	-	2,913	19,639	-	-	-	-	-	-	-
Interfund Payable	11,684,640	-	-	9,262,906	-	91,551	729,878	-	-	-	-	-	1,600,304	-
Accrued Expense	23,381,826	-	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	12,264,370	6,041,565	432,565	-	-	-	-	-	-	-	-	-	-	5,790,240
Fixed Liabilities	10,094,711	-	-	-	-	-	-	-	-	10,094,711	-	-	-	-
Other Liabilities	206,356	38,253	-	-	-	168,103	-	-	-	-	-	-	-	-
Total Liabilities	59,431,758	7,702,044	465,862	9,262,906	-	382,026	751,838	-	-	10,094,711	-	-	1,600,304	29,172,066
Designated Fund Balance	80,327,939	28,368,502	8,643,660	5,673,503	779,133	476,641	249,506	3,050,097	69,861,060	(9,951,170)	426,462	53,869	625,061	(27,928,385)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,160,136	16,938,640	2,221,497											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	75,534,563			5,673,503	0				69,861,060					
Liabilities, Protection, and Settlement	-37,398,035									-10,094,711			625,061	-27,928,385
Working Cash/Other Restricted	2,479,837						249,506	1,750,000			426,462	53,869		
Remaining Unassigned Balance	20,551,437	11,429,862	6,422,163	0	779,133	476,641	0	1,300,097	0	143,541	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
December 31, 2021

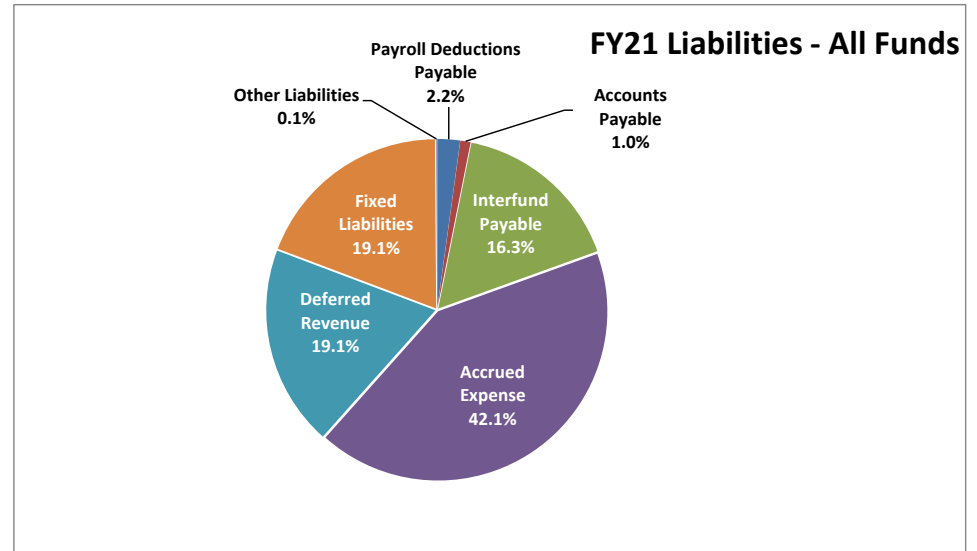
Total Assets = \$ 139,759,697



Total Assets = \$ 133,646,127



Total Liabilities = \$ 59,431,758



Total Liabilities = \$ 57,237,864

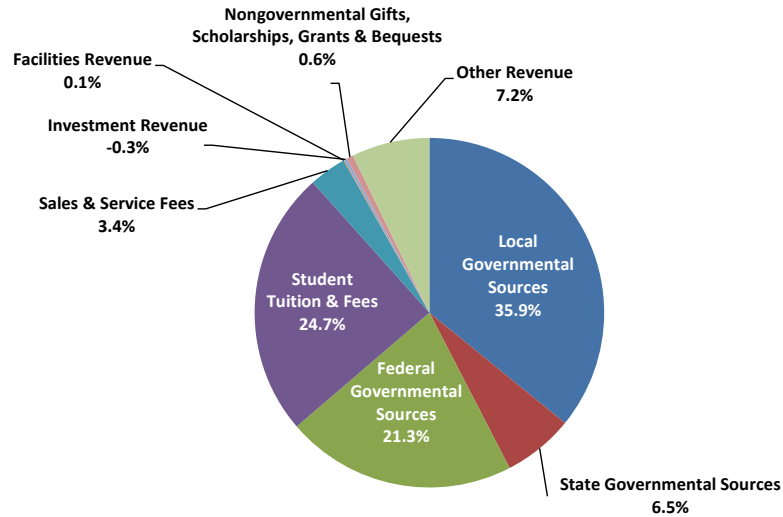
All Funds Statement of Activities (Income Statement)
December 31, 2021

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	14,630,178	12,946,795	1,294,631	-	-	-	-	-	-	-	-	37,521	351,231	-
State Governmental Sources	2,669,466	1,604,932	432,565	-	-	-	631,969	-	-	-	-	-	-	-
Federal Governmental Sources	8,692,381	-	-	-	-	-	8,692,381	-	-	-	-	-	-	-
Student Tuition & Fees	10,060,811	7,869,449	942,932	75,304	702,847	470,279	-	-	-	-	-	-	-	-
Sales & Service Fees	1,404,655	28,311	-	-	-	1,376,344	-	-	-	-	-	-	-	-
Facilities Revenue	26,921	15,366	-	-	-	11,555	-	-	-	-	-	-	-	-
Investment Revenue	(114,576)	(57,245)	(3,167)	(42,229)	-	-	-	(6,503)	-	-	-	-	(5,431)	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	253,408	12,236	-	-	-	2,855	141,373	-	-	-	96,944	-	-	-
Other Revenue	2,939,053	2,884,708	134	-	-	-	-	-	-	-	54,211	-	-	-
Total Revenue	40,562,298	25,304,553	2,667,094	33,075	702,847	1,861,033	9,465,723	(6,503)	-	-	151,155	37,521	345,799	-
Expenditures														
Salaries	14,128,876	12,349,482	251,687	-	-	828,088	699,619	-	-	-	-	-	-	-
Employee Benefits	5,252,634	4,655,509	53,060	-	-	148,014	102,502	-	-	-	-	-	293,549	-
Contractual Services	2,619,565	1,371,364	626,423	14,080	-	218,150	347,549	-	-	-	-	42,000	-	-
General Materials & Supplies	3,261,264	1,201,065	562,905	-	-	673,435	823,859	-	-	-	-	-	-	-
Travel & Conference/Meeting	177,455	110,259	8,010	-	-	19,331	39,855	-	-	-	-	-	-	-
Fixed Charges	279,227	806,576	24,702	-	145,600	6,146	-	-	-	(749,735)	-	-	45,937	-
Utilities	468,573	104,617	363,956	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	1,824,582	19,110	325,959	-	-	8,490	1,083,857	-	387,166	-	-	-	-	-
Other Expenditures	6,691,482	435,837	-	-	-	5,549	6,114,453	-	-	-	135,643	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	34,703,657	21,053,819	2,216,702	14,080	145,600	1,907,203	9,211,692	-	387,166	(749,735)	135,643	42,000	339,486	-
Excess/(deficit) of revenues over expenditures	5,858,641	4,250,734	450,392	18,996	557,247	(46,170)	254,031	(6,503)	(387,166)	749,735	15,512	(4,479)	6,313	-
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,469,295	24,117,766	8,193,267	5,654,508	221,886	522,810	(4,525)	3,056,600	70,248,226	(10,700,905)	410,950	58,348	618,749	(27,928,385)
Ending Fund Balance	80,327,936	28,368,500	8,643,659	5,673,504	779,133	476,640	249,506	3,050,097	69,861,060	(9,951,170)	426,462	53,869	625,062	(27,928,385)

All Funds Statement of Activities (Income Statement)
December 31, 2021

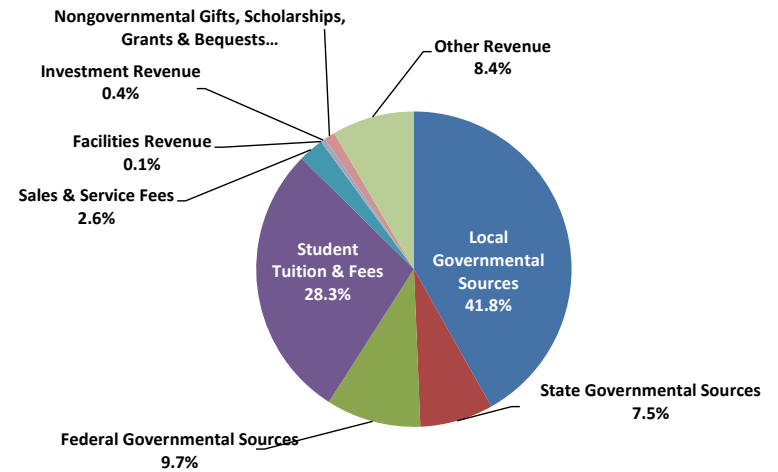
Total Revenue = \$ 40,562,298

FY22 Revenue - All Funds

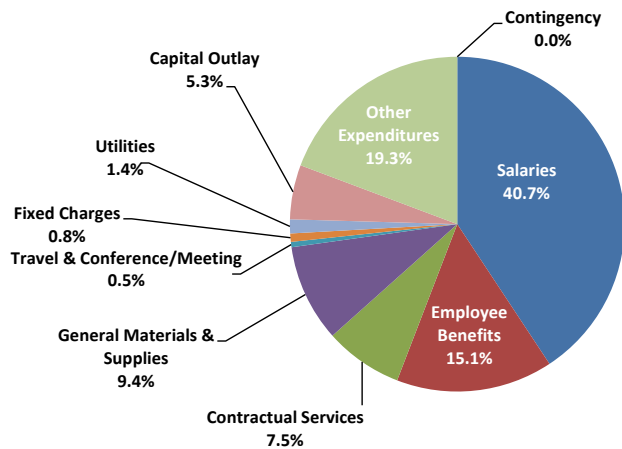


Total Revenue = \$ 34,599,339

FY21 Revenue - All Funds

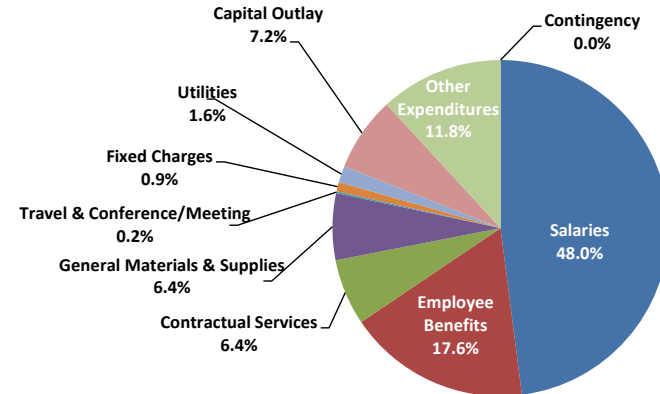


FY22 Expenditures - All Funds



Total Expense = \$ 34,703,657

FY21 Expenditures - All Funds



Total Expense = \$ 29,456,950

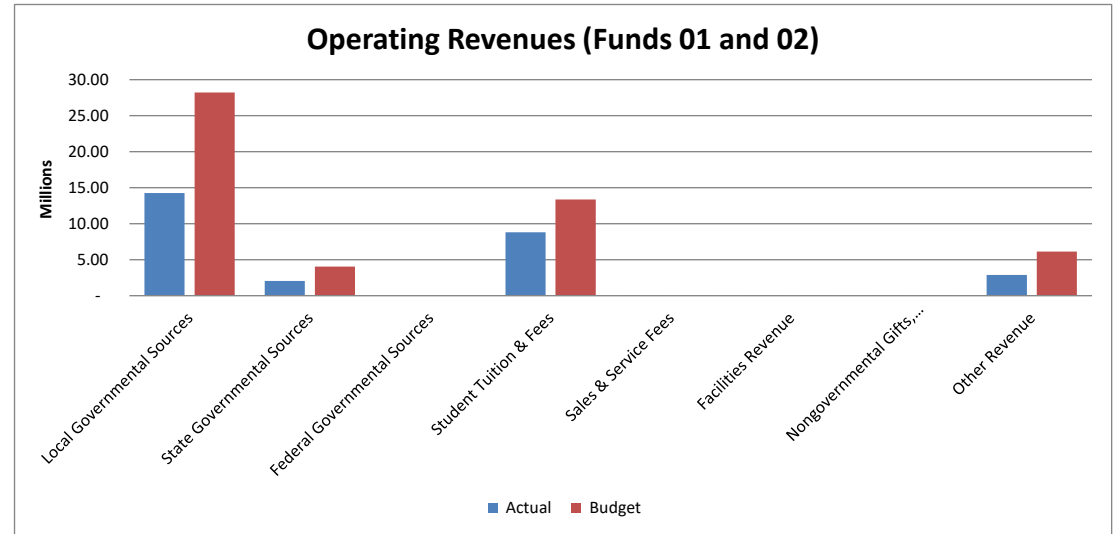
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

December 31, 2021

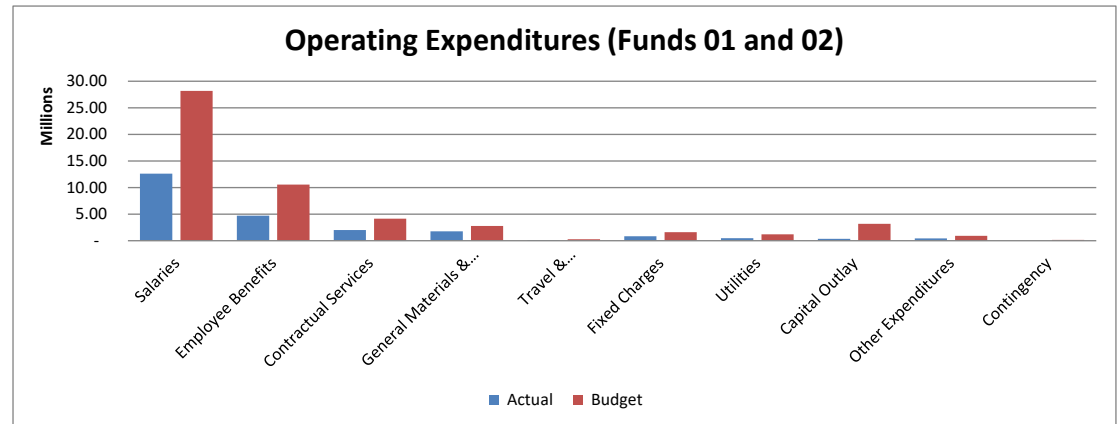
				FY21			
		FY22		YTD Actual to:		FY21	FY22 Act.
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Change Over FY21 Act.
Revenue							
Local Governmental Sources	\$ 14,241,426	\$ 14,141,507	\$ 28,225,058	100.7%	50.5%	\$ 13,731,951	\$ 509,475
State Governmental Sources	2,037,497	2,032,382	4,056,435	100.3%	50.2%	1,936,297	\$ 101,200
Federal Governmental Sources	-	-	-	0.0%	0.0%	51,883	\$ (51,883)
Student Tuition & Fees	8,812,381	7,297,004	13,350,427	120.8%	66.0%	8,600,869	\$ 211,512
Sales & Service Fees	28,311	26,429	52,750	107.1%	53.7%	425	\$ 27,886
Facilities Revenue	15,366	9,502	18,966	161.7%	81.0%	15,366	\$ -
Nongovernmental Gifts	12,236	5,511	11,000	222.0%	111.2%	1,683	\$ 10,554
Other Revenue	2,884,842	3,067,210	6,121,850	94.1%	47.1%	2,886,651	\$ (1,809)
Total Revenue	\$ 28,032,060	\$ 26,579,547	\$ 51,836,486	105.5%	54.1%	\$ 27,225,125	\$ 806,935
Expenditures							
Salaries	\$ 12,601,169	\$ 14,127,938	\$ 28,197,974	89.2%	44.7%	\$ 12,616,679	\$ (15,510)
Employee Benefits	4,708,569	5,292,711	10,563,730	89.0%	44.6%	4,524,132	\$ 184,436
Contractual Services	1,997,787	2,076,207	4,143,904	96.2%	48.2%	1,514,597	\$ 483,190
General Materials & Supplies	1,763,970	1,388,008	2,770,327	127.1%	63.7%	1,243,964	\$ 520,006
Travel & Conference/Meeting	118,269	137,568	274,572	86.0%	43.1%	44,087	\$ 74,182
Fixed Charges	831,278	809,938	1,616,557	102.6%	51.4%	972,859	\$ (141,581)
Utilities	468,573	607,496	1,212,502	77.1%	38.6%	465,627	\$ 2,946
Capital Outlay	345,069	1,588,966	3,171,420	21.7%	10.9%	286,941	\$ 58,128
Other Expenditures	435,837	454,836	907,807	95.8%	48.0%	559,212	\$ (123,375)
Contingency	-	75,154	150,000	0.0%	0.0%	-	\$ -
Total Expenditures	\$ 23,270,521	\$ 26,558,820	\$ 53,008,793	87.6%	43.9%	\$ 22,228,097	\$ 1,042,424
Surplus/(deficit)	\$ 4,761,539	\$ 20,727	\$ (1,172,307)			\$ 4,997,028	\$ (235,489)
Net Transfers Out/(In)	\$ -		\$ 1,000,000			\$ -	\$ -
Net Operating Funds Surplus/(Deficit)	\$ 4,761,539	\$ 20,727	\$ (2,172,307)			\$ 4,997,028	\$ (235,489)
<i>Beginning Fund Balance</i>	<i>32,311,033</i>	<i>32,311,033</i>	<i>32,311,033</i>			<i>29,109,315</i>	
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>4,761,539</i>	<i>20,727</i>	<i>(2,172,307)</i>			<i>4,997,028</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>				
Calculated YTD Ending Fund Balance (b)	\$ 37,072,572	\$ 32,331,760	\$ 30,288,726			\$ 34,106,343	

Operating Funds - Statement of Activities
December 31, 2021

	Actual	Budget
Revenue		
Local Governmental Sources	14,241,426.11	28,225,058.00
State Governmental Sources	2,037,497.31	4,056,435.00
Federal Governmental Sources	-	-
Student Tuition & Fees	8,812,381.23	13,350,427.00
Sales & Service Fees	28,311.00	52,750.00
Facilities Revenue	15,366.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	12,236.30	11,000.00
Other Revenue	2,884,841.87	6,121,850.00
Total Revenue	28,032,059.82	51,836,486.00



Expenditures		
Salaries	12,601,168.75	28,197,974.00
Employee Benefits	4,708,568.70	10,563,730.00
Contractual Services	1,997,786.79	4,143,904.00
General Materials & Supplies	1,763,970.34	2,770,327.00
Travel & Conference/Meeting	118,268.84	274,572.00
Fixed Charges	831,278.15	1,616,557.00
Utilities	468,573.23	1,212,502.00
Capital Outlay	345,068.81	3,171,420.00
Other Expenditures	435,837.30	907,807.00
Contingency	-	150,000.00
Total Expenditures	23,270,520.91	53,008,793.00
Excess/(deficit) of revenues over expenditures	4,761,538.91	(1,172,307.00)



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the months of November and December 2021, 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 November 2021

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$182,956.92	\$315,224.01	\$305,528.27	\$192,652.66
Crystal Lake Bank & Trust Direct Pay	\$58,675.64	\$1,070,587.80	\$1,092,811.27	\$36,452.17
Crystal Lake Bank & Trust Employee Benefits	\$0	\$16,751.99	\$16,751.99	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$913,668.10	\$913,668.10	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$1,258,389.19	\$4,669,767.15	\$4,596,079.25	\$1,332,077.09
Crystal Lake Bank & Trust Operations	\$143,334.09	\$1,697,978.18	\$1,691,863.83	\$149,448.44
Crystal Lake Bank & Trust Payroll	\$68,980.73	\$2,062,548.48	\$2,086,233.56	\$45,295.65

McHenry County College
November 30, 2021

Investments

College Fund	Financial Institution	11/30/21 Investments	10/31/21 Investments	11/30/21 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$7,893	\$40,538	0%	see below	N/A	On Demand
Education	PFM Investments	23,235,695	25,638,960	52%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,037,012	1,037,198	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,051,740	7,053,956	16%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,396,624	7,385,824	17%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	142,271	142,271	0%	0.04%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,393	359,357	1%	see below	N/A	Various
Working Cash	PFM Investments	2,956,601	2,956,984	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,104,483	2,104,802	5%	see below	N/A	Various
	Total	\$44,291,712	\$46,719,890	100%			

Investment Revenue

Investment Revenue

College Fund	Nov-21	Fiscal YTD
Education	(\$1,849)	(\$29,448)
Operations & Maintenance	(106)	(1,684)
Operations & Maintenance (Restricted)	(1,257)	(20,005)
Operations & Maintenance (Restricted CDB Projects)	10,837	1,277
Working Cash	(217)	(3,456)
Liability, Protection and Settlement	(181)	(2,886)
Total	\$7,227	(\$56,202)

Illinois Fund Rates - November 30, 2021

Annualized rate - Money Market	
Low	0.022%
High	0.036%
Average	0.028%

PFM Investment Rates - November 30, 2021

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term*	Long Term	CDB Trust 019	CDB Trust 020
At Cost	0.200%	0.940%	0.170%	0.070%
At Market	0.230%	0.830%	0.220%	0.090%

*Currently there are no investments in these categories.

McHenry County College
Treasurer's Report
For the Month of December 2021

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$192,652.66	\$944,801.45	\$857,856.19	\$279,597.92
Crystal Lake Bank & Trust Direct Pay	\$36,452.17	\$713,874.08	\$703,991.37	\$46,334.88
Crystal Lake Bank & Trust Employee Benefits	\$0	\$28,916.59	\$28,916.59	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$327,797.06	\$327,797.06	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$1,332,077.09	\$4,523,794.68	\$5,164,803.06	\$691,068.71
Crystal Lake Bank & Trust Operations	\$149,448.44	\$2,904,087.75	\$2,851,524.80	\$202,011.39
Crystal Lake Bank & Trust Payroll	\$45,295.65	\$1,990,488.03	\$1,990,488.03	\$45,295.65

McHenry County College
December 31, 2021

Investments

College Fund	Financial Institution	12/31/21 Investments	11/30/21 Investments	12/31/21 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$285,969	\$7,893	1%	see below	N/A	On Demand
Education	PFM Investments	20,417,346	23,235,695	49%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,035,964	1,037,012	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,039,290	7,051,740	17%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,390,836	7,396,624	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	142,271	142,271	0%	0.04%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,320	359,393	1%	see below	N/A	Various
Working Cash	PFM Investments	2,954,450	2,956,601	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,102,686	2,104,483	5%	see below	N/A	Various
	Total	\$41,728,132	\$44,291,712	100%			

Investment Revenue

Investment Revenue

College Fund	Dec-21	Fiscal YTD
Education	(\$16,933)	(\$46,381)
Operations & Maintenance	(967)	(2,651)
Operations & Maintenance (Restricted)	(11,494)	(31,499)
Operations & Maintenance (Restricted CDB Projects)	(5,863)	(4,586)
Working Cash	(1,986)	(5,442)
Liability, Protection and Settlement	(1,659)	(4,545)
Total	(\$38,902)	(\$95,104)

Illinois Fund Rates - December 31, 2021

Annualized rate - Money Market	
Low	0.037%
High	0.070%
Average	0.056%

PFM Investment Rates - December 31, 2021

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	0.200%	0.920%	0.170%	0.070%
At Market	0.250%	0.950%	0.350%	0.160%

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,455,538.85. Please note that the expenses are not segregated into the respective funds.

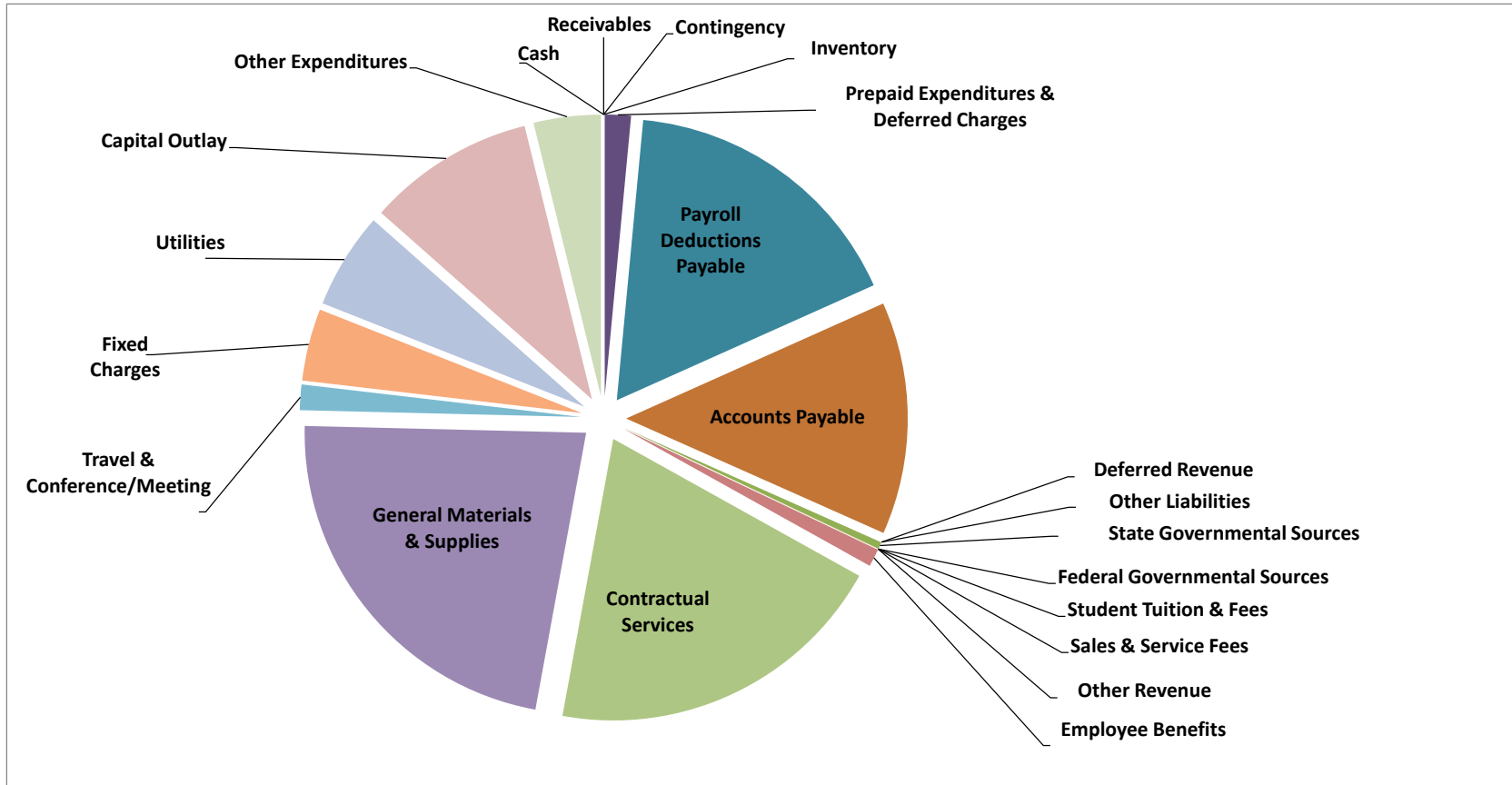
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of November 1 - November 30, 2021 totaling \$1,455,538.85.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 11/1/21 through 11/30/21



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	112.50	0.01%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	14,804.31	1.02%
Prepaid Expenditures & Deferred Charges	21,790.00	1.50%	Contractual Services	288,286.87	19.81%
Payroll Deductions Payable	244,603.83	16.80%	General Materials & Supplies	327,430.06	22.50%
Accounts Payable	194,434.01	13.36%	Travel & Conference/Meeting	21,279.96	1.46%
Deferred Revenue	0.00	0.00%	Fixed Charges	60,280.04	4.14%
Other Liabilities	0.00	0.00%	Utilities	80,589.01	5.54%
State Governmental Sources	5,806.86	0.40%	Capital Outlay	140,075.53	9.62%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	56,057.32	3.85%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,455,550.30	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (6-Jun)	FY22: (7-Jul)	FY22: (8-Aug)	FY22: (9-Sep)	FY22: (10-Oct)	FY22: (11-Nov)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$467.50				467.50		
Engineering	53	Contractual Services	0402264	HR Green Inc	\$1,136.25	587.25				549.00	
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$601.88				601.88		
Engineering Total					\$ 2,205.63	\$ 587.25	\$ -	\$ -	\$ 1,069.38	\$ 549.00	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$2,038.71	203.82	98.26	358.67	494.10	463.61	420.25
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$83,487.64	3,964.49	6,950.18	7,006.49	24,111.22	20,699.64	20,755.62
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$1,355.67	331.20		93.60	367.23	255.92	307.72
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$2,915.00				831.50	1,320.50	763.00
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$3,522.50		3,522.50				
Food Vendor Total					\$ 93,319.52	\$ 4,499.51	\$ 10,570.94	\$ 7,458.76	\$ 25,804.05	\$ 22,739.67	\$ 22,246.59
Landscaping	53	Contractual Services	0394808	COUNTRYSIDE GARDEN	\$1,000.00					1,000.00	
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	250.00	250.00	250.00	250.00	250.00	250.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$5,193.35	1,351.41					3,841.94
Landscaping Total					\$ 7,693.35	\$ 1,601.41	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,250.00	\$ 4,091.94
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$6,340.22	1,237.50	2,628.72	827.75	446.25	1,200.00	
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$31,145.75	8,125.00	4,896.25	5,102.40	3,443.75		9,578.35
Legal Total					\$ 37,485.97	\$ 9,362.50	\$ 7,524.97	\$ 5,930.15	\$ 3,890.00	\$ 1,200.00	\$ 9,578.35
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$227,945.09	7,433.66	2,000.00	5,678.60	23,533.32	120,338.21	68,961.30
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$39,870.46	9,225.10	8,375.00	5,250.00	6,100.00	6,743.48	4,176.88

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,515,996.14. Please note that the expenses are not segregated into the respective funds.

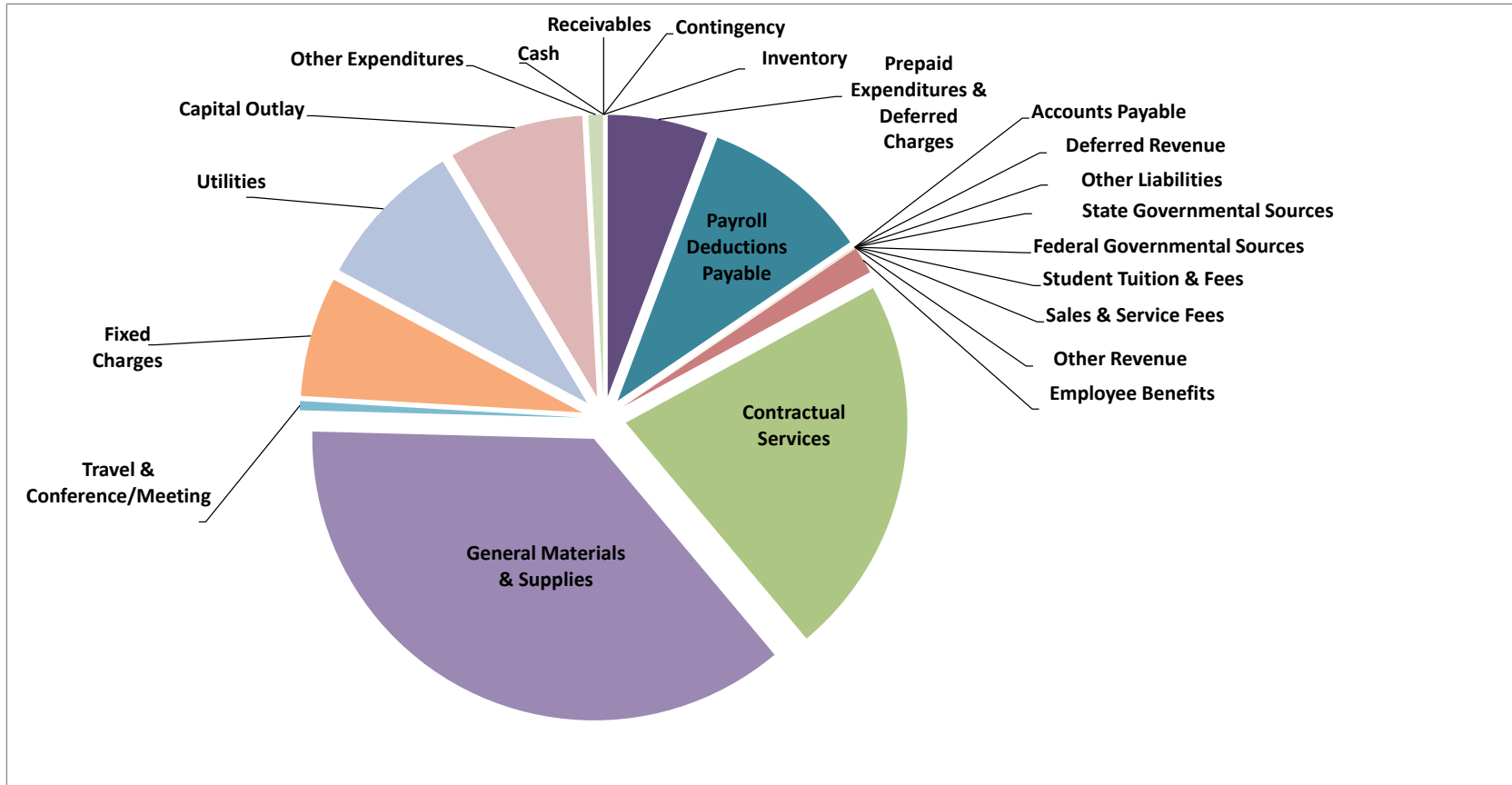
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of December 1 - December 31, 2021 totaling \$2,515,996.14.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 12/1/21 through 12/31/21



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	500.00	0.02%
Receivables	0.00	0.00%	Other Revenue	89.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	39,418.48	1.57%
Prepaid Expenditures & Deferred Charges	144,962.82	5.76%	Contractual Services	549,652.04	21.85%
Payroll Deductions Payable	244,272.65	9.71%	General Materials & Supplies	918,574.25	36.51%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	13,217.81	0.53%
Deferred Revenue	0.00	0.00%	Fixed Charges	173,025.26	6.88%
Other Liabilities	0.00	0.00%	Utilities	216,274.53	8.60%
State Governmental Sources	0.00	0.00%	Capital Outlay	194,855.37	7.74%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	21,172.63	0.84%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	2,516,014.84	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (7-Jul)	FY22: (8-Aug)	FY22: (9-Sep)	FY22: (10-Oct)	FY22: (11-Nov)	FY22: (12-Dec)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$467.50			467.50			
Engineering	53	Contractual Services	0402264	HR Green Inc	\$549.00				549.00		
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$601.88			601.88			
Engineering Total					\$ 1,618.38	\$ -	\$ -	\$ 1,069.38	\$ 549.00	\$ -	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$2,304.40	98.26	358.67	494.10	463.61	420.25	469.51
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$94,965.39	6,950.18	7,006.49	24,111.22	20,699.64	20,755.62	15,442.24
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$1,977.97		93.60	367.23	255.92	307.72	953.50
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,161.30			831.50	1,320.50	763.00	1,246.30
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$3,522.50	3,522.50					
Food Vendor Total					\$ 106,931.56	\$ 10,570.94	\$ 7,458.76	\$ 25,804.05	\$ 22,739.67	\$ 22,246.59	\$ 18,111.55
Landscaping	53	Contractual Services	0394808	COUNTRYSIDE GARDEN	\$1,000.00				1,000.00		
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	250.00	250.00	250.00	250.00	250.00	250.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$3,841.94					3,841.94	
Landscaping Total					\$ 6,341.94	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,250.00	\$ 4,091.94	\$ 250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$7,271.72	2,628.72	827.75	446.25	1,200.00		2,169.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$32,290.75	4,896.25	5,102.40	3,443.75		9,578.35	9,270.00
Legal Total					\$ 39,562.47	\$ 7,524.97	\$ 5,930.15	\$ 3,890.00	\$ 1,200.00	\$ 9,578.35	\$ 11,439.00
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$325,740.12	2,000.00	5,678.60	23,533.32	120,338.21	68,961.30	105,228.69
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$30,645.36	8,375.00	5,250.00	6,100.00	6,743.48	4,176.88	

Destruction of Closed Session Recordings

Information

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

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

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

- Committee of the Whole Meeting, October 15, 2019
- Committee of the Whole Meeting, November 12, 2019
- Regular Board Meeting, November 21, 2019
- Committee of the Whole Meeting, January 14, 2020
- Regular Board Meeting, January 23, 2020

Recommendation

It is recommended that the Board of Trustees approves the destruction of the recordings of the following Closed Session meetings: Committee of the Whole Meeting, October 15, 2019; Committee of the Whole Meeting, November 12, 2019; Regular Board Meeting, November 21, 2019; Committee of the Whole Meeting, January 14, 2020; and Regular Board Meeting, January 23, 2020



Clinton E. Gabbard
President

Request to Approve
TutorMe Online Education Platform

Information

McHenry County College was awarded the Learning Renewal Plan grant in the amount of \$65,531.00 through the American Rescue Plan Act to address unprecedented interruptions to classroom learning and development. Funding is to be used for two areas of student support: Social Emotional Support and Academic Support. With this funding, MCC is requesting to purchase 1,300 hours of online tutoring at \$27 per hour, for a total of \$35,100.00, from TutorMe.

TutorMe provides a revolutionary online education platform that offers on-demand tutoring, writing lab, and virtual courses to users 24/7. MCC can customize the features available to MCC students, which include access to services including live, on-demand tutoring and 12-hour paper review by TutorMe's Writing Lab available 24/7 through TutorMe's online education platform, and advanced digital classroom and lesson space. MCC will also have access to TutorMe's Client Dashboard, a web-based interface that can access and manage account information, activity, and reports.

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services." This expense is budgeted in the GEER II-Learning Renewal Plan contractual services account in the Restricted Purposes Fund. Funding for this purchase is from the Illinois Community College Board Learning Renewal Plan Grant.

Recommendation

It is recommended that the Board of Trustees approves the services for online education platform from TutorMe of Los Angeles, CA for \$35,100.00.



Clinton E. Gabbard
President

Roof System Replacement for Building D

Information

The roofing system for Building D on MCC's Crystal Lake main campus has reached the end of its useful life. Therefore, it is recommended that the College replace this roof system to prevent potential future leaking and the disruption of student learning as a result of needed repairs.

On or about January 7, 2022, a Notice of Request for Proposals (RFP) was published in a newspaper of general circulation in the College District and bid specifications were issued. Five companies bid on the RFP. On January 18, 2022, the five bid submittals were opened. The results of those bids are listed below:

Description	L. Marshall, Inc.	Metal Master Roof, Inc.	CSR Roofing	Combined Roofing	Jones & Cleary Roofing
Roof Replacement for Building D	\$543,000.00	\$604,290.00	\$556,975.00	\$668,000.00	\$598,568.00

The replacement of the Building D roof system was identified (DES02- Built-Up Roof Replacement) and recommended by the ISES Corporation assessment of all college facilities in March 2011.

The expense for this project is budgeted in the Capital Outlay account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees award the bid to the lowest responsible bidder and approve the project Roof System Replacement for Building D from L. Marshall, Inc., Glenview, IL for a total of \$543,000.00.



President

Salary Adjustments

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 administrators qualify for a salary adjustment at this time. The salary adjustment takes effect for the fiscal year noted.

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Dawn Katz – 1 st Adjustment – FY 2022 Dean of Social Sciences and Public Services	\$98,472.22	\$99,872.22
Holly Rey – 3 rd Adjustment – FY 2022 Director of Teaching and Learning	\$101,115.41	\$102,515.41

Recommendation

It is recommended that the Board of Trustees ratify the salary adjustments as stated above.



Clinton E. Gabbard
President

Ratification of Hires
New and Replacement Administrative and Faculty Appointments

Information

At the November 2021 Board Meeting, the Board of Trustees authorized MCC President, Dr. Gabbard to approve full-time administrative and faculty personnel appointments. The following appointments have been approved.

➤ **Instructor of Nursing:** Replacement Position

The retirement of Cheryl Eno effective June 25, 2021, created a vacancy for the full-time Instructor of Nursing. Nichole Babcock-Zook has been approved to fill this position. Ms. Babcock-Zook has a Master of Science in Nursing from Olivet Nazarene University, Bourbonnais, IL. Ms. Babcock-Zook holds two Bachelor Degrees: Bachelor of Science in Nursing from Trinity College of Nursing, Rock Island, IL well as a Bachelor of Science in Biology/Psychology from Augustana College, Rock Island, IL. Her experience is as follows:

2017 – 2021	Clinical Nurse Educator/ Professional Development RN Northwestern Medicine, McHenry, IL
2013-2017	Registered Nurse Legacy Centegra Health System, Woodstock, IL

Thirteen applications were received, thirteen met the position minimum requirements, and the search committee interviewed three candidates.

Contract Placement	Benefit Value	Salary of Replaced Employee	Contractual 9-month Salary
Lane IV, Step 9	\$26,233.14	\$77,982.00	\$78,974.50

Classification: Faculty/Full-Time, 9-month, Exempt

Position Summary: MCC instructors are higher education professionals who champion student learning. They engage and inspire students, applying innovative teaching and learning pedagogies to reach a variety of learners. They assess student learning to ensure student success, staying abreast of current and emerging trends in the discipline. Our instructors collaborate within the College as discipline experts, helping the College to reach its strategic goals through active participation in college committees and by promoting the College to future students throughout our community.

Qualifications/Desired Qualifications:

- Master's degree in Nursing
- Currently licensed as a registered professional nurse in IL with at least 4,000 hours of experience in clinical nursing practice.
- Work experience in an acute care setting within the last two years
- CPR (BLS) certified through American Heart Association
- Experience in medical surgical and obstetrics
- Demonstrated experience in technology enhanced instruction
- The ability to interact with the students and peers in a positive manner

➤ **Manager of Nursing Laboratory:** Replacement Position

The resignation of Ann Stauche effective October 8, 2021, created a vacancy for the full-time administrative position of Manager of Nursing Laboratory. Misty Meiners has been approved to fill this position. Ms. Meiners has a Master of Science in Nursing Education from Purdue University Northwest, Calumet, IL and a Bachelor of Science in Nursing from Purdue University Northwest, Calumet, IL. Her experience is as follows:

2017 – 2021	School Nurse/Basic Nursing Assistant Training Clinical Instructor Woodstock Community Unit School District 200, Woodstock, IL
2014 – 2017	Nurse Clinician Advocate Health Care -Sherman Hospital, Elgin, IL

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

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	10- Month Salary
A1	\$49,340.12	\$74,010.18	\$98,680.23	\$26,233.14	\$75,199.43	\$75,000.00

Classification: Administrator/Full-Time, Pay Grade A1, Exempt

Position Summary: The manager of the nursing lab oversees all aspects of the nursing laboratory while providing experiential learning opportunities for nursing students in the form of skills practice, simulation, competence assessment and remediation.

Qualifications/Desired Qualifications:

- Master's Degree in Nursing from a regionally accredited institution
- Current Illinois R.N. License
- CPR Instructor certification by the American Heart Association
- Nursing work experience in a hospital setting within the past five years
- Two years of leadership experience either in directly managing employees or in a project management role
- Minimum of one (1) year of acute care nursing experience
- Experience with SimMan and other simulation equipment

➤ **Director of Access and Disability:** Replacement Position

The retirement of Lilian O'Connell effective September 13, 2021, created a vacancy for the full-time administrative position of Director of Access and Disability. Chelsey Wintersteen has been approved to fill this position. Ms. Wintersteen has a Post Graduate Degree in Juris Doctor from Valparaiso University Law School, Valparaiso, IN and a Bachelor of Arts in Spanish Language & Literature and English from Northern Illinois University, DeKalb, IL. Her experience is as follows:

2014 – 2021	Staff Attorney & Summer Intern Program Coordinator Prairie State Legal Services, Inc., Woodstock and McHenry, IL
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Nineteen applications were received, nineteen met the position minimum requirements, and the search committee interviewed three candidates.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	12-Month Salary
A2	\$57,563.04	\$ 82,232.44	\$106,901.84	\$26,233.14	\$78,354.24	\$72,000.00

Classification: Administrator/Full-Time, Pay Grade A2, Exempt

Position Summary: The Director of Access and Disability Services works collaboratively across all levels of the institution to coordinate services and ensure that students with disabilities who experience barriers in the design of College programs, services, and facilities have equal access through the provision of accommodations and universal design techniques. Using a comprehensive, student-centered approach, the Director provides leadership and vision for the Office of Access and Disability Services through the development of programs and procedures that provide timely and effective support and advocacy for students with disabilities. The Director is responsible for interpreting and applying the provisions of the Americans with Disabilities Act (ADA) and coordinating institutional compliance with federal and state laws requiring equal access to education for individuals with disabilities.

Qualifications/Desired Qualifications:

- Bachelor's Degree from a regionally accredited institution in Special Education, Counseling, Education, or related field
- Five years' experience working with special populations in higher education or other related experience in education or social services
- Two years of leadership experience either in directly managing employees or project management
- Master's Degree from a regionally accredited institution in Rehabilitation Counseling, Education, Counseling, or related discipline
- One year working with disabilities assessments, program coordination, vocational rehabilitation, diagnostic testing or other related work with individuals with disabilities
- Demonstrated commitment and experience in working with students with disabilities at the post-secondary level
- Community college experience

Recommendation

It is recommended that the Board of Trustees ratifies the full-time administrative and faculty personnel appointments as listed above.



Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Ginger Gorski, Assistant Bursar, has submitted her intent to retire with her last date worked as November 30, 2021. Ginger has been a valuable member of the College community and at her leaving, will have over 14 years of full-time service to the College.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the honorary designation of Legacy status and receive benefits awarded such personnel.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name and title.

Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Julie Nordholz, Administrative Assistant II, Social Sciences and Public Services has submitted her intent to retire with her last date worked as January 31, 2022. Julie has been a valuable member of the College community and at her leaving, will have over 20 years of full-time service to the College.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the honorary designation of Legacy status and receive benefits awarded such personnel.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard
President

Request to Grant Title and Benefits of Faculty Emeritus

Information

Bill Brogan, Instructor of Criminal Justice, has submitted his intent to retire with his last date worked as August 1, 2022. Bill has been a valuable member of the College community and at his leaving, will have over 11 years of full-time service to the College.

Recommendation

In appreciation for his many contributions to the College, it is recommended that he be granted the title and benefits of Faculty Emeritus.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is written over a horizontal line.

Clinton E. Gabbard
President

Request to Grant Title and Benefits of Faculty Emeritus

Information

Harriet Johnson, Instructor of Criminal Justice, has submitted her intent to retire with her last date worked as August 5, 2022. Harriet has been a valuable member of the College community and at her leaving, will have over 12 years of full-time service to the College.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the title and benefits of Faculty Emeritus.



Clinton E. Gabbard
President

Request to Grant Title and Benefits of Faculty Emeritus

Information

Judi Cameron, Instructor of Anthropology, has submitted her intent to retire with her last date worked as August 5, 2022. Judi has been a valuable member of the College community and at her leaving, will have over 16 years of full-time service to the College.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the title and benefits of Faculty Emeritus.

A handwritten signature in black ink, appearing to read 'C. Gabbard', written in a cursive style.

Clinton E. Gabbard
President

Approval of Course Fees for FY 2023

Information

Attached is a list which identifies additional fees for credit courses offered at McHenry County College. Courses with changes are identified with red text and include a brief rationale for the changes occurring. Courses with black text are unchanged.

Recommendation

It is recommended that the Board of Trustees approves the attached list of additional credit course fees and that these fees be assessed effective Summer 2022.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard
President

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
ACC-220	COMPUTERIZED APPLICATIONS FOR ACCOUNTING	100.00	115.00	Quickbooks Exam fee increase
AET-141	INTERIOR DESIGN I	25.00	0.00	No supplies or software is needed for this course.
AET-142	HISTORY OF INTERIORS	25.00		
AET-151	COMPUTER AIDED DESIGN GRAPHICS I	25.00		
AET-152	COMPUTER AIDED DESIGN GRAPHICS II	25.00		
AET-153	COMPUTER AIDED DESIGN GRAPHICS III	25.00		
AET-154	COMPUTER AIDED DESIGN GRAPHICS IV	25.00		
AET-158	GEOMETRIC TOLERANCING	25.00		
AET-161	BIM REVIT I	25.00		
AET-162	BIM REVIT II	25.00		
AET-165	BIM NAVISWORKS I	25.00		
AET-171	PARAMETRIC MODELING SOLIDWORKS I	25.00		
AET-172	PARAMETRIC MODELING SOLIDWRKS II	25.00		
AET-241	INTERIOR DESIGN II	25.00		
AET-251	DESIGN VISUALIZATION	25.00		
AET-271	APPLIED STATICS	25.00		
AET-290	TOPICS IN ARCHITECTURE/ENGINEERING	25.00		
AET-299	INDEP STUDY IN DESIGN TECH	30.00		
AGR-107	INTRO AGRICULTURE PRACTICUM	30.00		
AMT-100	PRINCIPLES OF AUTOMOTIVE TECHNOLOGY	60.00		
AMT-120	AUTOMOTIVE ELECTRICITY FUNDAMENTALS	120.00		
AMT-140	AUTOMOTIVE ENGINE TECHNOLOGY	60.00		
AMT-160	AUTOMOTIVE ELECTRONIC FUNDAMENTALS	60.00		
AMT-170	MANUAL DRIVE TRAIN AND AXLES	60.00		
AMT-180	AUTO STEERING-CHASSIS-SUSPENSION	60.00		
AMT-200	COMPUTERIZED AUTOMOTIVE SYSTEMS	60.00		
AMT-220	AUTOMOTIVE BRAKE SYSTEMS	60.00		
AMT-230	HIGH PERFORMANCE ENGINE FUNDAMENTALS	60.00		
AMT-240	AUTOMOTIVE CLIMATE CONTROL SYSTEMS	60.00		
AMT-260	ADVANCED DIAGNOSTICS & DRIVEABILITY	60.00		
AMT-270	AUTOMATIC TRANSMISSIONS & TRANSAXLES	60.00		
ANI-100	2D ANIMATION	75.00		
ANI-103	ANIMATION TECHNIQUES 1	75.00		
ANI-105	3D MODELING AND ANIMATION 1	75.00		
ANI-203	ANIMATION TECHNIQUES 2	75.00		
ANI-205	3D MODELING AND ANIMATION 2	75.00		
ANT-160	INTRO TO PHYSICAL ANTHROPOLOGY	10.00		
ANT-255	ARCHAEOLOGICAL FIELD SCHOOL	450.00		
AOM-120	WORD PROCESSING I	20.00	0.00	End-of-Program assessment should be a department budget item
AOM-122	WORD PROCESSING II	110.00		
AOM-130	PRESENTATION SOFTWARE	90.00		
AOM-134	INTRODUCTION TO DESKTOP PUBLISHING	36.00		
AOM-231	SPREADSHEET APPLICATIONS II	90.00		
AOM-232	DATABASE SYSTEMS II	90.00		
AOM-234	ADVANCED DESKTOP PUBLISHING	36.00		
AOM-250	ADMINISTRATIVE OFFICE PROCEDURES	25.00		
ART-150	HUMANITIES THROUGH THE ARTS	10.00		
ART-151	ART APPRECIATION	10.00		
ART-152	INTRODUCTION TO STUDIO ART	25.00		
ART-153	2D DESIGN	25.00		
ART-155	NON-WESTERN ART	10.00		
ART-156	DRAWING I	25.00		
ART-157	DRAWING II	25.00		
ART-158	LIFE DRAWING	50.00		
ART-160	PAINTING I	25.00		
ART-165	ETHNIC FOLK ART	10.00		
ART-166	INTRODUCTION TO DIGITAL TOOLS	50.00		
ART-170	INTRODUCTION TO ART EDUCATION	10.00		
ART-171	ART HISTORY I	10.00		
ART-172	ART HISTORY II	10.00		
ART-174	STUDIES IN CONTEMPORARY ART	10.00		
ART-175	HISTORY OF PHOTOGRAPHY	10.00		
ART-176	FASHION AND ART	10.00		
ART-180	SCULPTURE I	45.00		
ART-184	JEWELRY/METALS I	75.00		
ART-185	FIBERS I	45.00		
ART-186	JEWELRY/METALS II	75.00		
ART-190	PROFESSIONAL PRACTICES	15.00		

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
ART-241	DARKROOM-PHOTOGRAPHY I	50.00		
ART-242	DARKROOM PHOTOGRAPHY II	50.00		
ART-244	COLOR PHOTOGRAPHY	50.00		
ART-245	PRIMITIVE PHOTOGRAPHY	20.00		
ART-246	ALTERNATIVE PHOTO PROCESSING	50.00		
ART-247	LARGE FORMAT PHOTOGRAPHY	50.00		
ART-248	STUDIO LIGHTING I	45.00		
ART-249	STUDIO LIGHTING II	45.00		
ART-250	DIGITAL PHOTOGRAPHY I	60.00		
ART-252	DIGITAL PHOTOGRAPHY II	60.00		
ART-253	3D DESIGN	45.00		
ART-254	DIGITAL PHOTOGRAPHY III	60.00		
ART-255	DIGITAL & FILM PHOTO EXPLORATION	60.00		
ART-257	DRAWING III	25.00		
ART-258	LIFE DRAWING II	50.00		
ART-261	PAINTING II	25.00		
ART-262	PAINTING III	25.00		
ART-263	PAINTING IV	25.00		
ART-264	BEGINNING WATERCOLOR	25.00		
ART-265	ADVANCED WATERCOLOR	25.00		
ART-266	ADVANCED PAINTING	34.00		
ART-271	CERAMICS I	60.00		
ART-272	CERAMICS II	60.00		
ART-273	CERAMICS III	60.00		
ART-274	CERAMICS IV	60.00		
ART-275	CERAMICS STUDIO	60.00		
ART-280	SCULPTURE II	45.00		
ART-290	TOPICS IN ART	25.00		
ART-299	INDEP STUDY IN ART	25.00		
BIO-110	INTRODUCTION TO HUMAN BIOLOGY	40.00		
BIO-130	ENVIRONMENTAL FIELD BIOLOGY	40.00		
BIO-157	FUNDAMENTALS OF BIOLOGY	40.00		
BIO-158	EVOLUTION AND BIODIVERSITY	40.00		
BIO-230	HUMAN STRUCTURE AND FUNCTION	53.00		New Course
BIO-255	MICROBIOLOGY	53.00		
BIO-263	HUMAN ANATOMY AND PHYSIOLOGY I	53.00		
BIO-264	HUMAN ANATOMY AND PHYSIOLOGY II	53.00		
BUS-145	BUSINESS APPLICATIONS OF MATH	20.00		
BUS-175	INTERNATIONAL BUSINESS	30.00		
BUS-220	HUMAN RELATIONS & TEAMBUILDING	30.00	0.00	Instructor uses OER materials
CDM-090	INTRODUCTION TO COMPUTER APPLICATION	26.00		
CDM-110	COMPUTER LITERACY FOR WINDOWS	26.00		
CDM-290	TOPICS IN COMPUTERS & DIGITAL MEDIA	36.00		
CHM-115	CHEMISTRY AND SOCIETY	40.00		
CHM-164	INTRODUCTORY CHEMISTRY	40.00		
CHM-165	GENERAL CHEMISTRY I	40.00		
CHM-166	GENERAL CHEMISTRY II	40.00		
CHM-170	SURVEY OF ORGANIC AND BIOCHEMISTRY	40.00		
CHM-265	ORGANIC CHEMISTRY I	53.00		
CHM-266	ORGANIC CHEMISTRY II	53.00		
CJS-131	EMERGENCY DISPATCHER	25.00		New Course
CJS-230	STUDENT POLICE ACADEMY	25.00		
CLM-101	CULINARY SKILLS I	250.00	150.00	Food costs. COURSE NOTES: students are required to purchase MCC uniform and toolkit through the bookstore. NO outside uniforms or toolkits are allowed
CLM-102	CULINARY SKILLS II	100.00	150.00	Food costs. COURSE NOTES: students are required to purchase MCC uniform and toolkit through the bookstore. NO outside uniforms or toolkits are allowed
CLM-103	CULINARY SKILLS III	150.00		
CLM-105	SANITATION AND SAFETY	75.00	76.50	current price of the ServeSafe book
CLM-107	CULINARY AND HOSPITALITY SUPERVISION	75.00	0.00	books are now in bookstore
CLM-130	INVENTORY, PURCHASING & COSTING	75.00	0.00	books are now in bookstore
CLM-140	GARDE MANGER & INTL CUISINE	200.00		
CLM-180	BAR AND BEVERAGE MANAGEMENT	100.00		
CLM-181	INTRODUCTION TO WINE CULTURE	100.00		
CLM-208	RESTAURANT OPERATIONAL SKILLS	200.00		
CLM-290	TOPICS IN CULINARY MANAGEMENT	100.00		
DBM-100	INTRO TO MYSQL DATABASE MGMT SYSTEMS	50.00		

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
DBM-110	SQL/DATABASE CONCEPTS	36.00		
DGM-107	INTRODUCTION TO DIGITAL LEGALITIES	25.00		
DGM-110	GAME DESIGN 1	25.00		
DGM-152	INTERFACE DESIGN	25.00		
DGM-153	DESIGNING THE USER EXPERIENCE	25.00		
DGM-160	3D GAME DEVELOPMENT 1	25.00		
DGM-168	COMPUTER ART I	50.00		
DGM-170	DIGITAL VIDEO PRODUCTION	100.00		
DGM-210	GAME DESIGN 2	25.00		
DGM-250	DIGITAL MEDIA INTERNSHIP	75.00		
DGM-256	DIGITAL FREELANCING	25.00		
DGM-260	3D GAME DEVELOPMENT 2	25.00		
DGM-265	AGILE PROJECT MANAGEMENT	25.00		
DGM-290	TOPICS IN DIGITAL MEDIA	25.00		
EAS-101	INTRODUCTION TO EARTH SCIENCE	10.00		
EAS-120	INTRODUCTION TO METEOROLOGY	28.00		
EAS-180	INTRO ASTRONOMY	28.00		
ECE-115	EARLY CHILDHOOD EDUCATION	25.00		
ECE-120	CHILD GROWTH AND DEVELOPMENT	25.00		
ECE-121	INFANT/TODDLER DEVELOPMENT AND CARE	25.00		
ECE-131	EARLY CHILD GUIDANCE & OBSERVATION	25.00		
ECE-150	CHILD STUDY AND OBSERVATION	35.00		
ECE-204	EARLY CHILDHOOD LANGUAGE ARTS	30.00		
ECE-209	EARLY CHILD MUSIC/RHYTHMIC ACTIV	30.00		
ECE-214	EARLY CHILDHOOD ART ACTIVITIES	30.00		
ECE-219	EARLY CHILDHOOD SCIENCE AND MATH	30.00		
ECE-229	EARLY CHILD CURRICULUM & ACTIVITIES	35.00		
ECE-250	EARLY CHILDHOOD PRACTICUM	60.00		
ECE-290	TOPICS IN EARLY CHILDHOOD EDUCATION	35.00		
EDU-257	LANGUAGE DEVELOPMENT	10.00		
EGR-151	ENGINEERING GRAPHICS	25.00		
EGR-251	STATICS	25.00		
EGR-252	DYNAMICS	25.00		
EGR-260	ELECTRICAL CIRCUITS ANALYSIS	24.00		
EMS-105	FIRST RESPONDER EMERGENCY AID	35.00		
EMS-110	EMERGENCY MEDICAL TECHNICIAN-BASIC	125.00	140.00	Includes required polo, rather than being a hidden cost later
EMS-120	EMT-PARAMEDIC-MODULE I	125.00	140.00	Includes required polo, rather than being a hidden cost later
EMS-121	EMT-PARAMEDIC-MODULE II	50.00		
EMS-122	EMT-PARAMEDIC-MODULE III	50.00	194.00	Includes HeartCodeACLS, rather than being a hidden cost later
EMS-123	EMT-PARAMEDIC-INTERNSHIP	35.00	289.00	Includes HeartCodePALS & ITLS, rather than being hidden costs later
ENG-095	INTRODUCTION TO COLLEGE WRITING	10.00		
ENG-097	ACADEMIC READING AND WRITING FOR ELL	10.00		
ENG-105	TECHNICAL COMMUNICATIONS	10.00		
ENG-108	WRITING FOR THE WEB	10.00		
ENG-151	COMPOSITION I	10.00		
ENG-152	COMPOSITION II	10.00		
FRS-101	INTRODUCTION TO FIRE SCIENCE	77.00		
FRS-150	BASIC OPERATIONS FIREFIGHTER	225.00		
FRS-250	FIRE SCIENCE PRACTICUM	52.00		
FRS-252	HAZ-MAT FIRST RESPONDER-OPERATIONS	25.00		
FRS-253	FIRE APPARATUS ENGINEER	100.00		
GEG-107	INTRODUCTION TO PHYSICAL GEOGRAPHY	28.00		
GEG-124	ENERGY RESOURCES LAB	10.00		
GEG-221	THE GLOBAL ENVIRONMENT LAB	25.00		
GEG-290	**TOPICS IN GEOGRAPHY**	10.00		
GEL-105	INTRODUCTION TO PHYSICAL GEOLOGY	28.00		
GRA 123	DIGITAL 2D DESIGN	25.00		
GRA 125	DIGITAL DRAWING 1	50.00		
GRA-100	ADOBE DESIGN SUITE	25.00		
GRA-167	GRAPHIC DESIGN I	60.00		
GRA-180	HISTORY OF GRAPHIC DESIGN	10.00		
GRA-183	TYPOGRAPHY I	50.00		
GRA-185	COLOR THEORY	50.00		
GRA-267	GRAPHIC DESIGN II	60.00		
GRA-275	PORTFOLIO DESIGN	50.00		Was DGM-275
HCE-100	INTRODUCTION TO HEALTH CAREERS	15.00		
HCE-110	MEDICATION MATH	25.00		
HCE-111	EVIDENCE BASED PRACTICE	25.00		

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
HFE-110	GOLF I	80.00		
HFE-120	PHYSICAL FITNESS	55.00	0.00	Course Fee No Longer Needed
HFE-125	FENCING I	12.00		
HFE-151	FIRST AID AND CPR	50.00		
HFE-161	PERSONAL FITNESS	55.00	30.00	Cost of supplies has decreased
HFE-175	GROUP EXERCISE PRINCIPLES	50.00	30.00	Cost of supplies has decreased
HFE-202	LIFEGUARD TRAINING	30.00		
HFE-210	GOLF II	80.00		
HFE-270	EXERCISE TESTING & PROGRAM DESIGN	25.00		
HIT-137	BASIC CPT CODING	25.00		
HIT-138	ICD CODING	25.00		
HIT-139	HEALTHCARE REIMBURSEMENT	50.00	25.00	Adopted new simulation software that is less expensive
HIT-160	HEALTH INFORMATION MANAGEMENT	50.00	25.00	Adopted new simulation software that is less expensive
HIT-180	HEALTHCARE DELIVERY SYSTEMS	50.00	25.00	Adopted new simulation software that is less expensive
HIT-210	HEALTHCARE LAW AND ETHICS	50.00	25.00	Adopted new simulation software that is less expensive
HIT-220	QUALITY & PERFORMANCE IMPROVEMENT	50.00	25.00	Adopted new simulation software that is less expensive
HIT-235	HIT PATHOPHYSIOLOGY & PHARMACOLOGY	50.00	25.00	Adopted new simulation software that is less expensive
HIT-237	ADVANCED CPT AND ICD CODING	50.00	25.00	Adopted new simulation software that is less expensive
HIT-240	ELECTRONIC HEALTH RECORDS	50.00	25.00	Adopted new simulation software that is less expensive
HIT-260	HEALTHCARE MANAGEMENT	50.00	25.00	Adopted new simulation software that is less expensive
HIT-270	HEALTHCARE STATISTICS AND RESEARCH	50.00	25.00	Adopted new simulation software that is less expensive
HIT-280	HIT PRACTICUM	50.00	0.00	No lab materials/software required for course
HRT-100	INTRODUCTION TO HORTICULTURE	15.00		
HRT-103	INTRODUCTION TO PLANT SCIENCE	30.00		
HRT-105	INTRODUCTION TO SOIL SCIENCE	30.00		
HRT-112	HORTICULTURAL MECHANICS	15.00		
HRT-120	BASIC FLORAL DESIGN	100.00		
HRT-125	INTERMEDIATE FLORAL DESIGN	150.00		
HRT-130	FALL GREENHOUSE PRODUCTION	45.00		
HRT-135	FRUIT AND VEGETABLE CROPS	30.00		
HRT-150	PLANT PROBLEM DIAGNOSIS & MANAGEMENT	30.00		
HRT-159	LANDSCAPE PERENNIALS	50.00		
HRT-160	TREES & SHRUBS IN THE LANDSCAPE	15.00		
HRT-161	LANDSCAPE DESIGN	200.00		
HRT-181	TURF & LAWN MANAGEMENT	15.00		
HRT-203	INTRODUCTION TO HYDROPONICS	30.00		
HRT-205	ORGANIC AND SUSTAINABLE PRACTICES	15.00		
HRT-221	ADVANCED FLORAL DESIGN	195.00		
HRT-229	SILK AND DRIED FLORAL DESIGN	100.00		
HRT-231	SPRING GREENHOUSE PRODUCTION	45.00		
HRT-264	ARBORICULTURE	15.00		
HRT-265	LANDSCAPE CAD	20.00		
HRT-266	LANDSCAPE CONSTRUCTION	15.00		
HRT-282	GOLF COURSE & SPORTS TURF MANAGEMENT	15.00		
IMT-104	BLUEPRINT READING FOR MANUFACTURING	25.00		
IMT-105	INTRODUCTION TO MANUAL MACHINING	50.00		
IMT-106	CNC PROGRAMMING I	50.00		
IMT-155	CNC PROGRAMMING II	50.00		
MAD-105	PROGRAMMING FOR ANDROID I	100.00		
MAD-107	PROGRAMMING FOR IOS I	100.00		
MAD-155	PROGRAMMING FOR ANDROID II	100.00		
MAD-157	PROGRAMMING FOR IOS II	100.00		
MAD-255	PROGRAMMING FOR ANDROID III	100.00		
MAD-257	PROGRAMMING FOR IOS III	100.00		
MAT-161	COLLEGE ALGEBRA	25.00		
MAT-170	FINITE MATHEMATICS	17.00		
MAT-253	LINEAR ALGEBRA	12.00		
MGT-150	PRINCIPLES OF MANAGEMENT	20.00		
MGT-210	HUMAN RESOURCES MANAGEMENT	30.00	0.00	Instructor uses OER materials
MGT-225	CROSS CULTURAL MANAGEMENT	30.00		
MGT-230	EXPERIENCING MANAGEMENT DECISIONS	69.00	54.00	No longer using CompXM as program assessment tool
MKT-120	PRINCIPLES OF ADVERTISING	30.00		
MKT-130	PROFESSIONAL SELLING	30.00		
MKT-160	SOCIAL MEDIA MARKETING	10.00		
MKT-225	CONSUMER BEHAVIOR	30.00		
MUS-104	INTRO TO ELECTRONIC MUSIC PROCESSING	20.00		
MUS-201	APPLIED MUSIC - OBOE	210.00		
MUS-202	APPLIED MUSIC - ORGAN	210.00		

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
MUS-203	APPLIED MUSIC - PIANO	210.00		
MUS-204	APPLIED MUSIC - FRENCH HORN	210.00		
MUS-205	APPLIED MUSIC - VOICE	210.00		
MUS-206	APPLIED MUSIC - VIOLIN	210.00		
MUS-207	APPLIED MUSIC - SAXOPHONE	210.00		
MUS-208	APPLIED MUSIC - CLARINET	210.00		
MUS-209	APPLIED MUSIC - STRING & ELECTRIC BASS	210.00		
MUS-210	APPLIED MUSIC - TRUMPET	210.00		
MUS-211	APPLIED MUSIC - TROMBONE	210.00		
MUS-212	APPLIED MUSIC - BARITONE HORN	210.00		
MUS-213	APPLIED MUSIC - GUITAR	210.00		
MUS-214	APPLIED MUSIC - FLUTE	210.00		
MUS-215	APPLIED MUSIC - VIOLA	210.00		
MUS-216	APPLIED MUSIC - CELLO	210.00		
MUS-217	APPLIED MUSIC - PERCUSSION	210.00		
MUS-218	APPLIED MUSIC - BASSOON	210.00		
MUS-219	APPLIED MUSIC-TUBA	210.00		
NAE-100	BASIC NURSING ASSISTANT	100.00		
NET-110	NETWORK+ CERTIFICATION PREP	185.00		
NET-125	A+ CERTIFICATION PREP	135.00		
NET-145	LINUX+ CERTIFICATION PREP	135.00		
NET-151	WINDOWS CLIENT I	185.00		
NET-152	WINDOWS SERVER I	185.00		
NET-183	SECURITY+ CERTIFICATION PREP	185.00		
NET-185	ETHICAL HACKING	185.00		
NET-251	WINDOWS SERVER II	135.00		
NET-252	WINDOWS SERVER III	135.00		
NUR-095	DIRECTED STUDY IN NURSING	25.00		
NUR-112	FUNDAMENTALS OF NURSING THEORY	140.00		
NUR-115	FUNDAMENTALS OF NURSING PRACTICE	50.00		
NUR-125	LPN TO ADN TRANSITION	110.00		
NUR-130	NURSING PRACTICE I	50.00		
NUR-135	NURSING PRACTICE II	50.00		
NUR-212	NURSING PRACTICE III	50.00		
NUR-215	PSYCHIATRIC NURSING	50.00		
NUR-222	FAMILY NURSING CONCEPTS	50.00		
NUR-225	COMPLEX ISSUES IN HEALTHCARE	50.00		
NUR-240	NURSING LEADERSHIP	50.00		
OTA-110	FOUNDATIONS OF OCCUPATIONAL THERAPY	45.00	0.00	No lab materials required for course
OTA-120	THERAPEUTIC METHODS I	100.00	15.00	Fee has been reduced due to acquisition of equipment. Remaining fee is for consumable materials for labs.
OTA-130	OCCUPATIONS ACROSS THE LIFESPAN	100.00	10.00	Fee has been reduced due to acquisition of equipment. Remaining fee is for consumable materials for labs.
OTA-140	DYNAMICS OF HUMAN MOVEMENT	100.00	25.00	Fee has been reduced due to acquisition of equipment. Remaining fee is for consumable materials for labs.
OTA-150	CONDITIONS DISRUPTING PARTICIPATION	100.00	0.00	No lab materials required for course
OTA-160	PSYCHOSOCIAL REHAB THEORY & METHODS	100.00		
OTA-170	THERAPEUTIC METHODS II	100.00	60.00	Fee has been reduced due to acquisition of equipment. Remaining fee is for consumable materials for labs.
OTA-210	PHYSICAL THEORY AND REHAB METHODS	0.00	75.00	Lab materials required
OTA-220	THERAPEUTIC METHODS III	0.00	85.00	Lab materials required
OTA-290	TOPICS IN OCCUPATIONAL THERAPY	100.00	0.00	No lab materials required for course
PAR-101	INTRODUCTION TO PARALEGAL STUDIES	35.00	0.00	Testing no longer required.
PAR-102	LEGAL RESEARCH AND WRITING	50.00	0.00	Software no longer required.
PAS-101	PASTRY SKILLS I	250.00	150.00	Food costs. COURSE NOTES: students are required to purchase MCC uniform and toolkit through the bookstore. NO outside uniforms or toolkits are allowed
PAS-102	PASTRY SKILLS II	100.00	150.00	Food costs. COURSE NOTES: students are required to purchase MCC uniform and toolkit through the bookstore. NO outside uniforms or toolkits are allowed
PAS-103	ADVANCED PASTRY SKILLS	150.00		
PAS-208	BAKERY OPERATIONS	200.00		
PAS-240	DECORATIVE PASTRY SKILLS	200.00		
PAS-250	CONFECTIONS AND CHOCOLATES	200.00		
PDV-100	PERSONAL DEVELOPMENT	3.00		
PDV-105	LIFELONG LEARNING SKILLS	3.00		
PDV-110	CAREER DEVELOPMENT	20.00		
PHY-280	GENERAL PHYSICS I	25.00		

McHenry County College
Course Fees 2022-2023

COURSE #	COURSE TITLE	CURRENT FEE \$	New Fee \$	Comments
PHY-281	GENERAL PHYSICS II	25.00		
PHY-291	PRINCIPLES OF PHYSICS I	25.00		
PHY-292	PRINCIPLES OF PHYSICS II	25.00		
PHY-293	PRINCIPLES OF PHYSICS III	25.00		
PRG-105	PROGRAMMING LOGIC	30.00	45.00	Book price change
PRG-147	JAVASCRIPT PROGRAMMING I	36.00	0.00	Moving to internet resources
PTA-101	INTRODUCTION TO PTA (was PTA 140)	115.00		
PTA-120	PTA PATIENT INTERVENTIONS I	136.00		
PTA-130	PTA PATIENT ASSESSMENT I (was PTA 110)	20.00		
PTA-141	PTA KINESIOLOGY	35.00		
PTA-142	PTA PATHOPHYSIOLOGY	20.00		
PTA-145	INTRO CLINICAL EDUCATION	20.00		
PTA-151	PTA CLINICAL EXPERIENCE I	20.00		
PTA-210	PTA PATIENT ASSESSMENT II	20.00		
PTA-220	PTA PATIENT INTERVENTIONS II	35.00		
PTA-240	PTA ADMINISTRATION	115.00		
PTA-242	PTA REHABILITATION STRATEGIES	35.00		
PTA-250	PTA CLINICAL EXPERIENCE II	20.00		
PTA-251	PTA CLINICAL EXPERIENCE III	20.00		
PTA-252	PTA CLINICAL SEMINAR	100.00		
ROB-110	INTRODUCTION TO ROBOTICS	75.00		
ROB-150	PLC AUTOMATION APPLICATIONS I	75.00		
ROB-151	PLC AUTOMATION APPLICATIONS II	75.00		
ROB-200	CYBER-PHYSICAL SYSTEMS	75.00		
ROB-211	DISTRIBUTED ROBOTIC SYSTEMS	75.00		
ROB-220	ARTIFICIAL INTELLIGENCE	75.00		
WEB-105	WEB FUNDAMENTALS	20.00	0.00	
WEB-115	HTML & CSS	100.00	0.00	No longer part of the laptop program
WEB-175	WEBSITE DEVELOPMENT 1	100.00	0.00	No longer part of the laptop program
WEB-212	PHP AND MYSQL	100.00	0.00	No longer part of the laptop program
WLD-106	WELDING BASICS AND WELDMET PRINTS	25.00		
WLD-121	STICK WELDING FLAT AND HORIZONTAL	80.00		
WLD-122	STICK WELDING VERTICAL AND OVERHEAD	80.00		
WLD-124	STICK WELDING BASIC PIPE	100.00		
WLD-131	MIG WELDING FLAT AND HORIZONTAL	80.00		
WLD-132	MIG WELDING VERTICAL AND OVERHEAD	80.00		
WLD-141	TIG WELDING FLAT AND HORIZONTAL	80.00		
WLD-142	TIG WELDING VERTICAL AND OVERHEAD	80.00		
CMT-120	BASIC BUILDING CODE ENFORCEMENT	0.00	25.00	ICC Membership and Code Book

Board Policy Manual
2.1.1 Investments, First Reading

Information

The attached policy has been forwarded to the Board of Trustees for a first reading. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approve the first reading of Policy 2.1.1 Investments and endorses bringing the policy to the next Regular Board Meeting for a second reading and approval.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard
President

2.0 COLLEGE OPERATIONS

2.1 MANAGEMENT OF COLLEGE FUNDS

2.1.1 INVESTMENTS

Revised
11/2/05
07/24/14
2/28/19
4/25/19
2/27/20

A. Scope of Policy

As required by the *Public Funds Investment Act* (30 ILCS 235/1 *et seq.*), this Investment Policy governs the investment of all College funds including any new or temporary funds placed within the custody of the College, and will be administered consistent with applicable state and federal laws.

B. Objectives

The purpose of this Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds of the College. The specific objectives of the policy will be as follows:

1. Safety – The security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
2. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements.
3. Return -The Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restrictions on investment. All investments shall be selected on the basis of competitive bids.

C. Diversification

The College will diversify its investments to the best of its ability based on the type of funds invested and on cash flow needs. Diversification can be by type of investment, number of institutions invested in, and length of maturity, and shall seek to reduce the risk of loss which may result from over-concentration in a specific maturity, issuer, or class of securities. No more than 5% of the College's funds may be invested in any one single issuer, with the exception of the U.S. Treasury, ~~or~~ any of the federal agencies or instrumentalities, and diversified corporate bond ETFs.

D. Responsibility of College Treasurer for Investment Program and Related Operational Procedures

The Board delegates the investment of funds to the Treasurer. The Treasurer shall be responsible for all transactions and shall establish written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent action by employees of the College. The procedures shall include a system of controls for all authorized subordinates who are directly involved in investment activities. Only the Treasurer is authorized to establish financial accounts and investments for the College. Authorized signatories are not permitted to reconcile bank accounts at any time.

The Treasurer shall annually cause an independent review of internal controls to be conducted by external auditors, to ensure compliance with this aspect of the Investment Policy.

The College may engage the services of an external investment manager to assist in the management of the College's investment portfolio in a manner consistent with the College's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the *Investment Advisers Act of 1940*.

E. Performance Measures

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed, given the portfolio objectives, and will strive to earn, over the course of a complete business cycle, an average rate of return equal to or greater than the College's designated benchmark(s). The Treasurer will establish and maintain the College's benchmark(s).

F. Periodic Review of Investment Portfolio

The Treasurer shall conduct appropriate periodic reviews, not less than annually, of the investment portfolio, its effectiveness in meeting the College's needs for safety, liquidity, rate of return, and diversification, and its general performance.

G. Reporting

The Treasurer will report monthly to the Board of Trustees on all investments, by College fund, financial institution, investment amount, interest rate, maturity date and other pertinent information deemed necessary. At least quarterly, the Treasurer shall provide a written report of investment activities to the Board of Trustees and College President, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.

H. Authorized Investments

The College may invest its funds in any investments allowed by Section 2 of the *Public Funds Investment Act*, (30 ILCS 235/2) including, without limitation, the following:

1. Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities.
3. Interest bearing accounts, interest-bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the *Illinois Banking Act*.
4. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating

services and is on the approved list of the College's contracted SEC registered Investment Advisor and which mature not later than 3 years from the date of ~~purchase~~ settlement, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the College's funds may be invested in short term obligations of corporations that mature in 270 days or less at the time of settlement and an additional one-third of the College's funds may be invested in obligations of corporations that mature between 270 days and three years at the time of settlement.

5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality or county or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 3 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
6. Money market mutual funds registered under the *Investment Company Act of 1940*, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.
7. Mutual funds that invest primarily in corporate investment grade short term bonds. Purchases of mutual funds in short term bonds shall be limited to funds with assets of at least \$100 million and that have an average credit quality of at least a single A rating established by a recognized rating service. No more than 25% of the College's funds may be invested in these mutual funds.
8. Investment options offered by the Illinois Trust, IIIT Class
9. Investment options offered by the Treasurer of the State of Illinois (i.e. Illinois Funds).
10. Investment options offered by the Illinois School District Liquid Asset Fund Plus.

Any percentage limits, rating requirements, or other investment parameters identified throughout this investment policy will be calculated and/ or evaluated based on the original cost of each investment at the time of purchase, based on settlement date, of the security in determining compliance with the investment policy.

I. Selection of Financial Institutions

Financial institutions which are located in Community College District No. 528 or have a branch office in the District may request to become a depository for College funds, upon meeting the requirements of Section 6 of the *Public Funds Investment Act* ("Act") and of this Policy. In selecting all depositories, the College will require compliance with Section 6 of the Act, and will take into consideration a financial institution's security, size, location, financial condition, service, fees, competitiveness, and community relations involvement. Funds also may be deposited with investment options offered by the Treasurer of the State of Illinois (i.e., Illinois Funds).

The College will not maintain funds in any financial institution that is not a member of the Federal Deposit Insurance Corporation (FDIC) system. In addition, the College will not maintain funds in any institution not willing or able to post required collateral for funds or to purchase private insurance to protect College funds on deposit in excess of FDIC insurable limits.

J. Collateralization

1. It is the policy of the College to require that time deposits in excess of federally insured limits be secured by collateral (110%), or a FHLB letter of credit, or if, at the time of purchase, the bank carries a top tier short-term rating of A1/P1 or better without regard to gradation and long-term rating of A- or better and is on the Approved List of the College's contracted SEC-registered Investment Advisor, ~~or private insurance to protect public deposits in a single financial institution if it were to default.~~
2. Eligible collateral instruments are any investment instruments acceptable under and subject to the conditions set forth in Sections 6(d) through 6(g) of the *Illinois Public Funds Investment Act*, 30 ILCS 235/6(d) - 6(g). The collateral must be placed in safekeeping at or before the time the College places the deposits with the bank so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Maturity of acceptable collateral shall not exceed 120 months.
4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed monthly and additional collateral will be requested when the ratio declines below the level required.
5. Single institution pools can be used to pledge collateral to cover uninsured deposits at financial institution(s). A pledge report shall be received directly from the custodian.

~~5.6.~~ The College requires monthly reports with market values of pledged securities unless the College is utilizing a FHLB letter of credit for that financial institution.

~~6.7.~~ Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the pledged securities will be held at a safekeeping depository, separate from the bank where the deposits are placed, as approved from time to time by the Treasurer.

Safekeeping will be documented by an approved written agreement.

Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer, and only on condition that the market value of the replacement securities is equal to or greater than the market value of the securities for which they are being substituted.

K. Safekeeping of Securities

Securities, unless held physically by the College, require third party safekeeping. The College will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

L. Prudent Person Standard

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in McHenry County College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

The Treasurer and employees of the College acting in accordance with this Investment Policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

M. Ethics and Conflicts of Interest

No person involved in the investment process shall make any investment decision based upon personal or political gain or consequence. This Policy will be administered consistent with Federal and State laws pertaining to public funds investments.

N. Sustainable Investing

The College will regularly consider any material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the *Illinois Sustainable Investing Act*. While such factors are not determinative for investment decisions, the College will periodically review portfolio holdings to determine their consistency with these objectives and will provide specific issuers that are restricted from purchase under this policy.

O. Amendment

This Policy will be reviewed annually, during the quarter after fiscal year end, and revised upon approval of the Board of Trustees.

2.1.2 BORROWING

2.1.2.1

Revised
6/26/14

INTERFUND LOANS

The Treasurer is authorized to make, as interfund loans, transfers from any fund over which the Board has control to any other fund maintained by the College. Each such loan must be repaid to the proper fund within one year as required by Section 3-34 of the *Illinois Public Community College Act* (110 ILCS 805/3-34.) The Treasurer will keep the Board informed of these transfers.

Pursuant to section 3-20.10 of the *Illinois Public Community College Act* (110 ILCS 805/3-20.10), when the College has insufficient monies to defray the necessary expenses of the College, including amounts needed to pay maturing principal and interest of bonds, the Board,

New Employees

Information

The following list identifies new employees or those who have transferred to another position at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	11/15/2021	Mark Radell	Information Security & Identity Manager	T
STA	11/15/2021	Tracy Champion	Administrative Assistant II, College & Career Readiness	T
STA	11/29/2021	Melinda Aivaliotis	Library Services Specialist	T
STA	11/29/2021	Cassandra Hardy	Office Assistant III, Shah Center	R
STA	12/6/2021	Miranda Lindquist	Scheduling Assistant	R
STA	12/6/2021	Julie Durkin	Financial Aid Specialist	R
ADJ	12/12/2021	Kimberly Brown	Adjunct Faculty, Career & Technical	R
ADJ	12/12/2021	William Moctezuma	Adjunct Faculty, Career & Technical	R
ADJ	12/12/2021	Jessica Cox	Adjunct Faculty, Career & Technical	R
ADJ	12/12/2021	Scott Smith	Adjunct Faculty, Career & Technical	R
ADJ	12/12/2021	Michael Sigler	Adjunct Faculty, Arts & Humanities	R
ADJ	12/12/2021	Laura Ibach	Adjunct Faculty, Academic Affairs	R
STA	12/13/2021	Judd Downey	Lead Groundskeeper	R
STA	12/13/2021	Ava Pauley	Office Assistant II, Advising	R
STA	12/13/2021	Eric Sandoval	Office Assistant II, Adult Education	N
ADM	12/15/2021	Chelsey Wintersteen	Director of Access & Disability Services	R
STA	12/20/2021	Kristi Broda	Coordinator of Orientation & Academic Advisor	T
STA	12/20/2021	Alondra Flores	Upward Bound Advisor	R
STA	12/20/2021	Kelsie Lilly	Coordinator, Biology Lab	R
STA	12/20/2021	Annaliesa Hoeks	Office Assistant III, Human Resources	N
ADM	1/5/2022	Misty Meiners	Manager of Nursing Lab	R

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	1/5/2022	Evelyn Lozano	Administrative Assistant II, Arts & Humanities	R
STA	1/10/2022	Emily Akin	Coordinator of Testing Center	R
ADJ	1/10/2022	Sudhakar Parthasarathy	Adjunct Faculty, Math & Science	R
FAC	1/13/2022	Jason Boring	Instructor of Manufacturing	N
FAC	1/13/2022	Nichole Babcock-Zook	Instructor of Nursing	R
ADJ	1/13/2022	Courtney Turner	Adjunct Instructor, Career & Technical	R
ADJ	1/13/2022	Jason Schmitt	Adjunct Instructor, Career & Technical	R
STA	1/31/2022	Kristen Gill	Administrative Assistant, College & Career Readiness	R
STA	1/31/2022	Patricia Gavina	Coordinator of Adult Education & Literacy Supportive Services	R

Through January 18, 2021

*Current MCC employee who has transferred or accepted a different or additional position.

Position Status Key: R=Replacement; N=New; RC=Retitled/Reclassified; T=Transfer to New Position;
A=Additional Position; S=Seasonal

Employee Resignations and Retirement Notifications

Information

The following list identifies employees who have served their last day of employment, have retired, or resigned from their position at McHenry County College.

Classification	End Date	Employee Name	Primary Position
Staff	11/9/2021	Mike Shababy	Automotive Technician
Adjunct	11/19/2021	Sharon Clark	Adjunct Faculty, SSPS
Staff	12/2/2021	Allison Haas	Learning & Retention Specialist
Adjunct	12/10/2021	Aaron Valdez	Adjunct Faculty, Career & Technical
Adjunct	12/10/2021	Rebecca Glenn	Adjunct Faculty, Arts & Humanities
Staff	12/21/2021	Justin DeBolt	Coordinator, Career Training Programs
Staff	1/7/2022	Megan Scanlan	Coordinator, Student Activities
Staff	1/12/2022	Emma Glauser	Library Circulation Assistant
Staff	1/18/2022	Kumran Lee	Testing Center Assistant
Staff	1/21/2022	Gerardo Banuelos	Student Contact Tracer
Staff	1/26/2022	Melissa Sanchez	Student Success Coach

The following list identifies employees who have submitted their intent to retire from their position at McHenry County College.

Classification	Retirement Date	Employee Name	Primary Position
Staff	1/31/2022	Julie Nordholz	Administrative Assistant II, SSPS
Faculty	8/8/2022	Judi Cameron	Instructor, Anthropology
Faculty	8/1/2022	Bill Brogan	Instructor, Criminal Justice
Faculty	8/5/2022	Harriet Johnson	Instructor, Criminal Justice
Staff	4/30/2022	Janet Sanders	Application Technician

Through January 18, 2022

Friends of MCC Foundation Update

Spring 2022 Scholarship Update

Scholarship applications for the Spring 2022 semester closed on October 6, 2021, with 350 students submitting applications. On December 2, 2021 the Foundation awarded over \$212,000 to 296 applicants.

Fall 2022 Scholarship Update

Scholarship applications for the Fall 2022 semester are open through April 3, 2022.

New Scholarship – Wallace Scholars: An Education Career Scholarship

Suzanne Wallace established the Wallace Scholars scholarship, an Education Career Scholarship for students pursuing careers in the field of education. The scholarship is for students wanting to teach, as well as for those applicants desiring to work in the field of education, perhaps as a school psychologist, guidance counselor, or social worker. This scholarship will award \$500 to one recipient in the fall and spring semesters. Suzanne Wallace taught speech at MCC for many years and her husband, Mel Wallace, was chair of the Criminal Justice Department before his passing in 2017.

End-of-Year Giving Update

MCC Day of Giving – Wednesday, November 17, 2021

The Friends of MCC Foundation hosted the 3rd annual MCC Day of Giving on Wednesday, November 17. A total of 74 donors collectively donated \$8,325 to the Student Success Fund to help MCC students with emergency needs.

Giving Tuesday – Tuesday, November 30, 2021

Giving Tuesday was hosted on Tuesday, November 30. Giving Tuesday is a global generosity movement to encourage charitable giving. On this day, MCC Alumni were encouraged to make a gift to the Foundation. A total of \$2,250 was received on Giving Tuesday all to support student scholarships.



2021 Annual Appeal

The Foundation's annual appeal letter was mailed in December to any individual who has donated to the Foundation in the past three years. The appeal included information about the College, Foundation, and Scholarships. The Foundation saw an incredible response resulting in the highest amount of year-end donations to date. Over \$167,000 was received, including a notable anonymous gift of \$50,000 to an existing scholarship fund.

People in Need Forum – Saturday, January 29, 2022

The People in Need Forum (PIN) will take place virtually on Saturday, January 29, 2022 from 8:30 a.m.– Noon. PIN will feature over 100 virtual exhibitor booths and 20 unique breakout sessions presented via Zoom. Registration is open at www.mchenry.edu/pin. As of January 19, there were over 400 registrants. A special thanks to event sponsors: McHenry County College, McHenry County Mental Health Board, Barton Malow, Northern Illinois Recovery Center, The Rotary Club of Crystal Lake Dawnbreakers, The Church of Holy Apostles, McHenry County Government, McHenry County Substance Abuse Coalition, and Northwestern Medicine.

Scholarship Donor Appreciation Breakfast

The annual Scholarship Donor Appreciation Breakfast will be Friday, March 11 in the MCC Café/Commons. This is a wonderful opportunity for scholarship recipients to meet scholarship donors and thank them for their generosity. Formal invitations will be sent soon.

This report highlights recent MCC Grants Office activity, including grant awards or denials, submitted applications pending a decision from the funder, and planned future submissions.

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
Gerry and Bill Cowlin Foundation	Funds from the Gerry and Bill Cowlin Foundation will help support the College's Student Success Fund, which provides emergency financial support to help students facing unexpected expenses that may prevent them from remaining enrolled at MCC.	\$5,000	Brian DiBona, Executive Director, FMCCF
Advance McHenry County	Advance McHenry County is designed to allocate the county's American Rescue Plan Act funds to projects that strengthen the county and lead to economic recovery. Funding will be used for equipment in MCC's new Foglia Center for Advanced Technology and Innovation.	\$1,693,100	Tom McGee, Dean of Career and Technical Education

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
DCEO Job Training and Economic Development	This program will address the economic impacts experienced by individuals who are underemployed, unemployed, or facing one or more barriers to employment by providing career pathway opportunities and support services needed for successful entry/re-entry into the labor force. MCC submitted an application with a focus on young adults aged 16-24 entering the healthcare field.	\$475,143	Pending	January
ICCB Innovative Bridge and Transition Program	MCC submitted an application to provide support for Adult Education students as they transition into credit-bearing classes and ultimately to employment by providing contextualized basic education, occupational competencies, and employability skills.	\$102,190	Pending	January

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Illinois DCEO Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Pending	February
U.S. Department of Commerce/EDA Economic Adjustment Assistance	This program supports projects designed to improve economic and workforce development and resiliency, particularly in areas affected by the pandemic. MCC is seeking funding for equipment to be used in the Foglia Center for Advanced Technology and Innovation.	\$1,680,134	Pending	May

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Upward Bound – U.S. Department of Education / Harvard High School	Upward Bound provides enrichment services to 60 low-income, first-generation high school students annually. Students receive support to help them complete a rigorous course of study in high school, followed by enrolling in and completing post-secondary education. MCC will submit a renewal application to continue its partnership with Harvard High School.	\$297,000 per year for five years	In development	January 31, 2022
Upward Bound – U.S. Department of Education / Woodstock High School and Woodstock North High School	MCC will submit an additional Upward Bound application to serve 60 total students at Woodstock and Woodstock North high schools. Since this will be a new project, the maximum per-year award is lower than for renewal projects.	\$287,000 per year for five years	In development	January 31, 2022

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Motorola Solutions Foundation	MCC will submit an application for a second year of funding to provide scholarships for underrepresented students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$30,000	In development	February 1, 2022
Area Planning Council (APC)	MCC's Adult Education program must submit APC documents to the ICCB each year to comply with regulations and maintain eligibility for future funding. The APC coordinates services throughout the state to identify and reduce service gaps.	N/A	In development	February 1, 2022
American Library Association Eisner Graphic Novel Grants	MCC will apply for funding for a program to guide students through the development of their own graphic novel, with the goal of encouraging more student reading.	\$4,000, plus \$3,000 worth of graphic novels	In development	February 13, 2022
Dollar General Adult Literacy Program	The Dollar General Literacy Foundation provides funding to organizations that provide direct services to adults in need of literacy assistance in Adult Basic Education, GED or high school equivalency preparation, or English language acquisition.	\$10,000	Under consideration	February 17, 2022
IL Secretary of State Adult Volunteer Literacy	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 300 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,000	Planned	March 15, 2022

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
New America/Lumina Foundation	MCC developed a proposal to be part of New America's Workforce Innovators Cohort. Six community colleges nationwide with a proven track record of providing high-quality, non-degree workforce programs that lead to quality jobs will be selected to participate in a study of the institutional factors that lead to successful programs.	\$50,000	Although not selected to participate in this program, MCC will continue to look for ways to better serve workforce students.
New America/Student-Ready Strategies	MCC applied to be one of six community colleges developing a community of practice to determine ways to engage or re-engage students whose educational plans were derailed by the pandemic.	\$30,000	Although not selected to participate in this program, MCC will continue to engage new and returning students through a variety of methods.
American Association of Community Colleges Cyber Skills for All	This three-year initiative will build a community of practice focused on elevating cybersecurity pathways through community colleges as a means of economic development. AACC will select 14 community colleges to participate in the initial cohort.	\$20,000	Although not selected to participate in this program, MCC will continue to seek ways to attract more diverse students to the cyberskills program.

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

2021 Year-End Review

- Received and worked on a total of 2,175 projects
- Produced 101 videos and animation projects
- 794 projects were web and social media specific
- 97 press releases were submitted to local and national media outlets

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.

- **COVID-19 Pandemic Communications:** OMPR continues to support the COVID-19 response team to provide up-to-date messaging to stakeholders through a variety of channels. Specific efforts include:
 - Signage, communications, and video messaging
 - Dedicated webpages for COVID-19 response and communications (www.mchenry.edu/welcomeback and www.mchenry.edu/coronavirus)
 - Social media messaging supporting student needs and frequently asked questions
 - Response communications and signage for campus access
 - Student email and text message communications surrounding class changes, support, and pandemic response
 - Promotion of financial assistance resources to help students in need
 - Promotion of Student Success Fund to help students in need
 - COVID-19 reporting and updates, online reporting tools
- **Publications:** OMPR is currently working on these important publications:

- 2022-2023 Credit Catalog—print and online versions
- Catalyst—Workforce, Community, and Business Programs at Shah Center
- Noncredit Schedule and Related Sell Sheets
- MCC Strategic Plan – Mid-Plan Update
- **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:
 - Outdoor media/billboard campaign
 - Apprenticeship/internship publicity and marketing support
 - Transfer partnership awareness campaign
 - Joint Agreement tool
 - Adult Education promotional support
 - Guided Pathways marketing support, including updates to all program sell sheets and new dynamic/programmed web pages
 - Marketing campaign for adult learners
 - Marketing campaign for area employers
 - College and Career Readiness awareness and promotions
 - Noncredit and Continuing Education program publicity
 - Noncredit mini video commercials for evergreen programming areas
 - Interactive content for specific target programs
 - Fall 2021 Radio Campaign (STAR 105.5 and WNIJ NPR)
 - Fall 2021 advising and registration promotion (fall registration campaign promoting increased student funding opportunities)
 - Spring 2022 advising and registration promotion
 - Purple Pride Relief Fund promotion
 - Twofer promotions (Learning Communities)
 - Student engagement and Purple Pride support and promotion
 - Workforce Solutions promotion (with Shah Center)
 - Center for Agrarian Learning Forefront speaker series, workshops promotion
 - *Experts and Insights* Faculty Speaker Series promotion
 - Dual Enrollment branding and identity work
 - Dual Degree marketing support
 - Upward Bound marketing support
 - Foglia CATI support and promotion
 - CTE videos for program promotion
 - Workforce and CTE video collaboration for Manufacturing Month support (in partnership with local manufacturers)
 - Portrait in Print art collection book publication
 - New MCC Student Assistance landing page to highlight resources for students
 - Friends of MCC Foundation Marketing and Promotion Support
 - Marketing efforts to push scholarship awareness and applications
 - MCC alumni engagement efforts
 - Education to Empowerment programming
 - Alumni event support
 - 55th anniversary gala event support
 - Day of Giving support
 - Year-end giving support

- **MCC Brand Identity Efforts:** The following efforts are in progress to support enrollment growth and enhance MCC's brand awareness:
 - MCC "NEXT" tagline promotion
 - MCC website development project (content management system)
 - Alumni video series
 - TV and streaming commercial production
 - Production of general MCC awareness video commercials for social media
 - MCC virtual tour videos
 - Environmental awareness: Pole banner updates/replacements on circle drive, graphics in gym entryway from locker rooms.
 - New digital signage package for TV monitors across campus
- **Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:
 - New-Student Communication System for integrated messaging (text, voice, email)
 - MCC awareness campaign – programs and faculty
 - Social media campaign boosts to reach prospective students
 - Career Services awareness and promotion

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from November 10, 2021—January 11, 2022.

- Friends of MCC Foundation to Host Day of Giving for Student Success Fund
- Huntley Community School District 158 and McHenry County College Launch New Dual Degree Program
- MCC Ceramics Department, Clayworkers Guild, American Association for Women in Community Colleges Team Up to Fight Hunger in Area
- D200 and MCC Dual Degree Program Sets Foundation for Life-Long Success
- MCC Saves Taxpayers Money with Approval of Flat Tax Levy
- McHenry County College President Receives Additional Contract Extension
- McHenry County College Recognizes Winter 2021 Graduates in Commencement Ceremony
- McHenry County College Art Gallery Features Work by Chicago-Based Artist Hope Wang
- McHenry County College to Induct Three Honorees into Hall of Fame January

**Note: The above list does not include all interviews/stories initiated by the press, or sponsored content stories. Press clippings about McHenry County College can be found at the following link: www.mchenry.edu/press.*

Sustainability Center Update

Current Initiatives

- Presentations from the 14th annual Green Living Expo are available at www.mchenry.edu/green. Topics include: solar battery storage and electric car charging stations for the homeowner; freezing and preserving fresh food; winter recreation safety; McHenry County soils; chicken keeping and the permaculture concept of the food forest.
- As part of our FY 2022 Illinois Green Economy Network (IGEN) lead college membership, MCC will receive a \$10,000 grant for sustainability staff and \$5,000 to support energy conservation measures.
- MCC applied and has been accepted to the ComEd Energy Efficiency Retro-Commissioning Flex program. This fully funded study will identify no and low-cost operational improvements to our energy systems on campus. The kick-off meeting is scheduled for January 2022.
- The ReUse It corner has repurposed approximately \$3,695.20 worth of gently used office supplies since its reopening in mid-August 2021.
- The McHenry County Public Transportation Committee met on November 4, 2021. MCC and the McHenry County Department of Transportation has partnered to offer free rides on MCRide dial-a-ride services to MCC students, which began in October 2021. This grant-funded project has been very successful, with over 412 trips taken by MCC students through the end of the year.
- The IGEN Net Zero Collaborative IGEN Net Zero Collaborative met on December 7, 2021. This session focused on planning for large capital projects toward zero goals. Planning is underway to host a student-focused net zero roundtable with students across the IGEN member campuses. The Collaborative is led by the Smart Energy Design Assistance Center (SEDAC) from the University of Illinois.
- Sustainability Center student assistant Alissa Kushch created a display for the Sustainability Center “12 Days of Low Waste Holidays”. Highlights included locations for battery, Styrofoam and Christmas tree recycling, low-impact packaging, and ideas for to lessen food waste.
- The Student Environmental Action Club will begin meeting on Tuesday afternoons for the Spring 2022 semester. The club is currently planning to raise funds this winter to support the MCC Zen garden maintenance and improvements.

Community Connections and Conferences

In November 2021, Sustainability Center director, Kim Hankins, was elected president of the Board of Directors for the Environmental Defenders of McHenry County. The MCC Sustainability Center and the Defenders have a long and productive history of working together to further sustainability in McHenry County.

Workforce Development Update

This month's Workforce Development Update highlights the annual assessment the Workforce Training team coordinates each year to better understand local employers' current needs and match those with training opportunities provided through McHenry County College. Sometimes these courses are to upskill existing employees, while others are offered to train or re-train individuals for a different career, many times leading to industry-respected certifications. The assessment also informs other activities that are included in this report.

Employer Needs Assessment

Each December, the MCC Workforce Training program conducts an Employer Needs Assessment. This information, drawn from employers across all industry sectors, is used by the program to respond to emerging workforce development needs with training solutions via open enrollment and customized formats. The data is also used to align the work of the Workforce Development division with the needs of the employer community. The final data is still being reviewed, but preliminary results indicate the following:

- Impact of labor shortage on operations – 55% of respondents indicated some level of disruption with 30% reporting significant disruption to revenue, staffing, and customer relationships.
- Response to labor shortage – 50% of responding companies indicated a planned increase in wages and 19% reported plans to upskill their existing workforce.
- Employee development plans – Respondents placed priority emphasis on continuous process improvement, improving employee morale and trust, and effectively onboarding new hires.

Manufacturing Industry-Focused Job Fair

With manufacturing as one of the most in-demand career fields in Illinois, and a critical number of unfilled job openings in McHenry County, MCC heard from employer members of the Manufacturing Pathways Consortium looking for another job fair experience beyond the annual event in October. Originally scheduled for January 25, from 1–4 p.m., this in-person event was moved to March 1 to mitigate concerns over the Omicron surge. The McHenry County Workforce Network, Manufacturing Pathways Consortium, and McHenry County College Career Services will co-host this Manufacturing Industry-Focused Job Fair, which will be held at the MCC Shah Center in McHenry. Manufacturers will speak with local job seekers, encourage individuals to apply for current job postings, and conduct onsite interviews during the event. Inclusive hiring practices are a strategic focus for the event partners and targeted outreach to individuals with barriers to employment.

Career Discovery Series: Middle School

To build the future workforce, MCC hosts an annual Career Exploration event to give middle school students an opportunity to explore various job opportunities within a designated career pathway and the education and experience needed for success. This year, on February 22-24, from 6–7:15 p.m. each evening, MCC will host a virtual Career Discovery Series for Middle School students highlighting all 12 career pathways (four covered each night). Students are encouraged to complete a Career Search activity (that also has them consider their future financial lifestyle) and register ahead of time. They are encouraged to attend with their parents. There are at least 2-4 speakers for each pathway represented by MCC faculty and representatives from local employers. Participating in this Middle School Career

Search activity can help students narrow down potential career paths and guide their selection of sessions to attend. With dual credit available in many high schools, the time to start planning is now.

Industry Networking Events

Co-hosted by McHenry County Workforce Network and McHenry County College, panelists from Eder Casella Technology in McHenry and Stratus Communications in Cary will talk about their varying career paths in the field of Information Technology (IT). IT is a high-demand, high-growth industry with opportunities for career advancement and entrepreneurship. IT jobs exist in almost every organization. This livestream webinar will take place on Thursday, January 27 from 1–2:30 p.m. Attendees will learn what required skills, credentials, and experiences employers are looking for and walk through the day-to-day realities of these positions. The webinar is also recorded and made available to K-12 partners and MCC faculty to incorporate in curriculum.

ISBDC Women's Roundtable

In January 2021, the Illinois Small Business Development Center at MCC launched two Women In Business Roundtable Discussion Groups. Funding for this initiative was provided by supplemental CARES Act dollars, a grant designed to assist small business owners' recovery from the impact of COVID-19. Facilitated by SBDC Marketing Advisor Sue Dobbe-Leahy, the first group serves established business owners and the second group is for emerging business owners. Each group meets monthly to share strategy, review performance, and inspire their peers in a confidential setting. The groups have provided significant value for their members, leading the SBDC to add additional group members in 2022. In December 2021, with the assistance of Mrs. Dobbe-Leahy, the SBDC hosted a networking and recruiting event at Ethereal Chocolates in Woodstock. Women business owners were able to chat with current group members, learn more about the Business Roundtables, and enjoy the fare of the confectionary. As a result of the well-attended event, the SBDC is looking forward to adding 14 local female entrepreneurs who will contribute to the Roundtable Discussions during 2022.