

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

Thursday, February 24, 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. [APPOINTMENT OF TRUSTEE TO VACANT POSITION, Mr. Carlos S. Arévalo, Board Report #22-17](#)
7. ELECTION OF BOARD OFFICER(S)
8. ACCEPTANCE OF MINUTES: Regular Board Meeting, January 27th, 2022
9. OPEN FOR RECOGNITION OF VISITORS

Three (3) minutes per person or less.

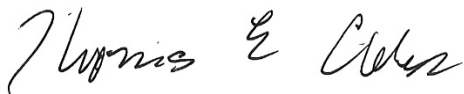
10. PRESIDENT'S REPORT: Dr. Clinton Gabbard
11. RECOGNITION OF ICCTA OUTSTANDING FACULTY OF THE YEAR
12. COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. [Student Trustee Report: Ms. Edith Sanchez](#)
 - E. Attorney Report

13. APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary and Financial Statements
 1. [Executive Summary, Board Report #22-18](#)
 2. [Treasurer's Report, Board Report #22-19](#)
 3. [Ratification for Accounts Payable Check Register, Board Report #22-20](#)
- B. [2022 ICCTA Outstanding Full-time Faculty Member Award, Board Report #22-21](#)
- C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. [Cancer Registry Management Certificate, Board Report #22-22](#)
 2. [Commencement Stage, Board Report #22-23](#)
 3. [Ferrilli Database Administration Services, Board Report #22-24](#)
 4. [Microsoft Unified Enterprises Support, Board Report #22-25](#)
 5. [Commvault Backup Annual Support Agreement, Board Report #22-26](#)
 6. [Landscape Services for Student Farm Renovation. Board Report #22-27](#)

- 7. Food Hub Feasibility Study, Board Report #22-28
- D. Personnel
 - 1. Salary Adjustment, Board Report, Board Report #22-29
- 14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
- 15. ONE YEAR CONTRACT EXTENSION FOR AUDITOR SERVICES, Board Report #22-30
- 16. FY 2023 FLAT TUITION APPROVAL, Board Report #22-31
- 17. OUT-OF-DISTRICT AND OUT-OF-STATE TUITION AND FEES, Board Report #22-32
- 18. APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2022-2023, Board Report #22-33
- 19. APPROVAL TO EXTEND THE FOURTH PROBATIONARY YEAR FOR NON-TENURED FACULTY, Board Report #22-34
- 20. FACULTY SPONSORED LEAVE, Board Report #22-35
- 21. BOARD POLICY MANUAL
 - A. 2.1.1 Investments, Second Reading and Approval, Board Report #22-36
- 22. 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. Center for Agrarian Learning Update
 - G. Sustainability Center Update
 - H. Workforce Development Update
- 23. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
- 24. 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
- 25. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of January 27, 2022
- 26. ADJOURNMENT



Thomas E. Allen
Acting Chair

APPOINTMENT OF TRUSTEE TO VACANT POSITION

Information

Due to the resignation of MCC Board of Trustees member, Mary Beth Siddons, at the conclusion of the February 15, 2022 Committee of the Whole meeting, there was an immediate opening for a new board member to fill the vacancy. According to the Illinois Public Community College Act--whether filling a vacancy or running for election--all candidates for the position must meet the following eligibility requirements. A candidate must be:

- A U.S. Citizen
- A resident of the community college district (MCC District #528)
- At least 18 years of age

The new trustee, once appointed, will fill the position through the April 2023 final meeting of the retiring board. If interested, that individual may choose to run for any of the open seats in the April 2023 election.

The MCC Board of Trustees has reviewed a letter of interest and comprehensive resume in consideration of a candidate interested in filling the trustee vacancy. The candidate, Carlos Arévalo, previously ran for a trustee seat in the 2019 election. While the results put him only at a few votes short of earning a seat, he received strong endorsements from the media, as well as the College's collective bargaining units.

Most recently, Arévalo has served on the Friends of MCC Foundation Board, acting as Co-Chair for the organization's annual Golf Invitational, which raises funds for student scholarships. In his role as a Foundation board member, he has been able to contribute to scholarship goals and recently joined the Board Development Committee.

A parent of a recent MCC graduate, Arévalo understands and applauds the value and excellence that MCC brings to the community, and has shared that he desires to provide service to the College through his personal, charitable, and professional support.

Arévalo is a partner with the firm Klein, Thorpe & Jenkins. Prior to his work there, he was a partner with both Smithamundsen, LLC and Zukowski, Rogers, Flood & McArdle. He is a 2013 graduate of Leadership Greater McHenry County (LGMC), and also currently serves on the MercyHealth Regional Advisory Community Board for Northern Illinois/Southern Wisconsin.

Recommendation

It is recommended that the Board of Trustees appoints Mr. Carlos Arévalo as MCC Board of Trustees member to fill a trustee vacancy through April 2023.



Clinton E. Gabbard
President

Student Trustee Report

Need to Talk?

MCC has two options to help students with mental health concerns, at no cost. Students have the opportunity to meet with Jenn Balletto, LCPC from Samaritan Counseling Center every Tuesday and Thursday from 10 a.m.-3 pm. There are no appointments required. Students also have the option to meet with a fully licensed therapist via TALKSPACE.

CO/LAB Grand Opening

During the week of February 15-18 students and employees celebrated the grand opening of our three new CO/LAB spaces across campus. Participants had the opportunity to enjoy snacks, free yoga, and massages. Informational sessions are held throughout the days to inform students about the resources offered at these CO/LABs.

Chinese New Year Celebration, World Hijab Day, and Black History Month

The Office of Student Diversity and Inclusion hosted three cultural events during February. For World Hijab Day and Chinese New Year, educational materials were on display throughout campus to raise awareness about these cultures. To celebrate Black History Month, students, faculty, and staff who identify as Black were invited to gather in community for food, and authentic conversations around identity and ways to continue uplifting each other. All celebrations concluded with Meaningful Meals: Leave it at the Table by an MCC student Michel Hunter, who shared his life experiences revolving around change and the importance of gratitude.

Athletics Kudos

Congratulations to Casey Deak as our January Student-Athlete of the Month. The Huntley High School graduate plays for our softball team. The sophomore is a catcher and second baseman for the Scots. The 2021 team won the conference and finished 15-13. Casey batted .333 and had a .939 fielding percentage last year. This year she has been named as a team captain. "Casey is an incredible leader and will someday make an outstanding coach. She is an incredible young lady to work with," lauds Head Coach Wally Warner. Casey earned Academic All-Conference honors last year and is on track to graduate as a NJCAA Academic All-American. "We are so proud that an area talent chose MCC to grow as a student and athlete. Casey has a bright future, and we are happy to have been a part of her story," adds Director of Athletics, Karen Wiley.

Re-Use It Corner

Tables were provided around campus with free office supplies. Students who need supplies can take them and give them life again!

Scholarships

Applications for Fall 2022 scholarships are now open. The deadline for scholarship applications is on Sunday, April 3.

Executive Summary

Information

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

Recommendation

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

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

Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2022 is currently 58.6% complete with the year-to-date results ending January 31, 2022 being reported. In the Operating Funds, total revenue is 43.7% of budget, as compared with 44.4% at the same time last year. Total expenditures are 37.2% of budget, as compared with 37.4% 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 59.1% of budget and up \$567,483 (3.5%) from last year at this time. FY 2022 revenue is \$16,683,448 vs. FY21 revenue of \$16,115,965. For FY 2022, 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 58.4% of budget and up \$122,590 (5.5%) from last year at this time. FY 2022 revenue is \$2,368,850 vs. FY21 revenue of \$2,246,260.
- Federal government is 0.0% of budget and down \$48,709 (-100.0%) from last year at this time. FY 2022 revenue is \$0 vs. FY21 revenue of \$48,709.
- Student tuition and fees is 73.8% of budget and up \$165,550 (1.7%) from last year at this time. FY 2022 revenue is \$9,852,141 vs. FY21 revenue of \$9,686,591. 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 56.1% of budget and up \$29,097 (100%) from last year at this time. FY 2022 revenue is \$29,577 vs. FY21 revenue of \$480. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 84.2% of budget and even \$0 (0.0%) from last year at this time. FY 2022 revenue is \$15,966 vs. FY21 revenue of \$15,966. 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 -28.4% of budget and down \$243,708 (-247.2%) from last year at this time. FY 2022 revenue is -\$145,105 vs. FY21 revenue of \$98,603.
- Nongovernmental gifts, scholarships, grants & bequests is 111.2% of budget and up \$10,554 (627.2%) from last year at this time. FY 2022 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 12.7% of budget and up \$7,622 (0.2%) from last year at this time. FY 2022 revenue is \$3,503,902 vs. FY21 revenue of \$3,496,280. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,420,857, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$51,532 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$31,132. 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 52.7% of budget and down \$3,945 (0.0%) from last year at this time. FY 2022 expenditures are \$14,859,744 vs. FY21 expenditures of \$14,863,689.
- Employee benefit expenditures are 16.9% of budget and down \$5,722 (-0.1%) from last year at this time. FY 2022 expenditures are \$5,431,425 vs. FY21 expenditures of \$5,437,147. ***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 58.3% of budget and up \$569,032 (30.8%) from last year at this time. FY 2022 expenditures are \$2,414,278 vs. FY21 expenditures of \$1,845,245. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 77.8% of budget and up \$754,847 (53.9%) from last year at this time. FY 2022 expenditures are \$2,154,424 vs. FY21 expenditures of \$1,399,577.
- Travel and meeting expenditures are 53.8% of budget and up \$89,539 (154.0%) from last year at this time. FY 2022 expenditures are \$147,691 vs. FY21 expenditures of \$58,152.
- Fixed charges expenditures are 67.7% of budget and down \$244,637 (-18.3%) from last year at this time. FY 2022 expenditures are \$1,093,774 vs. FY21 expenditures of \$1,338,411. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 44.0% of budget and down \$46,864 (-8.1%) from last year at this time. FY 2022 expenditures are \$533,850 vs. FY21 expenditures of \$580,715.
- Capital Outlay expenditures are 19.8% of budget and up \$342,478 (119.5%) from last year at this time. FY 2022 expenditures are \$629,068 vs. FY21 expenditures of \$286,590. ***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 54.7% of budget and down \$128,268 (-20.5%) from last year at this time. FY22 expenditures are \$496,497 vs. FY21 expenditures of \$624,765. 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. FY 2022 expenditures are \$0 vs. FY21 expenditures of \$0.



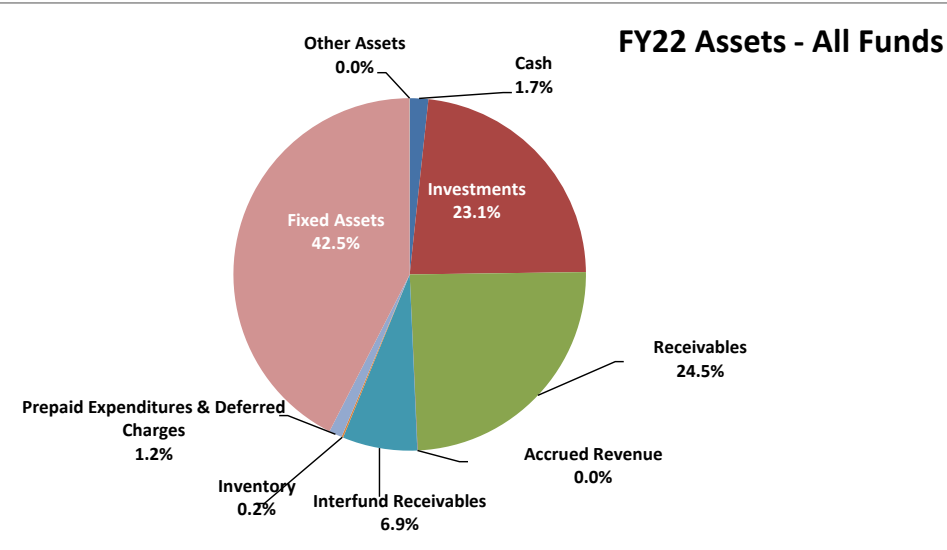
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
January 31, 2022

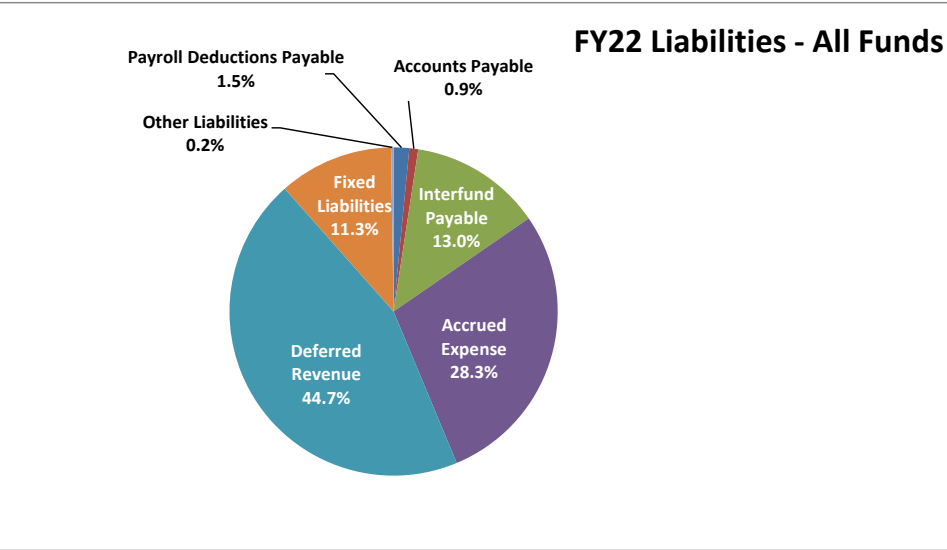
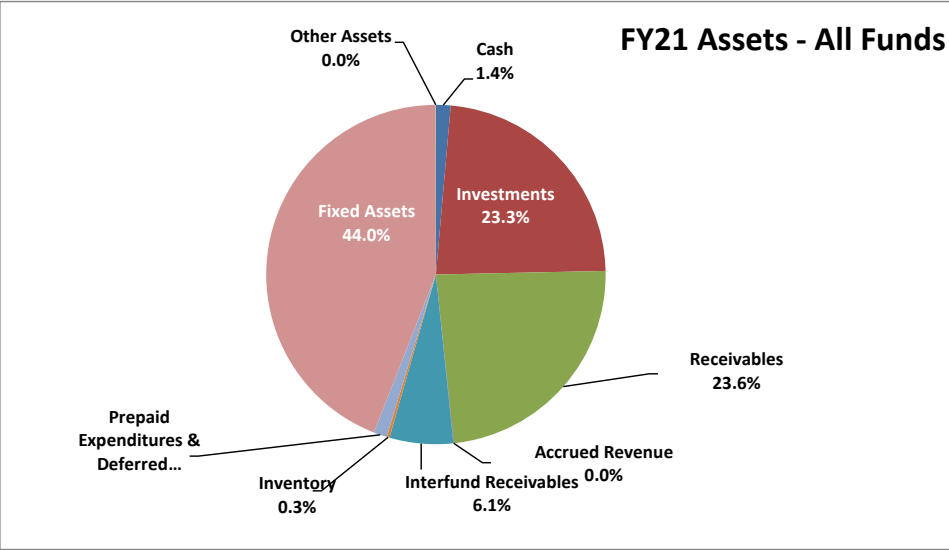
Funds Statement of Net Position (Balance Sheet)														
January 31, 2022														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Entrerprises Fund	Restricted Purposes 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	2,799,323	-	1,240,490	-	331,314.34	(0)	26,514	95,646	-	-	413,539	41,819	-	650,000
Investments	38,041,171	17,130,880	1,030,022	14,845,519	-	-	-	2,942,251	-	-	-	-	2,092,498	-
Receivables	40,347,129	36,212,142	2,662,707	-	-	26,113	668,151	-	-	-	-	75,050	702,966	-
Accrued Revenue	62,465	13,537	1,367	42,409	-	-	-	2,807	-	-	-	-	2,344	-
Interfund Receivables	11,301,594	5,141,867	6,015,011	0	-	654,867	(510,150)	-	-	-	(0)	0	0	-
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,975,517	1,081,870	13,517	2,347	-	18,128	44,994	-	-	119,183	-	-	101,797	593,681
Fixed Assets	69,962,465	-	-	-	-	-	-	-	69,962,465	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	164,761,454	59,580,297	10,963,114	14,890,275	331,314	946,539	229,509	3,040,705	69,962,465	143,541	413,539	116,869	2,899,606	1,243,681
Liabilities														
Payroll Deductions Payable	1,293,390	1,138,751	33,297	-	-	119,460	1,882	-	-	-	-	-	-	-
Accounts Payable	737,009	711,653	-	-	-	16,551	8,805	-	-	-	-	-	-	-
Interfund Payable	10,962,146	-	-	9,280,589	-	44,419	-	-	-	-	-	-	1,637,139	-
Accrued Expense	23,885,271	503,445	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	37,749,908	28,727,305	2,519,408	-	-	299	-	-	-	-	-	68,750	643,907	5,790,240
Fixed Liabilities	9,529,711	-	-	-	-	-	-	-	-	9,529,711	-	-	-	-
Other Liabilities	207,831	38,253	-	-	-	169,578	-	-	-	-	-	-	-	-
Total Liabilities	84,365,267	31,119,407	2,552,704	9,280,589	-	350,306	10,687	-	-	9,529,711	-	68,750	2,281,046	29,172,066
Designated Fund Balance	80,396,188	28,460,890	8,410,409	5,609,687	331,314	596,233	218,821	3,040,705	69,962,465	(9,386,170)	413,539	48,119	618,560	(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	75,572,151			5,609,687	0				69,962,465				618,560	-27,928,385
Liabilities, Protection, and Settlement	-36,839,536								-9,529,711					
Working Cash/Other Restricted	2,430,480						218,821	1,750,000			413,539	48,119		
Remaining Unassigned Balance	20,072,956	11,522,250	6,188,913	0	331,314	596,233	0	1,290,705	0	143,541	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
January 31, 2022

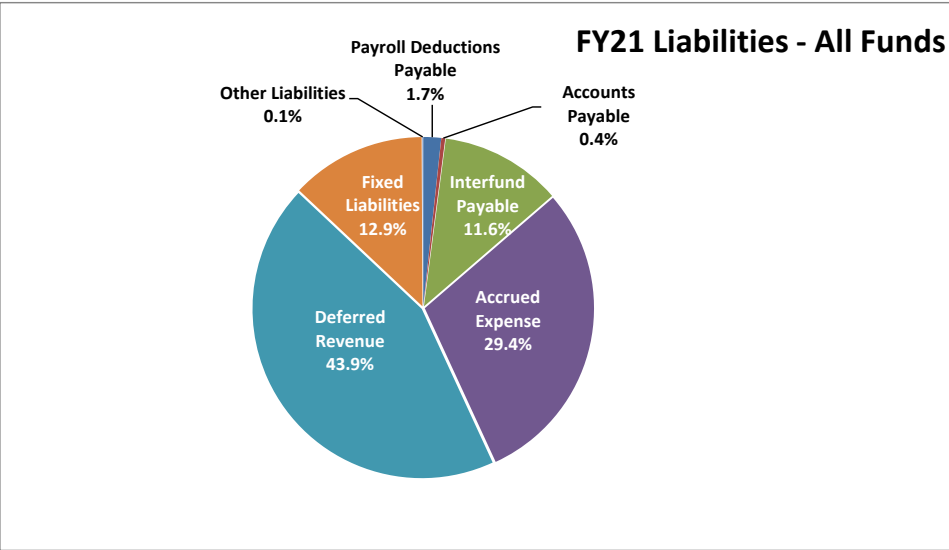
Total Assets = \$ 164,761,454



Total Assets = \$ 160,195,440



Total Liabilities = \$ 84,365,267



Total Liabilities = \$ 83,583,142

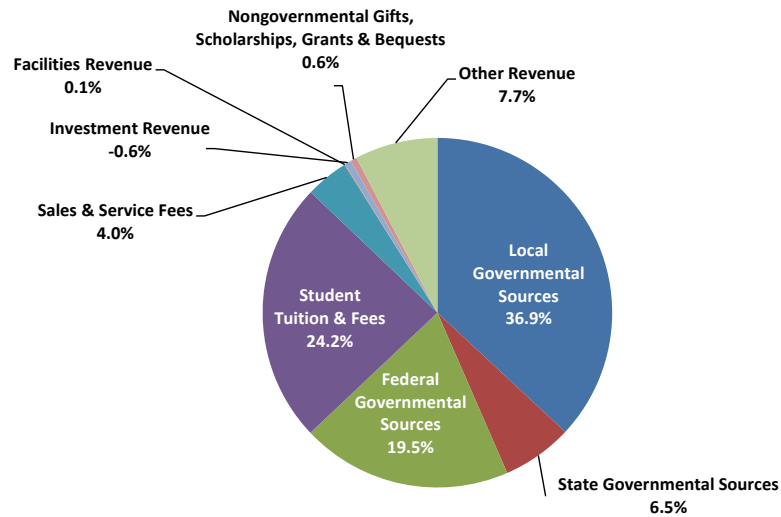
All Funds Statement of Activities (Income Statement)
January 31, 2022

		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	17,136,987	15,145,257	1,538,191	-	-	-	-	-	-	-	-	43,771	409,768	-
State Governmental Sources	3,021,648	1,864,191	504,659	-	-	-	652,798	-	-	-	-	-	-	-
Federal Governmental Sources	9,038,878	-	-	-	-	-	9,038,878	-	-	-	-	-	-	-
Student Tuition & Fees	11,204,655	8,776,479	1,075,662	78,815	735,628	538,071	-	-	-	-	-	-	-	-
Sales & Service Fees	1,840,772	29,577	-	-	-	1,811,195	-	-	-	-	-	-	-	-
Facilities Revenue	29,021	15,966	-	-	-	13,055	-	-	-	-	-	-	-	-
Investment Revenue	(281,485)	(137,363)	(7,742)	(107,209)	-	-	-	(15,895)	-	-	-	-	(13,276)	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	272,350	12,236	-	-	-	2,855	143,623	-	-	-	113,636	-	-	-
Other Revenue	3,558,711	3,468,866	35,036	-	-	-	-	-	-	-	54,809	-	-	-
Total Revenue	45,821,537	29,175,209	3,145,806	(28,394)	735,628	2,365,176	9,835,299	(15,895)	-	-	168,444	43,771	396,492	-
Expenditures														
Salaries	16,683,772	14,541,649	318,095	-	-	1,029,011	795,017	-	-	-	-	-	-	-
Employee Benefits	6,076,004	5,363,136	68,289	-	-	178,670	122,822	-	-	-	-	-	343,087	-
Contractual Services	3,125,795	1,635,390	778,887	16,426	-	253,028	388,063	-	-	-	-	54,000	-	-
General Materials & Supplies	3,843,701	1,441,437	712,986	-	-	782,829	906,449	-	-	-	-	-	-	-
Travel & Conference/Meeting	216,789	139,674	8,017	-	-	26,360	42,738	-	-	-	-	-	-	-
Fixed Charges	466,669	1,067,770	26,004	-	626,200	7,836	-	-	-	(1,314,735)	-	-	53,594	-
Utilities	533,850	127,422	406,429	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,116,121	19,110	609,958	-	-	8,490	1,192,801	-	285,761	-	-	-	-	-
Other Expenditures	6,831,946	496,497	-	-	-	5,531	6,164,063	-	-	-	165,855	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	39,894,646	24,832,087	2,928,665	16,426	626,200	2,291,754	9,611,953	-	285,761	(1,314,735)	165,855	54,000	396,681	-
Excess/(deficit) of revenues over expenditures	5,926,891	4,343,122	217,141	(44,821)	109,428	73,423	223,346	(15,895)	(285,761)	1,314,735	2,590	(10,229)	(189)	-
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	80,396,186	28,460,888	8,410,408	5,609,687	331,314	596,233	218,821	3,040,705	69,962,465	(9,386,170)	413,540	48,119	618,560	(27,928,385)

All Funds Statement of Activities (Income Statement)
January 31, 2022

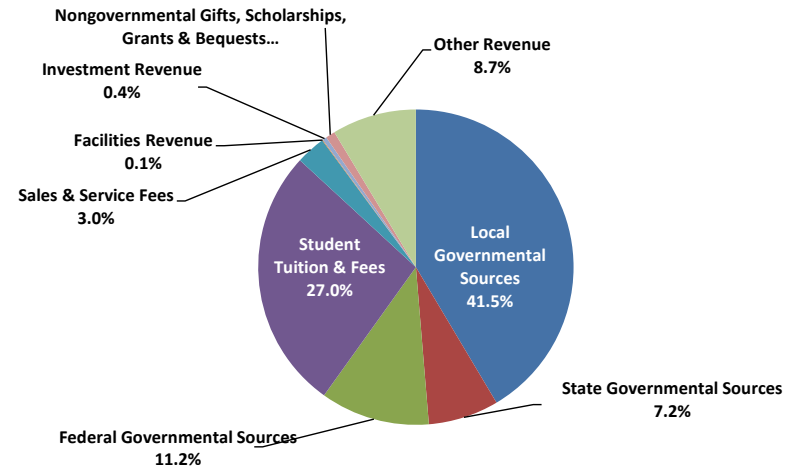
Total Revenue = \$ 45,821,537

FY22 Revenue - All Funds

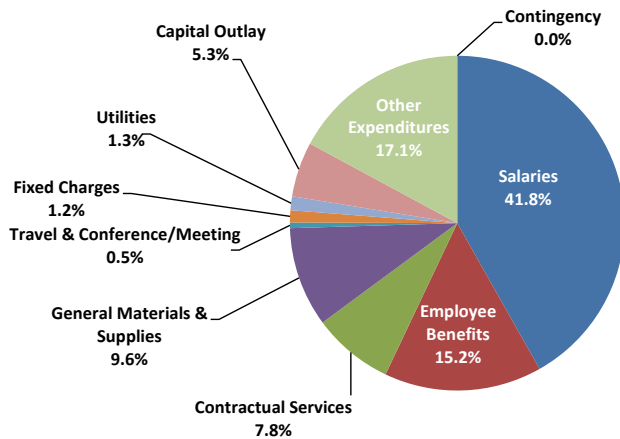


Total Revenue = \$ 40,817,411

FY21 Revenue - All Funds

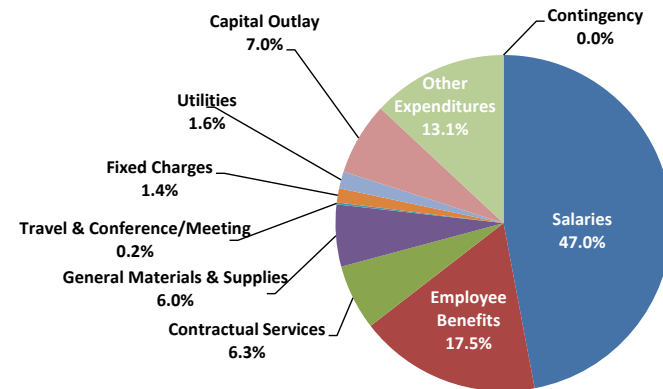


FY22 Expenditures - All Funds



Total Expense = \$ 39,894,646

FY21 Expenditures - All Funds



Total Expense = \$ 35,470,987

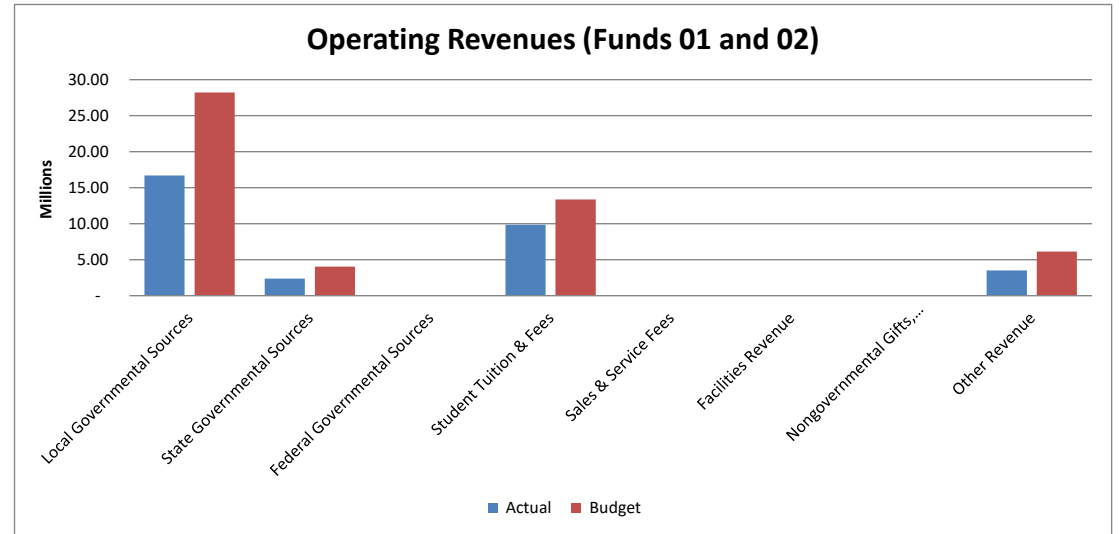
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

January 31, 2022

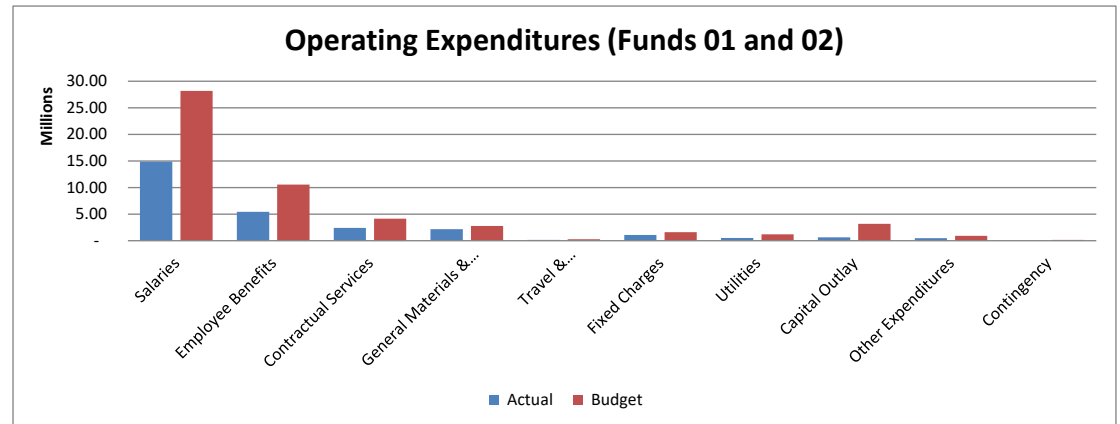
	FY22			FY21			
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:		FY21	FY22 Act.
				YTD Bud.	Full Bud.	YTD Actual	Change Over FY21 Act.
Revenue							
Local Governmental Sources	\$ 16,683,448	\$ 16,537,063	\$ 28,225,058	100.9%	59.1%	\$ 16,115,965	\$ 567,483
State Governmental Sources	2,368,850	2,376,666	4,056,435	99.7%	58.4%	2,246,260	\$ 122,590
Federal Governmental Sources	-	-	-	0.0%	0.0%	48,709	\$ (48,709)
Student Tuition & Fees	9,852,141	8,533,108	13,350,427	115.5%	73.8%	9,686,591	\$ 165,550
Sales & Service Fees	29,577	30,906	52,750	95.7%	56.1%	480	\$ 29,097
Facilities Revenue	15,966	11,112	18,966	143.7%	84.2%	15,966	\$ -
Nongovernmental Gifts	12,236	6,445	11,000	189.9%	111.2%	1,683	\$ 10,554
Other Revenue	3,503,902	3,586,792	6,121,850	97.7%	57.2%	3,496,280	\$ 7,622
Total Revenue	\$ 32,466,120	\$ 31,082,093	\$ 51,836,486	104.5%	62.6%	\$ 31,611,934	\$ 854,186
Expenditures							
Salaries	\$ 14,859,744	\$ 16,521,195	\$ 28,197,974	89.9%	52.7%	\$ 14,863,689	\$ (3,945)
Employee Benefits	5,431,425	6,189,290	10,563,730	87.8%	51.4%	5,437,147	\$ (5,722)
Contractual Services	2,414,278	2,427,914	4,143,904	99.4%	58.3%	1,845,245	\$ 569,032
General Materials & Supplies	2,154,424	1,623,135	2,770,327	132.7%	77.8%	1,399,577	\$ 754,847
Travel & Conference/Meeting	147,691	160,872	274,572	91.8%	53.8%	58,152	\$ 89,539
Fixed Charges	1,093,774	947,141	1,616,557	115.5%	67.7%	1,338,411	\$ (244,637)
Utilities	533,850	710,405	1,212,502	75.1%	44.0%	580,715	\$ (46,864)
Capital Outlay	629,068	1,858,135	3,171,420	33.9%	19.8%	286,590	\$ 342,478
Other Expenditures	496,497	531,884	907,807	93.3%	54.7%	624,765	\$ (128,268)
Contingency	-	87,885	150,000	0.0%	0.0%	-	\$ -
Total Expenditures	\$ 27,760,752	\$ 31,057,855	\$ 53,008,793	89.4%	52.4%	\$ 26,434,291	\$ 1,326,460
Surplus/(deficit)	\$ 4,705,369	\$ 24,238	\$ (1,172,307)			\$ 5,177,642	\$ (472,274)
Net Transfers Out/(In)	\$ -		\$ 1,000,000			\$ 700,000	\$ (700,000)
Net Operating Funds Surplus/(Deficit)	\$ 4,705,369	\$ 24,238	\$ (2,172,307)			\$ 4,477,642	\$ 227,726
<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>4,705,369</i>	<i>24,238</i>	<i>(2,172,307)</i>			<i>4,477,642</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>				
Calculated YTD Ending Fund Balance (b)	\$ 37,016,402	\$ 32,335,271	\$ 30,288,726			\$ 33,586,957	

Operating Funds - Statement of Activities
January 31, 2022

	Actual	Budget
Revenue		
Local Governmental Sources	16,683,447.84	28,225,058.00
State Governmental Sources	2,368,850.23	4,056,435.00
Federal Governmental Sources	-	-
Student Tuition & Fees	9,852,140.70	13,350,427.00
Sales & Service Fees	29,577.00	52,750.00
Facilities Revenue	15,966.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	12,236.30	11,000.00
Other Revenue	3,503,902.12	6,121,850.00
Total Revenue	32,466,120.19	51,836,486.00



Expenditures		
Salaries	14,859,743.63	28,197,974.00
Employee Benefits	5,431,425.44	10,563,730.00
Contractual Services	2,414,277.80	4,143,904.00
General Materials & Supplies	2,154,423.74	2,770,327.00
Travel & Conference/Meeting	147,691.12	274,572.00
Fixed Charges	1,093,774.28	1,616,557.00
Utilities	533,850.36	1,212,502.00
Capital Outlay	629,067.96	3,171,420.00
Other Expenditures	496,497.18	907,807.00
Contingency	-	150,000.00
Total Expenditures	27,760,751.51	53,008,793.00
Excess/(deficit) of revenues over expenditures	4,705,368.68	(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 month of January 2022, including details regarding the College's investments.

Recommendation

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

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

Clinton E. Gabbard
President

McHenry County College
Treasurer's Report
For the Month of January 2022

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$279,597.92	\$912,641.44	\$1,074,656.90	\$117,582.46
Crystal Lake Bank & Trust Direct Pay	\$46,334.88	\$1,501,510.95	\$1,484,076.32	\$63,769.51
Crystal Lake Bank & Trust Employee Benefits	\$0	\$48,321.96	\$48,321.96	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$1,157,631.40	\$1,157,631.40	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$691,068.71	\$6,634,856.04	\$4,562,850.41	\$2,763,074.34
Crystal Lake Bank & Trust Operations	\$202,011.39	\$2,576,906.49	\$2,641,288.11	\$137,629.77
Crystal Lake Bank & Trust Payroll	\$45,295.65	\$1,577,363.71	\$1,579,361.37	\$43,297.99

McHenry County College
January 31, 2022

Investments

College Fund	Financial Institution	01/31/22 Investments	12/31/21 Investments	01/31/22 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$7,200	\$285,969	0%	see below	N/A	On Demand
Education	PFM Investments	17,137,218	20,417,346	45%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,031,390	1,035,964	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,984,925	7,039,290	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,400,705	7,390,836	19%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	143,164	142,271	0%	0.01%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,134	359,320	1%	see below	N/A	Various
Working Cash	PFM Investments	2,945,058	2,954,450	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,094,842	2,102,686	5%	see below	N/A	Various
	Total	\$38,103,636	\$41,728,132	100%			

Investment Revenue

Investment Revenue

College Fund	Jan-22	Fiscal YTD
Education	(\$77,790)	(\$124,171)
Operations & Maintenance	(4,493)	(7,144)
Operations & Maintenance (Restricted)	(53,393)	(84,892)
Operations & Maintenance (Restricted CDB Projects)	(11,509)	(16,095)
Working Cash	(9,224)	(14,666)
Liability, Protection and Settlement	(7,704)	(12,249)
Total	(\$164,113)	(\$259,217)

Illinois Fund Rates - January 31, 2022

Annualized rate - Money Market	
Low	0.064%
High	0.089%
Average	0.076%

PFM Investment Rates - January 31, 2022

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%	0.880%	0.170%	0.070%
At Market	0.220%	1.310%	0.610%	0.360%

*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 \$1,698,514.34. Please note that the expenses are not segregated into the respective funds.

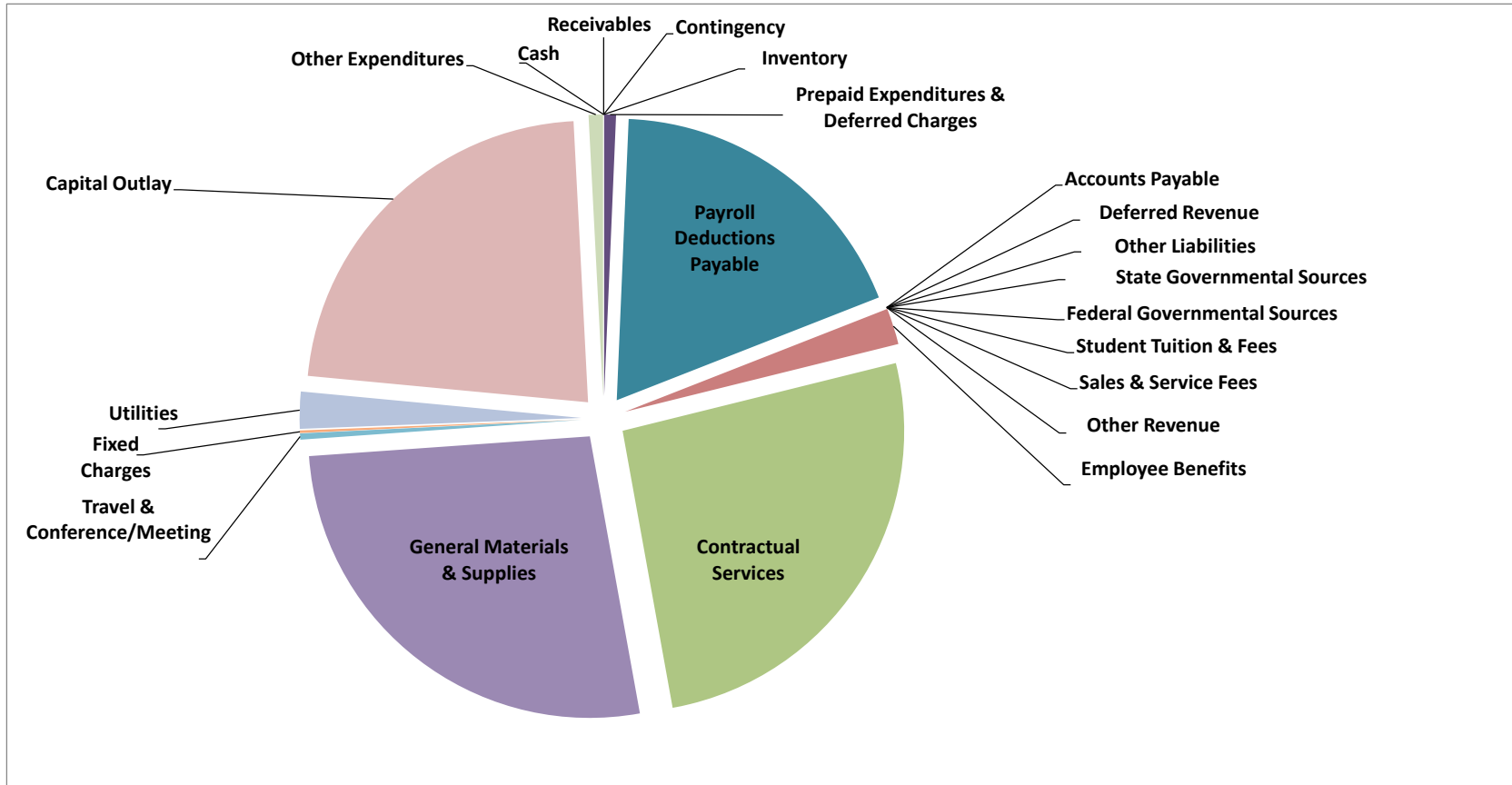
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of January 1 - January 31, 2022, totaling \$1,698,514.34.

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

Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 1/1/22 through 1/31/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	35,338.28	2.08%
Prepaid Expenditures & Deferred Charges	11,475.88	0.68%	Contractual Services	441,990.07	26.02%
Payroll Deductions Payable	312,105.50	18.38%	General Materials & Supplies	453,942.64	26.73%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	6,070.43	0.36%
Deferred Revenue	0.00	0.00%	Fixed Charges	2,441.73	0.14%
Other Liabilities	0.00	0.00%	Utilities	35,985.48	2.12%
State Governmental Sources	0.00	0.00%	Capital Outlay	385,174.52	22.68%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	13,994.01	0.82%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,698,518.54	100.00%

Six Month Select Vendor History Report

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (8-Aug)	FY22: (9-Sep)	FY22: (10-Oct)	FY22: (11-Nov)	FY22: (12-Dec)	FY22: (1-Jan)
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.	\$ 2,441.37	\$ 358.67	\$ 494.10	\$ 463.61	\$ 420.25	\$ 469.51	\$ 235.23
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$ 91,432.41	\$ 7,006.49	\$ 24,111.22	\$ 20,699.64	\$ 20,755.62	\$ 15,442.24	\$ 3,417.20
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$ 2,016.55	\$ 93.60	\$ 367.23	\$ 255.92	\$ 307.72	\$ 953.50	\$ 38.58
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$ 4,441.00		\$ 831.50	\$ 1,320.50	\$ 763.00	\$ 1,246.30	\$ 279.70
Food Vendor Total					\$ 100,331.33	\$ 7,458.76	\$ 25,804.05	\$ 22,739.67	\$ 22,246.59	\$ 18,111.55	\$ 3,970.71
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	\$ 1,250.00	\$ 4,091.94	\$ 250.00	\$ 250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$ 6,536.75	\$ 827.75	\$ 446.25	\$ 1,200.00		\$ 2,169.00	\$ 1,893.75
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$ 31,805.46	\$ 5,102.40	\$ 3,443.75		\$ 9,578.35	\$ 9,270.00	\$ 4,410.96
Legal Total					\$ 38,342.21	\$ 5,930.15	\$ 3,890.00	\$ 1,200.00	\$ 9,578.35	\$ 11,439.00	\$ 6,304.71
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$ 354,654.55	\$ 5,678.60	\$ 23,533.32	\$ 120,338.21	\$ 68,961.30	\$ 105,228.69	\$ 30,914.43
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$ 39,834.00	\$ 5,250.00	\$ 6,100.00	\$ 6,743.48	\$ 4,176.88		\$ 17,563.64
Temporary Staffing	55	Travel & Conference/Meeting	0396989	WORKING WORLD INC	\$ 9,660.00				\$ 6,000.00		\$ 3,660.00

2022 ICCTA Outstanding Full-time Faculty Member Award

Information

Since 1986, the Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-Time Faculty Member Award. A selection team was led by the Faculty Association, Vice President of Academic Affairs and Workforce Development, and past MCC Full-Time Faculty Member award winners. The selection team reviewed eleven nominations for this year's award.

Each finalist submitted supporting materials which responded to the following criteria:

- Institutional Contributions
- Community Service
- Teaching/Professional Capabilities
- Professional Development

The many accomplishments and contributions of each of the following faculty members led to their nomination by their peers.

- Magdalena Farc, Instructor, Psychology
- Bonnie Gabel, Instructor, Speech
- Kate Kramer, Instructor, Earth Science and Geology
- Lisha Linder, Instructor, Early Childhood Education
- Christen Louderman, Instructor, Physical Therapist Assistant Program
- Laura Middaugh, Instructor, Mathematics
- Sherry Ridge, Instructor and Program Chair, Business
- Becky Smith, Instructor, Occupational Therapy Assistant Program
- Jim Stockwell, Instructor, Film and Broadcast Journalism
- Sheila Venkataswamy, Instructor, Sociology
- Steve Young, Instructor, Philosophy

Each faculty member has shown a commitment to the institution, participated in community service activities, has exemplary teaching and professional philosophies, and actively pursued professional development activities. After considerable debate, the selection committee chose **Lisha Linder** to represent McHenry County College as its ICCTA Outstanding Full-Time Faculty Member for 2022.

Ms. Linder's role as an instructor for Early Childhood Education and Education courses models effective strategies focusing on relationship building as the foundation for learning. As the department chair for 22 years, Ms. Linder has led the department through several initiatives including the annual Child's World Conference which allows early childhood educators in the county to earn required professional development hours close to home. She has recently completed the training to become a Prior Learning Assessment (PLA) assessor and serves as part of a statewide pilot group through a Competency-Based Education (CBE) grant that is using new technology to determine student achievement by evaluating proficiency through predetermined outcomes.

In addition to her role as an educator, Ms. Linder serves as the director of the Children's Learning Center (CLC) on MCC's campus, which provides childcare and preschool programming for children of faculty, staff, students, and community members. In this role, Ms. Linder led the staff in making many quality improvement changes to curriculum, room arrangement, guidance strategies, and policies to ensure that we are providing high-quality care and education. These efforts helped us obtain a Silver Circle of Quality through the Illinois Gateways to Opportunity.

Ms. Linder is an excellent teacher, leader, and mentor, and is truly deserving of the 2022 ICCTA Outstanding Full-Time Faculty Member Award.

Recommendation

It is recommended that the Board of Trustees ratifies the nomination of faculty member Lisha Linder to represent McHenry County College at the 2022 ICCTA Awards Banquet in June 2022, where the statewide winner will be announced.

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

Clinton E. Gabbard
President

Approval of
Cancer Registry Management Certificate

Information

McHenry County College (MCC) is seeking approval from the Illinois Community College Board (ICCB) for a certificate in Cancer Registry Management (CRM). The CRM certificate provides students with a pathway from any associate degree to the post-associates certification. A student graduating with the AAS in Health Information Management (HIM) will have an advantage as four of the courses will have already been completed towards the CRM certificate. The CRM certificate will be managed under the Allied Health division and overseen by the program chair for Health Information Management. The program will only be offered online and will attract students who are working in the Health Information Management field and other related Allied Health or science programs.

Cancer Registrars collect and code data that provides essential information to researchers, healthcare providers, and public health officials for the advancement of screening programs, cancer treatment and prevention. The Cancer Registry Management (CRM) Certificate Program will train students in case finding, coding, and staging of disease and treatment for proper abstracting. Students will also learn about case follow-up, data quality, registry operations and cancer registry accreditation. The CRM program prepares a student to take the Cancer Tumor Registrar National Examination through the NCRA.

The Cancer Registry Management is a 26-credit-hour certificate program. Currently, students are leaving the district and going to other community colleges to complete the certificate. Oakton Community College has the only Cancer Registry Management program in Illinois. MCC solicited input from local health care providers and found that they supported the idea of McHenry County College offering the program. The Sage Cancer Center through Northwestern Medicine in McHenry, IL is excited to have a program within the county and has agreed to take on students from the Cancer Registry Management program for the clinical practicum.

Once the program has been approved, accreditation by National Cancer Registrars Association (NCRA) will be pursued. The curriculum has been written to ensure adequate coverage of the NCRA curriculum competencies and knowledge clusters. Once the program has received accreditation, graduates will be eligible to take the Cancer Tumor Registrar certification.

Recommendation

It is recommended that the Board of Trustees approves the Certificate in Cancer Registry Management.



Clinton E. Gabbard
President

Request to Purchase
Commencement StageInformation

McHenry County College hosts a commencement ceremony twice per year for graduating students who complete degree and certificate programs. The ceremony is held in MCC's Gym in May for spring graduates, and in December for summer and fall graduates. Both ceremonies include the use of an accessible stage.

The College's existing stage with ramps shows signs of wear and tear from over 25 years of use. A few examples of wear include shims underneath the stage to level out the platform due to missing stage legs which are replaced with makeshift legs; numerous sizes of screws and bolts to attach stage platform parts vs. uniform-sized screws and bolts, which have stripped and worn over the years; and the wear on the ramps which may become a tripping hazard as the plywood is lifting in sections.

This quote includes a platform dimension of 32' wide x 12' deep x 16" high with two ramps, stairs, railings, and skirting for stage, along with the appropriate storage carts for decking and railings. Rails for the back of stage are included and highly recommended as a safety precaution for platform guests.

Stage with ramps, railings, skirting	Wegner Corporation	\$38,290.07
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This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums.

This expense is budgeted in the Education Fund (01) for capital purchases for instructional equipment.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a new commencement stage from Wenger Corporation of Owatonna, MN for \$38,290.07.



Clinton E. Gabbard
President

Ferrilli Database Administration Services

Ferrilli is a Higher Education Technology Consultant company that is currently providing support services to MCC related to the Colleague ERP system. There is a need to expand the service scope to include support for other databases and database-related tasks, including performing critical patching and updates. These services are specialized and outside the skill set of MCC staff.

Some of additional responsibilities included in this proposal include:

- SQL database maintenance
- 24x7 uptime monitoring and response
- SQL server performance tuning and optimization
- SQL server service pack, cumulative updates, and hotfix installation
- Installing, configuring, and maintaining SQL servers, integration services, analysis services, and reporting services
- Managing database access and security
- 12 hours of general consulting per month

The current support agreement with Ferrilli expires on July 31, 2022. This proposal co-terms these additional responsibilities with the current agreement.

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 FY 2022 IT DevOps account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Ferrilli Database Administration Services proposal from Ferrilli LLC, of Haddonfield, NJ covering the period March 1, 2022 through July 31, 2022 for \$37,500.



Clinton E. Gabbard
President

Request to Renew Microsoft Unified Enterprises Support

Information

For the past five years, McHenry County College has subscribed to Microsoft's Premier Support Services for 200-plus Windows servers and nearly 2000 Windows desktop computers. This support is provided by assigned Microsoft resources. The services provided by Microsoft includes problem resolution support, information services to MCC IT staff for the latest knowledge on Microsoft technologies, and workshops to prevent problems, including increasing system availability and assisting with the creation of technology solutions using Microsoft technologies. The name of this service has now changed from Microsoft Premier Support Services to Microsoft Unified Enterprise Support as of this year.

The current Premier Support Service agreement expires on March 23, 2022 and needs to be renewed. The renewal cost for the Microsoft Unified Enterprise Support is \$30,858.50 for one year of support.

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

This expense is budgeted in the IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Microsoft Premier Support Services from March 24, 2022 to March 23, 2023 from Microsoft Corporation of Redmond, Washington for \$30,858.50.



Clinton E. Gabbard
President

Request to Renew
Commvault Backup Annual Support Agreement

Information

The Information Technology department runs nightly data backup processes to ensure the integrity and security of critical College information. The data being backed up is housed in administrative applications such as email, the Ellucian Colleague ERP system, computer operating systems, and staff and faculty files. Each daily backup is kept online locally on campus for quick retrieval and restoration if needed. Copies of the backup data are also written to tape media which is periodically sent to an offsite provider. Off-site storage of mission-critical data is standard industry practice and ensures the protection of data and its recovery, particularly in the event of potential disasters.

The current backup product used to run the College's data protection environment is a system called "Commvault." The College depends on this product to provide the necessary backup and management of the College's critical information. The total amount of College data managed by this product now exceeds 1.5 Petabytes. This support agreement is due for renewal in March 2022. The new support agreement covers an annual, 12-month term at a cost of \$64,811.12, which includes upgrades to the software when available. The support agreement also includes telephone-based problem assistance.

In a due-diligent effort to contain costs, the College requested quotes from other companies certified to support the Commvault product. As noted below, CDW-G was the most cost-effective provider of annual support maintenance for the Commvault product. Therefore, this board report is recommending the renewal of the support agreement for Commvault software at an annual cost of \$64,811.12.

	<u>SHI</u>	<u>Insight</u>	<u>CDW-G</u>
One Year of Commvault Support and Maintenance (3/25/22 – 3/24/23)	\$88,343.26	88,742.64	\$64,811.12

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

This expense is budgeted in the IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Commvault Backup Annual Support Agreement from CDW-G, Inc., Vernon Hills, IL, for \$64,811.12.



Clinton E. Gabbard
President

Request to Approve
Landscape Services for MCC Student Farm Renovation

Information

The MCC Student Farm has proven to be an excellent “outdoor classroom” for multiple types of students, including Entrepreneurial Agriculture students, Horticulture students, and local and regional farm owners who attend workshops through MCC’s Center for Agrarian Learning.

The Student Farm currently provides a small area for vegetable production and tunnels for season extension. In order to provide an appropriately diverse model for educational purposes, we need to expand the growing area near the current high tunnels to include fruit, nut and flower production, as well as ornamental landscaped areas that will serve the horticulture department’s instruction goals. These crops are vital to provide a learning experience that:

- Teaches about fruit, nut and flower production so that one might expand their product mix and market channels (farm business viability)
- Introduces perennial crops that are less damaging to our soil (environmentally sound practices)
- Entices K-12 and community visits for a multi-layered educational experience (how to grow; nutritional importance; what is possible in the upper Midwest; and more)

The project includes hard scaping, prepping multiple areas for planting, building raised beds (including three that are handicapped accessible), seating wall for class gatherings, arbor entrance, trenching and installing two hydrants, building and installing trellises, planting sod, and planting key trees and shrubs. The remaining plantings will be done by MCC staff and students and paid for via a separate fund.

The results of the bid are included in the table below:

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total
Student Farm Renovation	Cal and Shan's Landscape	\$108,280.00
Student Farm Renovation	Misfits Construction Company	\$111,500.00
Student Farm Renovation	Balanced Environments, Inc.	\$115,644.00

The first two bidders did not fully comply with the bid requests and were deemed to be non-responsive and in consultation with the College attorney, they were disqualified. Balanced Environments, Inc. was the only responsible and responsive bidder.

This expense is budgeted in the Operations and Maintenance Fund 02.

Recommendation

It is recommended that the Board of Trustees approves the Landscape Services for Student Farm Renovation from Balanced Environments, Inc. of Old Mill Creek, IL for \$115,644.00.



Clinton E. Gabbard
President

Request for Contract Approval
Food Hub Feasibility Study

Information

The Center for Agrarian Learning (CAL) was awarded a USDA Local Food Promotion Program grant for the project: ***McHenry County College: Campus-Based Food Hub Feasibility Study*** for \$84,150. The goal of the study is to determine if there is a food hub model that would strengthen career pathways in the local food system. The CAL team is looking to answer the following questions through this process:

1. What services would best serve local farmers (aggregation, storage, delivery),
2. Which processing options are available that best serve our local community (freezing, pickling, packaging),
3. What training programs are available that would support employment pathways (logistics, food safety, cold storage).

The CAL team will work with an advisory committee of local farmers and potential buyers, as well as with the Food Shed Co-op and Harvard Community School District 50 to determine if this is (or is not) the right fit for MCC.

New Venture Advisors was selected as the consultant for the study due to the level of professional knowledge and experience required for this type of work. New Venture Advisors work nationally with a focus on food hubs and local food system development (but are based out of Chicago, and were very involved in the McHenry County Local Food Assessment done by the county in 2013). Their fee of \$69,250.00 will include the following:

1. Market Analysis,
2. Operating Model and Facility Design,
3. Stakeholder Engagement, and
4. Financial Analysis.

This feasibility study is expected to be completed by October 2022.

Recommendation

It is recommended that the Board of Trustees approves the contract with New Venture Advisors LLC of Chicago, IL. for \$69,250.00 for the development of a Food Hub Feasibility Study.



Clinton E. Gabbard
President

Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Casey Juszczuk – 1st Adjustment – FY 2022 Manager of Applied Tech Labs	\$75,177.72	\$76,577.72

Recommendation

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



Clinton E. Gabbard
President

Approval for a Contract Extension for Auditing Services

Information

The College was prepared to issue a Request for Proposal (RFQ) for audit services late last year. However, due to issues beyond the College's control, we are now unable to issue a timely RFQ. The RFQ can only be issued once an audit cycle is completely finished before an audit firm can submit bids, as the most recent year would be reviewed by prospective firms when preparing their bid. In this case, the FY 2021 audit was only recently finalized February 16, 2022, once we were able to certify the credit hour enrollment report received from the Illinois Community College Board (ICCB).

This delay was due to ICCB's Internet server issues that lasted for several months. Consequently, there was a delay in the College receiving data from ICCB, which was critical to complete the audit. ICCB recently was able to rebuild its servers and begin to issue reports, including the credit hour certification.

The College's current audit agreement expired with the completion of the audit for the fiscal year ending June 30, 2021. Given our timeline and the need to begin preparations for audit work beginning in March 2022 with audit planning beginning soon thereafter, the College has requested a fee proposal on a one (1) year contract extension from Sikich LLP and is requesting the Board to grant the extension.

The following is the approved fee schedule for the new one (1) year extension.

Fiscal Year Engagement Fees		
Year 1 Extension	Fiscal Year 2022	\$81,766.00

This expense is budgeted in the Audit Fund.

Recommendation

It is recommended that the Board of Trustees approves a contract extension of one (1) year for auditing services with Sikich LLP, Naperville, IL, to perform the audits for FY 2022 for a fee of \$81,766.00.



Clinton E. Gabbard
President

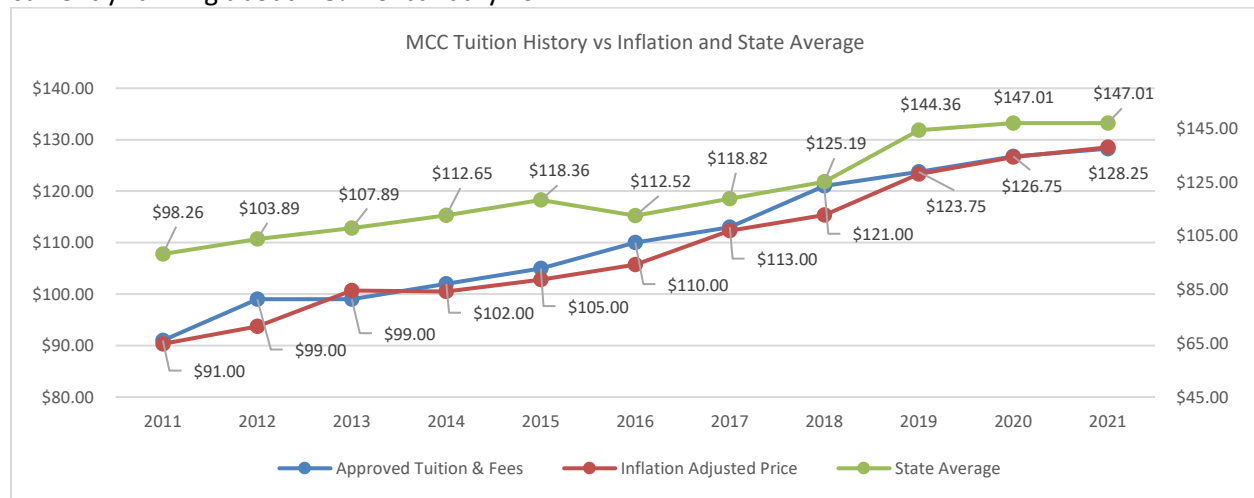
FY 2023 Flat Tuition Approval

Information

McHenry County College continues to improve efficiencies across the institution, maximize available resources, and build fiscal resiliency. This strategic and conservative approach has allowed the College to weather our state's challenging financial times over the last several years, as well as sustain one of the lowest tuition rates in Illinois.

When considering Tuition and Fee rates, the College evaluates the financial impact on the cost of attendance to our students. Other variables include the availability of state MAP grant funding, foundation grants, scholarships, and even innovative approaches such as the textbook savings/OER initiative. Most recently, our students have been challenged by hardships associated with the continued pandemic for nearly two years, coupled with increased inflation in the economy.

When comparing MCC tuition increases to the Consumer Price Index – Urban (CPI-U), MCC has compared favorably with inflation. The average increase for MCC since FY 2011 has been 3.41%. During this same time period the average December – December CPI-U change has been 2.36%. 2022 is currently running about 7.5% for January 2022.



Current information on the ranking of all colleges shows a state average of \$151.82 for FY 2022. MCC is currently at \$128.25 which is \$23.57 (15%) lower than the average. The only college lower than MCC is Southwestern Community College at \$122.00. However, if you adjust Southwestern Community College's rate by the 2021 Cost of Living index for McHenry County, its adjusted rate would be \$162.67 per credit hour.

Recommendation

It is recommended that the Board of Trustees approves to keep the per credit hour tuition and fee rate flat at \$128.25 for FY 2023.

Clinton E. Gabbard
President

Out-of-District and Out-of-State
Tuition and FeesInformation

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

Following are the Fiscal Year 2023 rates that will be charged based upon FY 2021 audited figures:

	<u>Current - 2021</u>	<u>Proposed - 2022</u>
Out-of-district Illinois residents without an approved chargeback	\$369.72	\$360.77
Out-of-district (audit courses)	\$464.38	\$472.47
Out-of-state residents	\$464.38	\$472.47

The rates are based on the per capita cost calculation on the Certification of Chargeback Reimbursement of the FY 2021 Annual Financial Report. The Out-of-district Illinois residents without an approved chargeback rate is the per capita cost less our federal, state and ICCB grant rates per credit hour.

Recommendation

It is recommended that the Board of Trustees approves the above 2022 out-of-district and out-of-state tuition and fees rates, effective the Summer 2022 semester.



Clinton E. Gabbard
President

Approval of Faculty for Tenure Appointment in 2022-2023

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning, for many years to come. The following candidate for tenure has demonstrated that he exhibits instructional excellence in support of McHenry County College's mission and goals, and has achieved a level of performance that will make him a high-quality addition to the College's tenured faculty:

Dr. Collin Jaeger, Instructor, Biology

Recommendation

It is recommended that the Board of Trustees ratifies the aforementioned MCC faculty member for tenure appointment, effective in the academic year 2022-2023.



Clinton E. Gabbard
President

Approval of Faculty Extension of Probationary Period in 2022-2023

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning, for many years to come. The Illinois Public Community College Act (the "Act") authorizes the Board of Trustees to award tenure to a faculty member after three consecutive academic years. The Act also authorizes the Board of Trustees to extend a faculty member's probationary period by an additional academic year.

The administration has met with the following faculty members to notify them of the administration's recommendation to extend their probationary period by one academic year. Further, the administration has provided these faculty members with a corrective plan to allow them to demonstrate the necessary service requirements for achieving tenure.

Sandy Domagalski, Instructor, Business Management and Marketing
Roger Morales, Instructor, Library

Recommendation

It is recommended that the Board of Trustees adopt a Resolution extending the probationary period for the aforementioned MCC faculty members through the academic year 2022-2023.



Clinton E. Gabbard
President

**RESOLUTION AUTHORIZING
EXTENSION OF FACULTY PROBATIONARY PERIOD**

WHEREAS, the Board of Trustees for McHenry County College District No. 528, McHenry County, Illinois (the “Board”) has the authority to extend a faculty member’s probationary period by one additional academic year pursuant to Section 3B-2 of the Illinois Public Community College Act, 110 ILCS 805/3B-2.;

WHEREAS, the Board has received information from its administration recommending that the Board extend the probationary period by one additional year, through the 2022-2023 academic year, for the following faculty members:

Sandy Domagalski, Instructor, Management

Roger Morales, Instructor, Library

WHEREAS, the administration has provided these faculty members with a corrective plan for the extended probationary period to allow the faculty members to demonstrate the necessary service requirements for achieving tenure; and

WHEREAS, the Board has determined that the administration’s recommendation to extend the probationary period for these faculty members is in the best interest of the College and will allow the faculty members to succeed in meeting the service requirements for tenure.

NOW, THEREFORE, Be It Resolved by the Board of Trustees for McHenry County College District No. 528 as follows:

Section 1. The recitals above are hereby adopted as true and correct.

Section 2. No later than sixty (60) days before the end of the 2021-2022 academic year, the administration shall provide notice to Sandy Domagalski and Roger Morales of the Board’s decision to extend their probationary period through the 2022-2023 academic year. The notice shall reaffirm the corrective actions which the faculty members must take to satisfactorily complete the requirements for tenure.

Section 3. This Resolution shall be in full force and effect immediately upon its approval.

ADOPTED this 24th day of February, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

**BOARD OF TRUSTEES OF MCHENRY
COUNTY COLLEGE NO. 528, MCHENRY
COUNTY, ILLINOIS**

By: _____
Board Chair

ATTEST:

By: _____
Board Secretary

Request for
Faculty Sponsored Leave

Information

The following Faculty Sponsored Leave request was reviewed and recommended to the College President by the Sponsored Leave Task Force, which includes past faculty recipients, the Dean of Social Sciences and Public Services, the Dean of Arts and Humanities, and reviewed by the Vice President of Academic Affairs and Workforce Development. The committee has confirmed that the leave meets all obligations relative to Faculty Sponsored Leaves, as outlined in section 13.1 of the Faculty Agreement.

- Todd Culp: The purpose of this sponsored leave is for research and scholarly development, which directly relate to Todd's current role and responsibilities as a faculty member in the History and Political Science Departments. Todd will study under the tutelage of Dr. Marlene K. Sokolon at Concordia University, Sir George William Campus, Montreal, Quebec, Canada. Todd will focus his attention on the political philosophy of the Founding Fathers and their influence on our Constitution. This work will better equip Todd to explain the Constitution, civil liberties, and the institutional roles of government in Political Science courses, as well as the American Revolution and the founding of the nation in History courses. Specifically, Todd will incorporate this information in courses including, PLT 150 Introduction to Political Thought, PLT 151 U.S. Government, HIS 170 U.S. History I, and HIS 172 U.S. History II. This request aligns with Todd's faculty action plan, which prescribes continued professional development in his discipline.

Recommendation

It is recommended that the Board of Trustees approves this Faculty Sponsored Leave for Todd Culp in 2022-2023.



Clinton E. Gabbard
President

Board Policy Manual
2.1.1 Investments, Second Reading and Approval

Information

After discussion and a first reading at the Committee of the Whole meeting on February 15th the attached policy has been forwarded to the Board of Trustees for a second reading and approval. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approves Policy 2.1.1 Investments.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is written 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
None	NA	NA	NA	NA

Through February 15, 2022

*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	1/12/2022	Alex Laing	Lead Groundskeeper
Staff	2/7/2022	Mary Bello	Student Access and Deaf Support Specialist
Adjunct	2/8/2022	Efithia Papageorgiou	Instructor, Arts & Humanities

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
ADM	4/30/2022	Amy Haller	Director of Registration and Records

Through February 15, 2022

Friends of MCC Foundation Update

Fall 2022 Scholarship Update

Scholarship applications for the Fall 2022 semester are now open through April 3, 2022. Volunteers are needed to review scholarships. If interested, please contact Julie Arndt at jarndt472@mchenry.edu.

Scholarship Donor Appreciation Breakfast

The annual Scholarship Donor Appreciation Breakfast will be held on Friday, March 11 in the MCC Café/Commons. This is an inspiring event to honor and recognize our scholarship donors while providing an opportunity for scholarship recipients to meet and express gratitude to those individuals who give generously to make scholarships available.

Foundation Board Member Update

The Friends of MCC Foundation is pleased to welcome Charlotte Dioguardi as a new member of the Board. Ms. Dioguardi was elected at the December 2021 Foundation Board Meeting. She is currently the director of Integrative Medicine, the Health Management Center, and site operations manager of oncology at Advocate Good Shepherd Hospital, where she has worked for over 34 years. Ms. Dioguardi is a graduate of Leadership Greater McHenry County, has been active in the American Heart Association and American Cancer Societies, and resides in Cary.

At the December meeting, the Board also recognized and thanked outgoing Board member, Tina Hueppe, for her past six years of service and for also serving the past two years as Foundation president. Steve Rankins will serve as the new Foundation president. Mr. Rankins is sr. vice president-Commercial Group Head at First Midwest Bank. He is serving his second six-year term with the Foundation and is an MCC distinguished alumnus. Rob Getty, CFO American Community Bank & Trust, will serve as interim Vice President and Secretary, and Mike Klingenberg will continue to serve as Treasurer.

People in Need Forum

The People in Need Forum (PIN) took place virtually on Saturday, January 29 from 8:30 a.m. to 12:00 p.m. Over 100 virtual exhibitor booths and 20 unique breakout sessions were presented via Zoom. There were over 700 registrations with 522 live participants on event day. Survey responses from attendees were positive with people looking forward to meeting in person next year. MCC is a proud sponsor of this important, annual county event.



Education to Empowerment

The Education to Empowerment (E2E) Executive Committee will host a breakfast for its 2021 scholarship recipients on February 17. The Executive Committee also held a strategic planning meeting in January, facilitated by Dr. Frannie Glosson. Highlights and outcomes from this session will be shared at the spring E2E member dinner on Thursday, April 7. E2E currently has a record 81 members.

2022 FMCCF Golf Invitational

Planning is underway for the 2022 FMCCF Golf Invitational, which will be held on Monday, July 18 at Boulder Ridge Country Club. If you are interested in sponsoring or attending this event, please contact the Foundation office at (815) 455-8721 or jarndt472@mchenry.edu.

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: None.

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	February
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
Motorola Solutions Foundation	MCC requested a second year of funding to provide scholarships to underrepresented students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$30,000	Pending	March
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.	No associated funding	Pending	March
U.S. Department of Commerce/EDA	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	\$1,680,134	Pending	April

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Economic Adjustment Assistance	to be used in the Foglia Center for Advanced Technology and Innovation.			
American Library Association Eisner Graphic Novel Grants	MCC requested funding for a program to guide students through the development of their own graphic novel, with the goal of encouraging more student reading. This grant will also fund faculty development webinars to promote use of graphic novels in information literacy instruction across campus.	\$4,000, plus \$3,000 worth of graphic novels	Pending	April
Dollar General Literacy Foundation	MCC submitted an application to support adults in the community with little formal schooling and low levels of literacy. The proposed program will provide additional support to help students enroll in regularly scheduled Adult Education courses.	\$10,000	Pending	May
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 submitted a renewal application in partnership with Harvard High School.	\$297,023 per year for five years	Pending	September
Upward Bound – U.S. Department of Education / Woodstock North High School	MCC submitted an additional Upward Bound application to serve 60 total students at Woodstock North High School. Since this will be a new project, the maximum per-year award is lower than for renewal projects.	\$287,537 per year for five years	Pending	September

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
McHenry County Board	MCC is partnering with the McHenry County Workforce Network and the Illinois Department of Employment Security to submit an application to be the One-Stop Operator for McHenry County, providing assistance to job seekers and support for employers in the county.	TBD – in-kind support only	In development	February 24, 2022
Community Foundation for McHenry County	The Transformational Grant program supports bold ideas that promote collaborative solutions to county-wide issues. MCC is in the process of developing a preliminary application.	\$75,000	In development	March 4, 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	In development	March 15, 2022

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
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	MCC will develop a bridge program using internal resources and will seek external support for its continuation.

Office of Marketing and Public Relations Update

McHenry County College's Office of Marketing and Public Relations (OMPR) supports the institution's planning efforts through deliberate, strategic marketing, and communication efforts to key target markets, including: students; donors; alumni; community; and employees. Taking a full-service, internal marketing agency approach to its projects, OMPR creates and enforces innovative and comprehensive branding initiatives, communications, and promotions for the institution and its programs. All efforts integrate a variety of approaches for every project and campaign, while managing individual initiatives that require a mix of, or all, services. Services often include, but are not limited to:

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

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

- **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)
 - Social media messaging supporting student needs and frequently asked questions
 - Response communications and signage for campus access
 - Student email and text message communications surrounding testing mandate, mask requirements, class changes, support, and other pandemic response topics
 - 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-Cycle Review

- **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
 - Summer/Fall 2022 Radio Campaign (STAR 105.5 and WNIJ NPR)
 - Summer/Fall 2022 advising and registration promotion
 - Summer 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
 - 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
- **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
 - Production of general MCC awareness video commercials for social media
 - MCC virtual tour videos
 - New digital signage package for TV monitors across campus
 - Wall graphics for CO/LAB student spaces

- **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 January 11, 2022—February 2, 2022.

- MCC Speaker Series Offers Easy Tips for Gardening Year-Round with Hydroponics
- Hemp Farmers and Industry Professionals Lead Half-Day Workshop at MCC This February
- MCC's People in Need Forum Returns in Virtual Format January 29
- County Board Approves First Advance McHenry County Grant Awards
- Jazz Artists Maureen Christine, Michael Bazan to Perform "Manilow, Mancini, and Midler" Concert with McHenry County College
- MCC Offers Free Tax Preparation Help Virtually, In Person
- MCC Speaker Series to Explore Lesser-Known History of Montgomery Bus Boycott

**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.*

Student, Alumni, Donor Spotlights

The following success stories featuring students, alumni, and/or donors have been posted to MCC's website.

Carina Lopez—2019 MCC graduate, 2021 University Whitewater graduate, Journalism Major

[View all student spotlights »](#)

[View all alumni spotlights »](#)

[View all donor spotlights »](#)

Center for Agrarian Learning Update

The Center for Agrarian Learning (CAL) at MCC works to strengthen the local food economy by teaching, engaging, and inspiring both farmers and consumers across Northern Illinois. Our focus is on supporting farm business viability in McHenry County by curating presentations and in-depth workshops that share innovations in both business and production. In addition, CAL provides both guidance and an industry-based framework for the development of the College's Entrepreneurial Agriculture degree program, as well as the MCC Student Farm.

Entrepreneurial Agriculture Degree Program and MCC Student Farm

Winter production is underway. Our cooler of fresh farm goods remains stocked with lettuce and herbs growing indoors, hydroponically, and about every other week we have spinach and/or kale from our outdoor high tunnels.

- 6 students enrolled in Introduction to Farm Practicum (only offered in the spring semester)
- 19 enrolled in the AAS Entrepreneurial Agriculture degree or certificate as of January 2022
- Hired first student worker early February 2022 to assist with indoor and outdoor food production
- Pursuing organic certification on outdoor production

**CAL Expansion – MCC Student Farm; Food Hub Feasibility Study**

Three bids have been received for the Farm Expansion project, which would **add flower and fruit production areas** to the site in front of the high tunnels, as well as landscaped areas for horticulture class use. This extensive expansion will allow education beyond vegetable production for degree-seeking students, as well as K-12 groups and CAL workshops. Pending Board approval, plans are to break ground in April. A grant was secured to pay for a small portion of the expense and for workshops in Spring 2022 and Spring 2023 (\$17,000 – see November 2021 report).

Work with consultants hired via the USDA Local Food Promotion Program grant (see November 2021 report for award details) has commenced to assess the feasibility of having a Food Hub (aggregation and/or processing) on campus. The work includes partnering with Harvard School District, the Food Shed Co-op, and an advisory committee of six local business including farms, restaurants, and grocery. Interviews to begin soon, with a report expected in September 2022.

CAL Program Update

- **Hemp Today! Growing and Marketing Industrial Hemp** took place on Saturday February 12 in the Luecht Auditorium.

- This 1/2-day event featured seven speakers, mostly farmers, providing details information on the production and marketing of CBD, fiber and grain varieties, as well as experts providing both state and federal regulatory updates
- 39 attendees
- \$35 registration fee, included take-away bagged lunch from local caterer
- **Stateline Fruit and Vegetable Growers Conference** took place on Monday February 14 in the Luecht Auditorium.
 - An annual event organized by U of I Extension in Lake/McHenry and Jo Daviess/Stephenson/Winnebago counties, held in Rockford area for several years, moved to McHenry County College this year, hosted by the Center for Agrarian Learning
 - 37 attendees
 - Free program with take-away boxed lunch from MCC Café
- **Farming and Funding Opportunities for Northern IL Producers** will take place on Thursday February 24 in the Luecht Auditorium.
 - Offered in partnership with MC Soil and Water, MC Farm Bureau, U of I Extension Lake/Mchenry, Kane County, and the Farm Foundation. Half-day event geared toward larger scale farmers interested in grants, conservation, and other programs
 - 50-75 expected to attend
 - Free event with lunch

Sustainability Center Update

Current Initiatives

- Work continues with the ComEd Energy Efficiency Retro-Commissioning Flex program. Consultant John Katrakis visited campus in January to meet with Sustainability Director Kim Hankins and Derrick Maturno, MCC Building Maintenance Specialist - HVAC. Preliminary findings and subsequent research will be part of recommendations to be delivered on or before March 14, 2022. This fully funded study is researching no and low-cost operational improvements for our energy systems on campus.
- The 2022 Green Guide Recycling Directory is currently being researched and updated with a targeted publication and distribution date of March 30, 2022.
- The ReUse It corner has repurposed approximately \$1,844.42 worth of gently used office supplies in January 2022 bringing the total to \$5,539.62 since its reopening in mid-August 2021. Popup giveaway tables are located on campus in different corridors each week in January and February 2022.
- The MCC Sustainability Committee members are helping develop a week focused on sustainability for the MCC Kids & College program in June 2022. Sessions on geology, water, invasive species and agriculture will be offered.
- The Sustainability Center bulletin board currently features nine women in stem portraits. Highlights include Rosalind Franklin, Tu Youyou, Cynthia Breazeal, Mae Jemison and Gladys West. This display can be found on MCC's Crystal Lake main campus, outside of Room C122.

Community Connections and Conferences

The MCC Sustainability Center was a co-sponsor for the Environmental Defenders of McHenry County's first Sustainability Summit on January 31, 2022. After featuring keynote speakers from the IEPA and Eco-Products, Inc., the Summit facilitated discussion in three groups: municipalities, schools, and restaurants. Action plans to address reducing waste are in development and the groups plan to meet again this summer.

Workforce Development Update

This month's Workforce Development Update celebrates Career and Technical Education (CTE) Month during February, and focuses on the various approaches this department uses to aid students of all ages, parents, alumni, and community members with career exploration, job search strategies, and landing a job that fits their passions and financial lifestyle.

Career Discovery Series: Middle School – Igniting the Passion of McHenry County's Future Workforce

In support of tomorrow's workforce, MCC hosts an annual Career Exploration event to give middle school students an opportunity to explore occupations from both the academic and employment perspective within designated career pathways, understanding the education and experience needed for success. On February 22-24, from 6 p.m. – 7:15 p.m. each evening, MCC will host a virtual Career Discovery Series for Middle School students highlighting all 12 career pathways (four featured each night). Middle School students from every public, private, and home school network were invited to attend. Students are encouraged to complete a Career Search activity, register ahead of time, and attend with their parents if they'd like. Participating in this Middle School Career Search activity can help students narrow down potential career paths and guide their selection of sessions to attend. Special thanks to these 48 organizations for supporting this event and providing representatives to speak about their career field during this year's series:

Alliance Specialties and Laser Sales
Aptar
Bakertilly
Brown Bear Daycare
CDW
City of Crystal Lake
City of Woodstock
Computer Software Professionals
Dairy Queen
Duke's Alehouse & Kitchen
Dunkin Donuts
Eagle Training Services
Family Health Partnership Clinic
General Kinematics Corporation
Home of the Sparrow
Illinois Aviation Academy
Independence Health
Jennifer Rainey Consulting
Jh Events & Flowers
K-Adams Foto
Klein, Thorpe, & Jenkins
Leading IT
McHenry Area Chamber of Commerce
McHenry County Dept of Transportation

McHenry County Farm Bureau
McHenry County Sheriff's Office
McHenry High School
Naturally McHenry County
Nicor Gas
Northtown Auto Service & Tire Center
Northwestern Medicine
Pepper Construction
Pinnacle Arbor LLC
Plante Moran
Prairie Community Bank
Raue Center for the Arts
Richardson Adventure Farm
Shaw Media
Shure Incorporated
Smith Physical Therapy & Running Academy
Synergy Flavors
TEQ LLC
TC Industries Inc.
University of Illinois Extension
Village of Johnsburg
Woodstock School District 200
Youth and Family Center of McHenry County
Zukowski, Rogers, Flood, & McArdle

During each evening, participants will also learn about planning for dual credit and dual enrollment at the high school level. Following the Career Discovery Series, all attendees will receive a discount code toward MCC's 2022 Kids and College program registration.

Summer 2022 Rotational Internships Program

Proudly serving as the fiscal agent on behalf of the Manufacturing Pathways Consortium for the recently approved ARPA (American Rescue Plan Act) grant, MCC Workforce Development plays a key coordination role in working with Consortium members to provide rotational internships for high school students at local McHenry County manufacturers this summer. The grant funds are provided as part of the Advance McHenry County initiative and the \$717,000 award will fund the internship program for three years, employing 100 students each summer.

High school students ages 16-18 who currently reside in McHenry County are eligible for the rotational internship program. As part of the application, students can review the quick guide about the participating manufacturers and select their top 2 choices of where they would like to work this summer. The program will span 10 weeks, with interns working 29 hours a week. Each intern will work for five weeks at one company and then shift to a second company for the remaining five weeks of the program. No previous work experience or training is necessary. Safety equipment is provided by the company with a grant stipend offsetting the cost. The deadline to apply is April 15.

Twenty public and private high schools in McHenry County have received news of this opportunity and are sharing this summer employment option with students who qualify. The coordinating committee is organizing classroom visits at the high schools, and MCC is hosting virtual Information Sessions throughout February and March. After completing the internship, participants continuing in high school may be eligible for part-time employment and recent high school graduates may opt for full-time employment and potential application to MCC's apprenticeship program.

Participating companies: AFC Materials Group; Alpha Swiss Industries; Berry Global; BTM Industries; General Kinematics Corporation; Fabrik Molded Plastics; Jessup Manufacturing Company; M4 Factory; Phoenix Woodworking Corporation; Remke's Garage; Scot Forge; Socomec Boltswitch; and TC Industries, Inc.

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, members of the Manufacturing Pathways Consortium requested an industry-specific job fair. McHenry County Workforce Network, Manufacturing Pathways Consortium, and McHenry County College Career Services will co-host this event at the MCC Shah Center on March 1. Manufacturers will speak with local job seekers, encourage individuals to apply for current job postings, and may hold interviews on-site. Inclusive hiring practices are a strategic focus for the event partners who have targeted outreach to individuals with barriers to employment. No resume is required. No manufacturing experience necessary to apply.

Participating companies: AFC Materials Group; Aptar; Berry Global; Fabrik Molded Plastics; General Kinematics Corporation; Jessup Manufacturing Company; Kraft Heinz; MAC Automation Concepts, Inc.; Miller Formless; Remke's Garage; Stryker Sage; and TC Industries, Inc.