

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

Thursday, March 24, 2022  
Regular Board Meeting  
6:00pm

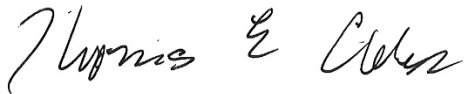


MCC Board Room, A217  
8900 U.S. Highway 14  
Crystal Lake, IL 60012

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, February 24, 2022
7. OPEN FOR RECOGNITION OF VISITORS  
*Three (3) minutes per person or less.*
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Dr. Mark Rockwell
  - C. Staff Council Report: Ms. Tawnja Trimble
  - D. [Student Trustee Report: Ms. Edith Sanchez](#)
  - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. [Executive Summary, Board Report #22-37](#)
    2. [Treasurer's Report, Board Report #22-38](#)
    3. [Ratification for Accounts Payable Check Register, Board Report #22-39](#)
  - B. [Compressed College Work Schedule for Summer 2022, Board Report #22-40](#)
  - C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Access Roadway and Dock Project 810-066-018, Board Report #22-41](#)
    2. [Monthly Lease Extension for Buses, Board Report #22-42](#)
    3. [Annual PeopleAdmin Cloud-Based Service, Board Report #22-43](#)
    4. [Renewal of Talkspace, Board Report #22-44](#)
    5. [Samaritan Counseling Community Partnership, Board Report #22-45](#)
  - D. Personnel
    1. [Administrative Appointments for FY 2023, Board Report #22-46](#)
    2. [Appointment of Replacement for Director of Business Services and Director of Employee Development, Board Report #22-47](#)
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

12. REQUEST TO PURCHASE FIRE SCIENCE LADDER TRUCK, Board Report # 22-48
13. APPROVAL OF THE MEMORANDUM OF UNDERSTANDING-ROLLOVER OF 2019-2022 COLLECTIVE BARGAINING AGREEMENT WITH THE MCC FACULTY ASSOCIATION, Board Report # 22-49
14. 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
15. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
16. CLOSED SESSION
  - A. 120/2(c), Exception #21, Review of Closed Session Minutes
  - B. Other matters as pertain to the exceptions of the Open Meetings Act
17. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of January 27, 2022
18. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Thomas E. Allen". The signature is written in a cursive, flowing style.

Thomas E. Allen  
Chair

## Student Trustee Report

### **Criminal Justice Symposium**

Students attended a workshop on March 9 to network with local criminal justice officials and learn more about the criminal justice field. Discussion topics included the Police Officer Hiring Process and Basic Academy, Police and Mental Health, and McHenry County Corrections. Students learned about opportunities for job shadowing, internships, careers, and more. This event was open to students, faculty, staff, and community members.

### **Latine Empowerment Conference**

MCC hosted the annual Latine Empowerment Conference on March 18; approximately 160 MCC and McHenry County High School students attended a variety of workshops focusing on identity. Students heard an inspiring keynote speaker, Denice Frohman, a New York City-based poet, performer, and educator.

### **Social Science Fair**

On March 15, students interested in learning about Anthropology, History, Psychology, or Sociology discussed career pathways and courses offered at MCC. This event was a partnership between faculty and staff, highlighting MCC's pathway programs and CO/LABs on campus.

### **Women's History Month**

The Office of Student Diversity and Inclusion hosted Meaningful Meals on March 9. Bianca Cruz shared how she overcame her challenges by using the Latino/Latine network. Through a connection in the community, her voice has given her the strength and the guidance to help those who have yet to find their voice. Additionally, on March 16, woman-identifying students, faculty, and staff were invited to gather together for free food while having authentic conversations around identity.

### **A Hope for Peace**

Students united for the cause of our neighbors in Ukraine. On March 16, students were able to write messages of peace on the brick wall in the MCC Commons. Students also had the opportunity to listen to peace dialogues for Ukraine. Students were provided information about how to donate to organizations like UNCHR and the Red Cross of Ukraine.

### **Student Athlete of the Month**

Congratulations to Colton Bauman as our February Student-Athlete of the Month. The Hortonville (WI) High School graduate plays for our baseball team. The 6'2" sophomore is a left-handed pitcher for the MCC Scots. The 2021 team finished 40-11. "Colton had a strong academic background entering MCC and has continued to excel in his classes here with a 4.00 GPA. He has worked extremely hard on the baseball field as well and continues to make great progress as a pitcher for our program. He will be a tremendous addition to a four-year program as a well-rounded student-athlete after his time at MCC," praised Head Coach Jared Wacker. Colton will graduate this spring with an Associate in Arts and plans to major in Business. He is on-track to graduate as a NJCAA Academic All-American.

Executive Summary

Information

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

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 66.3% complete with the year-to-date results ending February 28, 2022 being reported. In the Operating Funds, total revenue is 49.1% of budget, as compared with 50.0% at the same time last year. Total expenditures are 42.7% of budget, as compared with 42.4% 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 67.3% of budget and up \$545,788 (3.0%) from last year at this time. FY 2022 revenue is \$18,988,416 vs. FY 2021 revenue of \$18,442,628. 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 66.3% of budget and up \$123,291 (4.8%) from last year at this time. FY 2022 revenue is \$2,687,457 vs. FY 2021 revenue of \$2,564,167.
- 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. FY 2021 revenue of \$48,709.
- Student tuition and fees is 81.2% of budget and up \$179,880 (1.7%) from last year at this time. FY 2022 revenue is \$10,836,286 vs. FY 2021 revenue of \$10,656,406. 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 59.3% of budget and up \$29,849 (100%) from last year at this time. FY 2022 revenue is \$31,276 vs. FY 2021 revenue of \$1,427. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 87.3% of budget and even \$0 (0.0%) from last year at this time. FY 2022 revenue is \$16,566 vs. FY 2021 revenue of \$16,566. 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 -38.3% of budget and down \$293,081 (-299.9%) from last year at this time. FY 2022 revenue is -\$195,346 vs. FY 2021 revenue of \$97,734.
- Nongovernmental gifts, scholarships, grants & bequests is 113.5% of budget and up \$10,195 (445.0%) from last year at this time. FY 2022 revenue is \$12,486 vs. FY 2021 revenue of \$2,291. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 14.2% of budget and down \$4,044 (-0.1%) from last year at this time. FY 2022 revenue is \$3,944,235 vs. FY 2021 revenue of \$3,948,279. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,857,983, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$51,952 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$33,920. 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 FY 2021 that "On-Behalf Payment" was \$20,487,712.

## Expenditures

- Salaries expenditures are 59.9% of budget and up \$29,929 (0.2%) from last year at this time. FY 2022 expenditures are \$16,887,085 vs. FY 2021 expenditures of \$16,857,157.
- Employee benefit expenditures are 18.9% of budget and down \$45,164 (-0.7%) from last year at this time. FY 2022 expenditures are \$6,076,246 vs. FY 2021 expenditures of \$6,121,410. ***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 66.2% of budget and up \$501,575 (22.3%) from last year at this time. FY 2022 expenditures are \$2,746,227 vs. FY 2021 expenditures of \$2,244,652. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 75.2% of budget and up \$815,155 (52.1%) from last year at this time. FY 2022 expenditures are \$2,379,386 vs. FY 2021 expenditures of \$1,564,231.
- Travel and meeting expenditures are 63.1% of budget and up \$108,823 (168.5%) from last year at this time. FY 2022 expenditures are \$173,395 vs. FY 2021 expenditures of \$64,572.
- Fixed charges expenditures are 80.5% of budget and down \$53,936 (-4.0%) from last year at this time. FY 2022 expenditures are \$1,301,386 vs. FY 2021 expenditures of \$1,355,321. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 55.6% of budget and down \$41,233 (-5.8%) from last year at this time. FY 2022 expenditures are \$673,843 vs. FY 2021 expenditures of \$715,076.
- Capital Outlay expenditures are 36.8% of budget and up \$662,767 (185.2%) from last year at this time. FY 2022 expenditures are \$1,020,641 vs. FY21 expenditures of \$357,874. ***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 60.4% of budget and down \$129,907 (-19.2%) from last year at this time. FY 2022 expenditures are \$548,286 vs. FY 2021 expenditures of \$678,194. 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. FY 2021 expenditures of \$0.



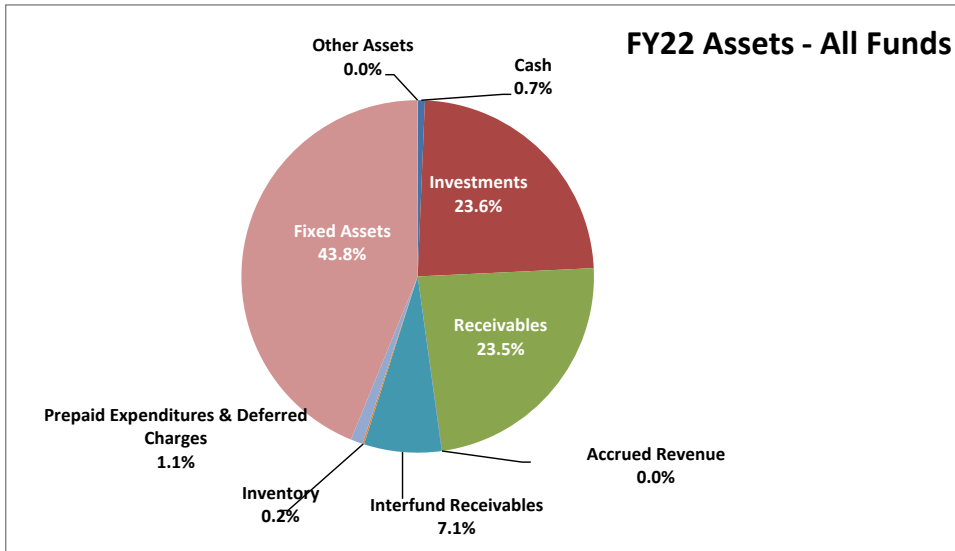
Clinton E. Gabbard  
President

**All Funds Statement of Net Position (Balance Sheet)**  
**February 28, 2022**

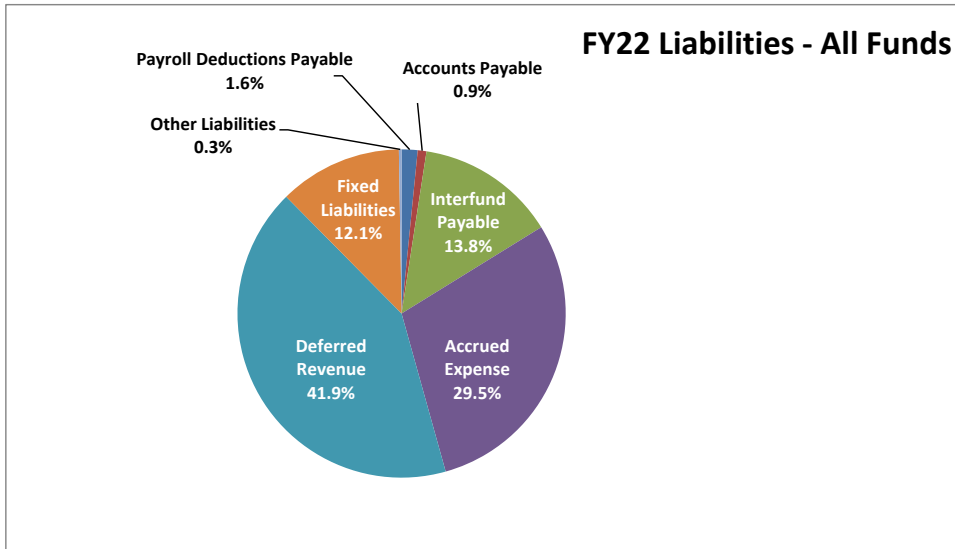
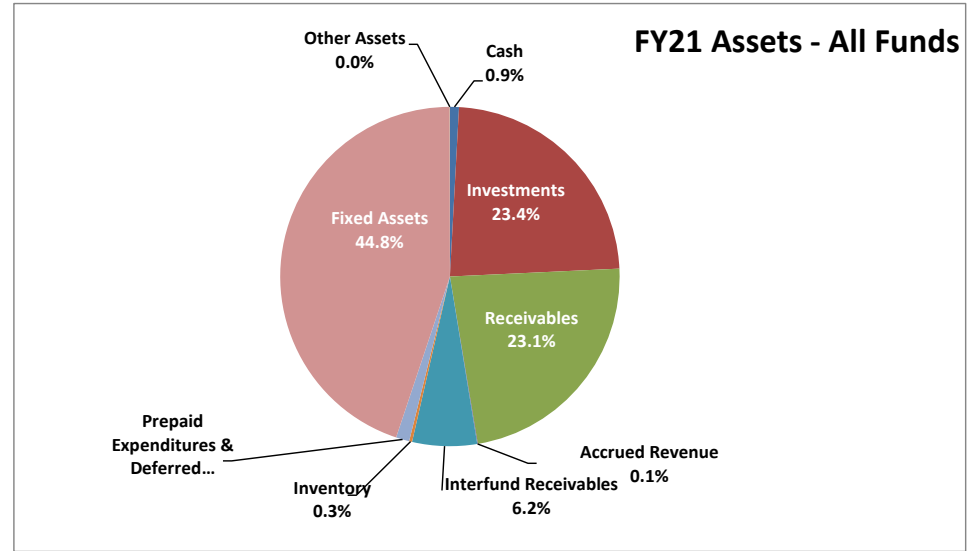
Funds Statement of Net Position (Balance Sheet)														
February 28, 2022														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,063,516	175,739.80	-	-	334,702.34	(0)	0	95,646	-	-	415,608	41,819	-	-
Investments	38,287,989	17,438,749	1,027,297	14,797,460	-	-	-	2,936,657	-	-	-	-	2,087,826	-
Receivables	38,170,956	33,907,721	2,616,182	-	-	17,194	852,415	-	-	-	-	75,000	702,444	-
Accrued Revenue	72,061	13,719	1,378	51,775	-	-	-	2,828	-	-	-	-	2,362	-
Interfund Receivables	11,541,341	4,023,224	6,707,048	0	-	671,219	(510,150)	-	-	-	0	0	0	650,000
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,789,454	929,877	10,155	-	-	27,241	27,879	-	-	119,183	-	-	81,438	593,681
Fixed Assets	71,081,167	-	-	-	-	-	-	-	71,081,167	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	162,278,274	56,489,029	10,362,060	14,849,235	334,702	963,084	370,145	3,035,132	71,081,167	143,541	415,608	116,819	2,874,069	1,243,681
Liabilities														
Payroll Deductions Payable	1,275,433	1,121,207	33,297	-	-	119,460	1,469	-	-	-	-	-	-	-
Accounts Payable	699,871	691,816	-	-	-	1,347	6,708	-	-	-	-	-	-	-
Interfund Payable	11,168,504	-	-	9,280,225	-	136,501	80,856	-	-	-	-	-	1,670,922	-
Accrued Expense	23,924,129	542,303	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	34,034,396	25,341,625	2,251,047	-	-	3,614	-	-	-	-	-	62,500	585,370	5,790,240
Fixed Liabilities	9,854,452	-	-	-	-	-	-	-	-	9,854,452	-	-	-	-
Other Liabilities	212,795	43,878	-	-	-	168,917	-	-	-	-	-	-	-	-
Total Liabilities	81,169,581	27,740,829	2,284,343	9,280,225	-	429,839	89,033	-	-	9,854,452	-	62,500	2,256,292	29,172,066
Designated Fund Balance	81,108,694	28,748,200	8,077,717	5,569,010	334,702	533,245	281,111	3,035,132	71,081,167	(9,710,911)	415,608	54,319	617,778	(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	76,650,177			5,569,010	0				71,081,167					
Liabilities, Protection, and Settlement	-37,165,060									-9,854,452			617,778	-27,928,385
Working Cash/Other Restricted	2,501,039						281,111	1,750,000			415,608	54,319		
Remaining Unassigned Balance	19,962,402	11,809,561	5,856,220	0	334,702	533,245	0	1,285,132	0	143,541	0	0	0	0

**All Funds Statement of Net Position (Balance Sheet)**  
**February 28, 2022**

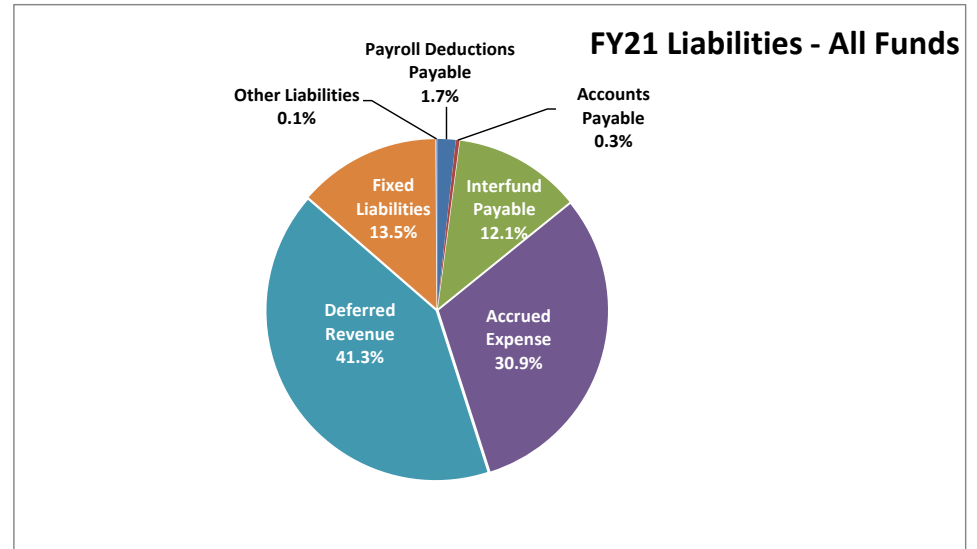
Total Assets = \$ 162,278,274



Total Assets = \$ 156,654,146



Total Liabilities = \$ 81,169,581



Total Liabilities = \$ 79,831,227



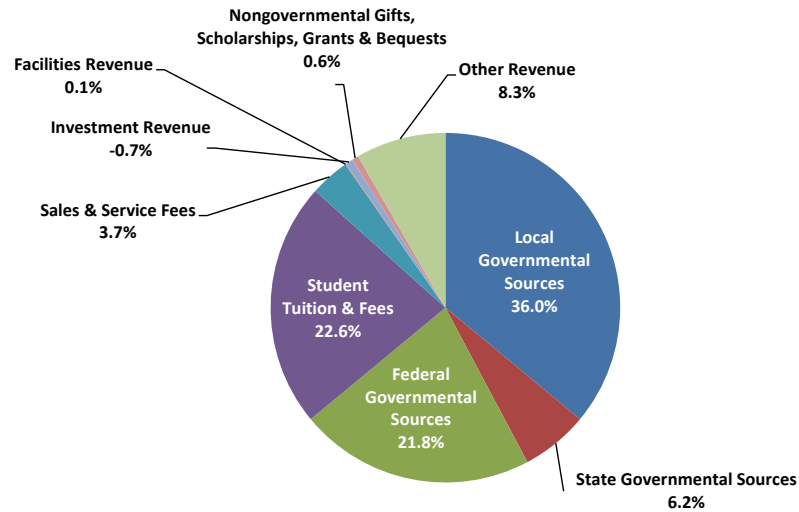
**All Funds Statement of Activities (Income Statement)**  
**February 28, 2022**

		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
<b>Revenue</b>														
Local Governmental Sources	19,506,171	17,255,784	1,732,632	-	-	-	-	-	-	-	-	49,971	467,783	-
State Governmental Sources	3,369,138	2,110,704	576,753	-	-	-	681,681	-	-	-	-	-	-	-
Federal Governmental Sources	11,794,523	-	-	-	-	-	11,794,523	-	-	-	-	-	-	-
Student Tuition & Fees	12,261,811	9,621,669	1,214,617	79,178	739,016	607,331	-	-	-	-	-	-	-	-
Sales & Service Fees	1,983,244	31,276	-	-	-	1,951,968	-	-	-	-	-	-	-	-
Facilities Revenue	31,121	16,566	-	-	-	14,555	-	-	-	-	-	-	-	-
Investment Revenue	(380,647)	(184,890)	(10,457)	(145,903)	-	-	-	(21,468)	-	-	-	-	(17,930)	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	335,598	12,486	-	-	-	2,855	194,523	-	-	-	125,734	-	-	-
Other Revenue	4,512,209	3,909,199	35,036	481,005	-	-	-	-	510,780	(481,005)	57,193	-	-	-
<b>Total Revenue</b>	<b>53,413,167</b>	<b>32,772,794</b>	<b>3,548,582</b>	<b>414,280</b>	<b>739,016</b>	<b>2,576,708</b>	<b>12,670,727</b>	<b>(21,468)</b>	<b>510,780</b>	<b>(481,005)</b>	<b>182,927</b>	<b>49,971</b>	<b>449,853</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	18,950,383	16,527,681	359,404	-	-	1,160,744	902,553	-	-	-	-	-	-	-
Employee Benefits	6,803,236	5,998,591	77,655	-	-	199,184	138,233	-	-	-	-	-	389,574	-
Contractual Services	3,534,647	1,842,865	903,362	18,773	-	289,592	426,055	-	-	-	-	54,000	-	-
General Materials & Supplies	4,292,597	1,626,353	753,034	-	-	860,187	1,053,024	-	-	-	-	-	-	-
Travel & Conference/Meeting	246,536	163,183	10,212	-	-	30,000	43,141	-	-	-	-	-	-	-
Fixed Charges	526,173	1,275,301	26,084	-	626,200	8,336	-	-	-	(1,470,998)	-	-	61,250	-
Utilities	673,843	138,362	535,481	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,434,704	21,740	998,901	481,005	-	12,699	1,242,521	-	(322,161)	-	-	-	-	-
Other Expenditures	9,311,650	548,286	-	-	-	5,531	8,579,563	-	-	-	178,269	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>46,773,770</b>	<b>28,142,362</b>	<b>3,664,133</b>	<b>499,778</b>	<b>626,200</b>	<b>2,566,274</b>	<b>12,385,091</b>	<b>-</b>	<b>(322,161)</b>	<b>(1,470,998)</b>	<b>178,269</b>	<b>54,000</b>	<b>450,824</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>6,639,397</b>	<b>4,630,433</b>	<b>(115,551)</b>	<b>(85,498)</b>	<b>112,816</b>	<b>10,435</b>	<b>285,636</b>	<b>(21,468)</b>	<b>832,941</b>	<b>989,993</b>	<b>4,658</b>	<b>(4,029)</b>	<b>(971)</b>	<b>-</b>
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	81,108,692	28,748,199	8,077,716	5,569,010	334,702	533,245	281,111	3,035,132	71,081,167	(9,710,912)	415,608	54,319	617,778	(27,928,385)

All Funds Statement of Activities (Income Statement)  
February 28, 2022

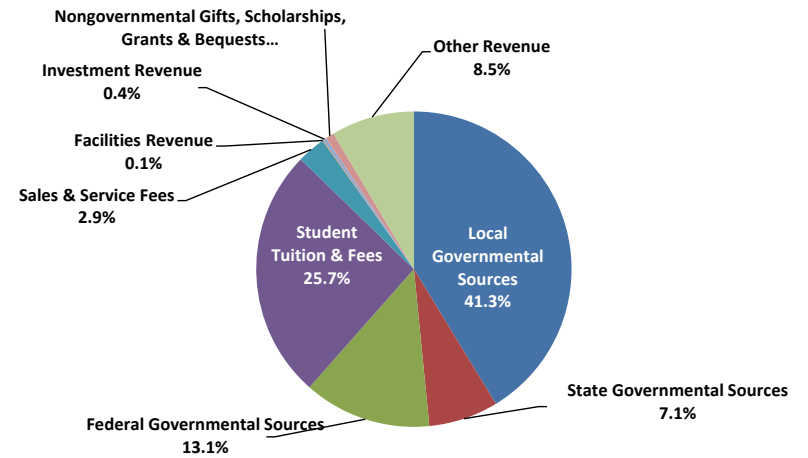
Total Revenue = \$ 53,413,167

**FY22 Revenue - All Funds**

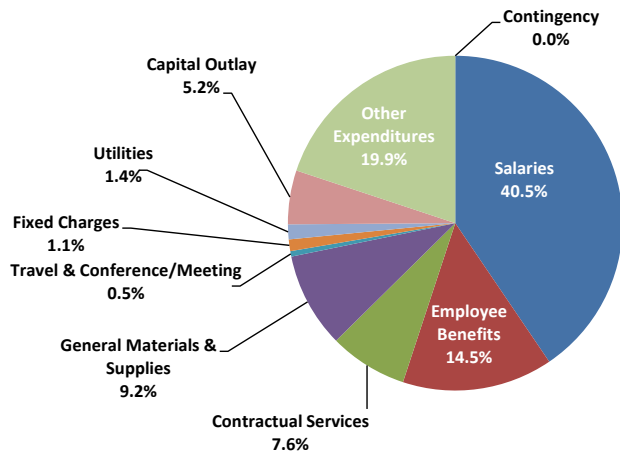


Total Revenue = \$ 46,774,929

**FY21 Revenue - All Funds**

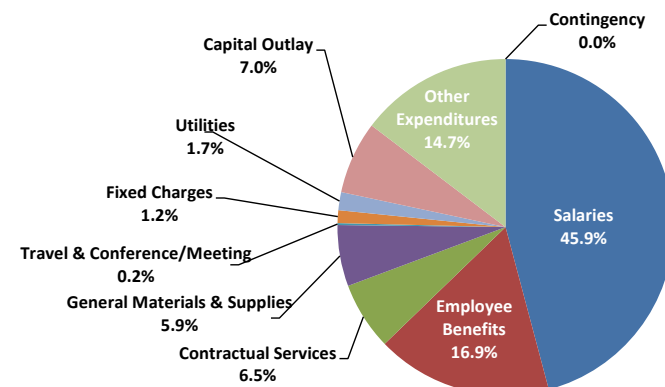


**FY22 Expenditures - All Funds**



Total Expense = \$ 46,773,770

**FY21 Expenditures - All Funds**



Total Expense = \$ 41,217,884

Operating Funds  
Net of SURS/Investments

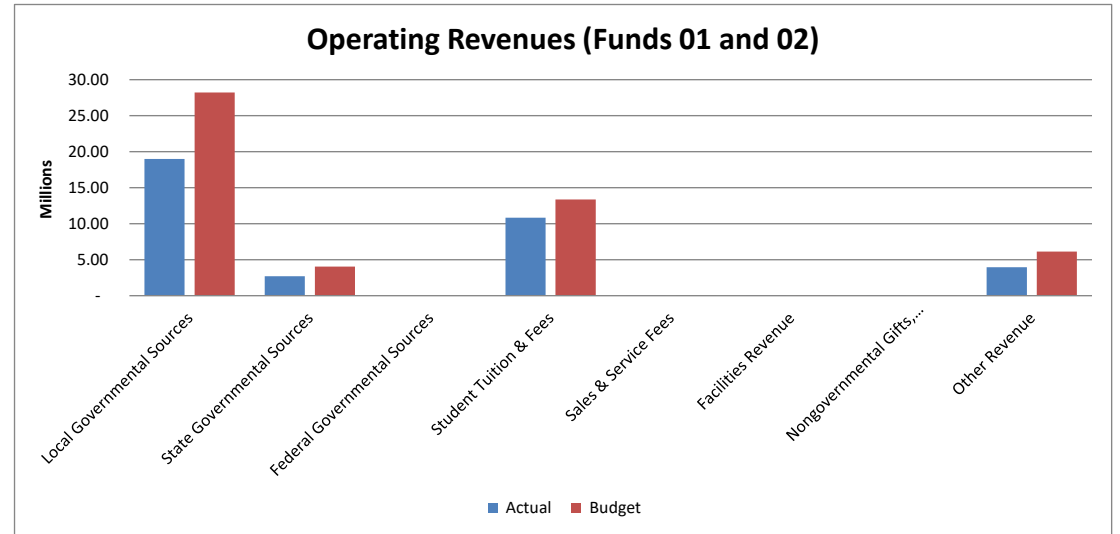
**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**

February 28, 2022

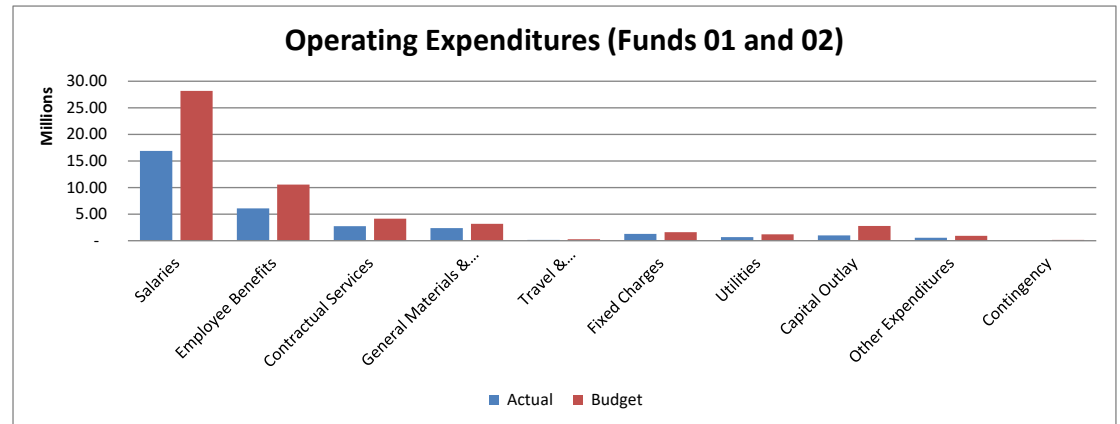
				FY21			
		FY22		YTD Actual to:		FY21	FY22 Act.
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Change Over FY21 Act.
<b>Revenue</b>							
Local Governmental Sources	\$ 18,988,416	\$ 18,700,791	\$ 28,225,058	101.5%	67.3%	\$ 18,442,628	\$ 545,788
State Governmental Sources	2,687,457	2,687,631	4,056,435	100.0%	66.3%	2,564,167	\$ 123,291
Federal Governmental Sources	-	-	-	0.0%	0.0%	48,709	\$ (48,709)
Student Tuition & Fees	10,836,286	9,649,590	13,350,427	112.3%	81.2%	10,656,406	\$ 179,880
Sales & Service Fees	31,276	34,950	52,750	89.5%	59.3%	1,427	\$ 29,849
Facilities Revenue	16,566	12,566	18,966	131.8%	87.3%	16,566	\$ -
Nongovernmental Gifts	12,486	7,288	11,000	171.3%	113.5%	2,291	\$ 10,195
Other Revenue	3,944,235	4,056,092	6,121,850	97.2%	64.4%	3,948,279	\$ (4,044)
<b>Total Revenue</b>	<b>\$ 36,516,723</b>	<b>\$ 35,148,909</b>	<b>\$ 51,836,486</b>	<b>103.9%</b>	<b>70.4%</b>	<b>\$ 35,680,474</b>	<b>\$ 836,249</b>
<b>Expenditures</b>							
Salaries	\$ 16,887,085	\$ 18,682,847	\$ 28,197,974	90.4%	59.9%	\$ 16,857,157	\$ 29,929
Employee Benefits	6,076,246	6,999,104	10,563,730	86.8%	57.5%	6,121,410	\$ (45,164)
Contractual Services	2,746,227	2,750,504	4,151,328	99.8%	66.2%	2,244,652	\$ 501,575
General Materials & Supplies	2,379,386	2,096,170	3,163,744	113.5%	75.2%	1,564,231	\$ 815,155
Travel & Conference/Meeting	173,395	182,138	274,901	95.2%	63.1%	64,572	\$ 108,823
Fixed Charges	1,301,386	1,071,066	1,616,557	121.5%	80.5%	1,355,321	\$ (53,936)
Utilities	673,843	803,355	1,212,502	83.9%	55.6%	715,076	\$ (41,233)
Capital Outlay	1,020,641	1,835,457	2,770,250	55.6%	36.8%	357,874	\$ 662,767
Other Expenditures	548,286	601,477	907,807	91.2%	60.4%	678,194	\$ (129,907)
Contingency	-	99,384	150,000	0.0%	0.0%	-	\$ -
<b>Total Expenditures</b>	<b>\$ 31,806,495</b>	<b>\$ 35,121,500</b>	<b>\$ 53,008,793</b>	<b>90.6%</b>	<b>60.0%</b>	<b>\$ 29,958,487</b>	<b>\$ 1,848,008</b>
<b>Surplus/(deficit)</b>	<b>\$ 4,710,228</b>	<b>\$ 27,409</b>	<b>\$ (1,172,307)</b>			<b>\$ 5,721,987</b>	<b>\$ (1,011,759)</b>
Net Transfers Out/(In)	\$ -		\$ 1,000,000			\$ 700,000	\$ (700,000)
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 4,710,228</b>	<b>\$ 27,409</b>	<b>\$ (2,172,307)</b>			<b>\$ 5,021,987</b>	<b>\$ (311,759)</b>
<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>4,710,228</i>	<i>27,409</i>	<i>(2,172,307)</i>			<i>5,021,987</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>				
<i>Calculated YTD Ending Fund Balance (b)</i>	<i>\$ 37,021,261</i>	<i>\$ 32,338,442</i>	<i>\$ 30,288,726</i>			<i>\$ 34,131,302</i>	

**Operating Funds - Statement of Activities**  
**February 28, 2022**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	18,988,416.09	28,225,058.00
State Governmental Sources	2,687,457.37	4,056,435.00
Federal Governmental Sources	-	-
Student Tuition & Fees	10,836,285.98	13,350,427.00
Sales & Service Fees	31,276.00	52,750.00
Facilities Revenue	16,566.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	12,486.30	11,000.00
Other Revenue	3,944,235.31	6,121,850.00
<b>Total Revenue</b>	<b>36,516,723.05</b>	<b>51,836,486.00</b>



<b>Expenditures</b>		
Salaries	16,887,085.13	28,197,974.00
Employee Benefits	6,076,245.95	10,563,730.00
Contractual Services	2,746,226.81	4,151,328.15
General Materials & Supplies	2,379,386.32	3,163,744.00
Travel & Conference/Meeting	173,395.22	274,900.85
Fixed Charges	1,301,385.54	1,616,557.00
Utilities	673,843.17	1,212,502.00
Capital Outlay	1,020,640.75	2,770,250.00
Other Expenditures	548,286.31	907,807.00
Contingency	-	150,000.00
<b>Total Expenditures</b>	<b>31,806,495.20</b>	<b>53,008,793.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>4,710,227.85</b>	<b>(1,172,307.00)</b>



\*#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 February 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 February 2022**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$117,582.46	\$236,963.56	\$243,925.72	\$110,620.30
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$63,769.51	\$1,491,765.26	\$1,480,803.55	\$74,731.22
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$73,580.64	\$73,580.64	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$2,684,113.72	\$2,684,113.72	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$2,763,074.34	\$3,271,670.73	\$4,954,519.67	\$1,080,225.40
Crystal Lake Bank & Trust <b>Operations</b>	\$137,629.77	\$2,383,907.45	\$2,408,723.56	\$112,813.66
Crystal Lake Bank & Trust <b>Payroll</b>	\$43,297.99	\$1,920,275.74	\$1,920,486.86	\$43,086.87

McHenry County College  
February 28, 2022

Investments

College Fund	Financial Institution	02/28/22 Investments	01/31/22 Investments	02/28/22 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$362,793	\$7,200	1%	see below	N/A	On Demand
Education	PFM Investments	17,089,674	17,137,218	45%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,028,675	1,031,390	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,952,668	6,984,925	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,394,235	7,400,705	19%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	143,164	143,164	0%	0.01%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,168	359,134	1%	see below	N/A	Various
Working Cash	PFM Investments	2,939,485	2,945,058	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,090,188	2,094,842	5%	see below	N/A	Various
	<b>Total</b>	<b>\$38,360,050</b>	<b>\$38,103,636</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Feb-22	Fiscal YTD
Education	(\$46,094)	(\$170,265)
Operations & Maintenance	(2,633)	(9,777)
Operations & Maintenance (Restricted)	(31,286)	(116,178)
Operations & Maintenance (Restricted CDB Projects)	(6,436)	(22,531)
Working Cash	(5,405)	(20,071)
Liability, Protection and Settlement	(4,514)	(16,763)
<b>Total</b>	<b>(\$96,368)</b>	<b>(\$355,585)</b>

Illinois Fund Rates - February 28, 2022

Annualized rate - Money Market	
Low	0.098%
High	0.141%
Average	0.116%

PFM Investment Rates - February 28, 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%	0.900%	0.170%	0.070%
At Market	0.300%	1.580%	0.810%	0.430%

\*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 \$1,759,860.97. Please note that the expenses are not segregated into the respective funds.

Recommendation

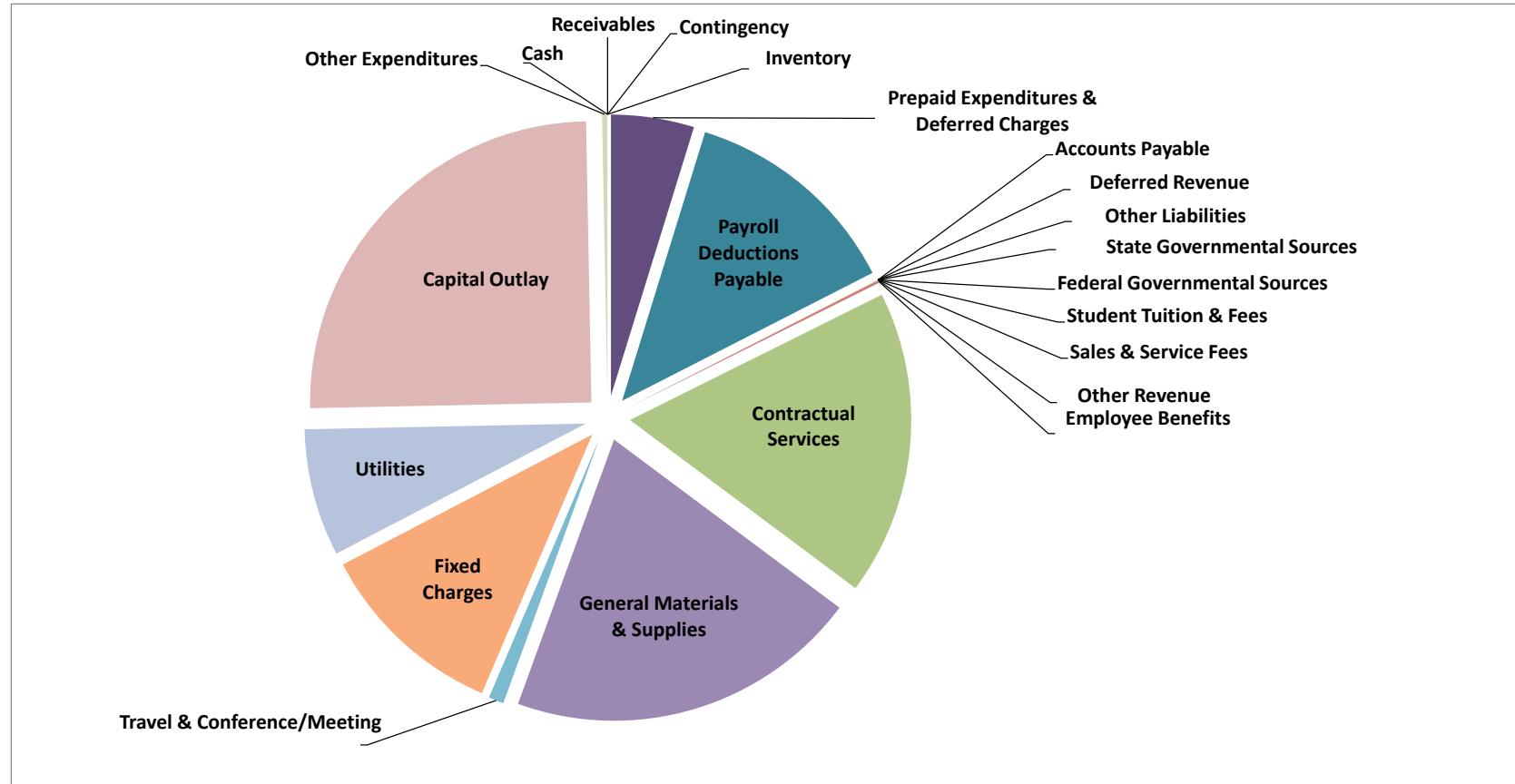
It is recommended that the Board of Trustees ratifies payment of the accounts payable check register for the period of February 1 - February 28, 2022, totaling \$1,759,860.97.

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

Clinton E. Gabbard  
President



## Distribution of Monthly Check Register Payments 2/1/22 through 2/28/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	339.40	0.02%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	2,584.00	0.15%
Prepaid Expenditures & Deferred Charges	83,950.00	4.77%	Contractual Services	308,916.43	17.55%
Payroll Deductions Payable	223,692.52	12.71%	General Materials & Supplies	358,040.65	20.34%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	15,401.75	0.88%
Deferred Revenue	0.00	0.00%	Fixed Charges	192,341.26	10.93%
Other Liabilities	0.00	0.00%	Utilities	128,939.59	7.33%
State Governmental Sources	0.00	0.00%	Capital Outlay	440,372.33	25.02%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	5,296.46	0.30%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,759,874.39</b>	<b>100.00%</b>

# Six Month Select Vendor History Report

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (9-Sep)	FY22: (10-Oct)	FY22: (11-Nov)	FY22: (12-Dec)	FY22: (1-Jan)	FY22: (2-Feb)
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					
<b>Engineering Total</b>					\$ 1,618.38	\$ 1,069.38	\$ 549.00	\$ -	\$ -	\$ -	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$2,538.43	494.10	463.61	420.25	469.51	235.23	455.73
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$97,440.69	24,111.22	20,699.64	20,755.62	15,442.24	3,417.20	13,014.77
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,132.01	367.23	255.92	307.72	953.50	38.58	209.06
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,336.15	831.50	1,320.50	763.00	1,246.30	279.70	895.15
<b>Food Vendor Total</b>					\$ 107,447.28	\$ 25,804.05	\$ 22,739.67	\$ 22,246.59	\$ 18,111.55	\$ 3,970.71	\$ 14,574.71
Landscaping	53	Contractual Services	0394808	COUNTRYSIDE GARDEN	\$1,000.00		1,000.00				
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00	250.00	250.00	250.00	250.00	250.00	
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$3,841.94			3,841.94			
<b>Landscaping Total</b>					\$ 6,091.94	\$ 250.00	\$ 1,250.00	\$ 4,091.94	\$ 250.00	\$ 250.00	\$ -
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$6,609.00	446.25	1,200.00		2,169.00	1,893.75	900.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$26,703.06	3,443.75		9,578.35	9,270.00	4,410.96	
<b>Legal Total</b>					\$ 33,312.06	\$ 3,890.00	\$ 1,200.00	\$ 9,578.35	\$ 11,439.00	\$ 6,304.71	\$ 900.00
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$383,837.42	23,533.32	120,338.21	68,961.30	105,228.69	30,914.43	34,861.47
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$66,155.20	6,100.00	6,743.48	4,176.88		17,563.64	31,571.20
Temporary Staffing	55	Travel & Conference/Meeting	0396989	WORKING WORLD INC	\$9,660.00			6,000.00		3,660.00	

Request to Approve  
Compressed College Work Schedule for Summer 2022

Information

The College has followed a Monday-Thursday, four, 10-hour day work schedule for the last twelve summers. The College has closed on Fridays, Saturdays, and Sundays during this time. The Shah Center in McHenry has remained open, and exceptions were made for select areas of the Crystal Lake (main) campus to operate in isolation as needed. The College continues to experience electricity savings from being closed on Fridays during the summer.

The College would like to continue the compressed schedule during Summer 2022. The proposed schedule will begin on May 30, 2022 and end on July 30, 2022. The College would resume the regular work schedule on August 1, 2022.

Recommendation

It is recommended that the Board of Trustees approves a compressed College work schedule for Summer 2022, to begin on May 30, 2022 and end on July 30, 2022.



Clinton E. Gabbard  
President

Access Roadway and Dock Project 810-066-018  
Increase in Local MatchInformation

The Access Roadway and Dock project was submitted to the State for \$560,000.00 with a 25% local match by the College. Upon notification of award by the State, the College set up the required trust to deposit the local match of \$140,000.00. This trust was required prior to project approval by the Capital Development Board (CDB) on November 12, 2019.

On June 11, 2021, the CDB initially opened the bid for this project but had to rebid due to non-compliance with CDB bid procedures. Consequently, the bid was redone, and the following bids are listed below:

August 8, 2021 Re-Bid Results	
Panoceanic	\$ 509,217.00
Schroeder	\$ 472,999.00

At the June 2021 Board of Trustees meeting, the College brought forward a request to increase the local share for this project and was supported by the full Board. However, due to the rebid, the approval requires modification based on the approved results.

Schroeder Asphalt Service, Inc. is awarded the bid with a contingency for a total of \$544,316.00 with an added estimate for Architect/Engineering (A/E) fees of \$77,000.00 for a total budget cost of \$621,316.00. This amount is \$61,316.00 over the total CDB authorized budget of \$560,000.00.

		Sub Total	Total	Local Share	State Share	Total
A	CDB Budget		\$560,000.00	\$ 140,000.00	\$420,000.00	\$ 560,000.00
B	Low Bid	\$ 472,999.00				
C	Contingency (B*15.08%)	\$ 71,317.00	\$544,316.00			
D	Add: A/E Fees	\$ 77,000.00	\$621,316.00			
E	Overage 100% Local (D-A)		\$ 61,316.00	\$ 61,316.00	\$ -	\$ 61,316.00
				\$ 201,316.00	\$420,000.00	\$ 621,316.00

While it is not likely that the full contingency would be required unless an event such as soil condition(s) would require remediation before asphaltting, there always remains a chance some contingency funds may be used.

### Recommendation

It is recommended that the Board of Trustees approve the increase of \$61,316.00 as part of the 25% match for the local share from \$140,000.00 to an amount not to exceed \$201,316.00 for the Access Roadway and Dock Project CDB Project 810-066-018.

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

Clinton E. Gabbard  
President

Request to Extend Lease  
Three 15-Passenger Buses

Information

In December 2014, a Board Report to lease three new 15-passenger buses was approved by the Board of Trustees. The leased vehicles were delivered to the College in February 2015 and have since been in use. The initial three-year leases expired in February 2018. At that time, the College again investigated its options of either purchasing three new 15-passenger buses or going with a lease program. After a careful cost analysis, it was determined that the lease costs on a per-year basis over a multi-year term would be the lowest cost to the College. The additional four-year lease is expiring. Due to a lack of inventory and extended supply lead times for new replacement equipment for up to 18 months, our options are limited. In order to ensure the availability of appropriate equipment, a request for an additional one (1) year lease extension has been supplied. The lease option ensures the College has vehicles that are reliable and safe for the transportation of our students, faculty, and administration.

Because the existing passenger busses are currently in use and customized with MCC graphics, and new equipment is current unavailable, this qualifies as a sole source for equipment.

The total expense for three 15-passenger buses over the one-year term of the lease is \$31,500.00.

The expense for this vehicle lease is budgeted in the Vehicle Expense Account in the Buildings and Grounds Fund.

Recommendation

It is recommended that the Board of Trustees approve a one-year lease extension for the three 15-passenger buses from Midwest Transit Equipment, Inc. in Kankakee, IL for \$31,500.00.



Clinton E. Gabbard  
President

Request to Renew  
Annual PeopleAdmin Cloud-Based Service

Information

PeopleAdmin is the cloud-based, online job Applicant Tracking System used by MCC since 2013. It improves the job application experience for candidates by accommodating online submittals of applications, resumes and transcripts, and providing feedback on the status of their job search. This service also provides automation and efficiencies to the employment process for Human Resources (HR), hiring managers, and search teams. The College has benefited from the use of this service and wishes to renew. Overall, the system automates the job search, application, and review process, streamlining time and resources.

MCC pays an annual license and subscription fee for PeopleAdmin, which covers usage rights, system management and updates, shared account authentication, and user support. The College is proposing a one-year contract renewal with PeopleAdmin for the Applicant Tracking System, the HireRight Integration, two Position Type licenses, and Single Sign On services at a total cost of \$28,165.66 for the term May 2, 2022, through May 1, 2023.

Renewal of existing PeopleAdmin licenses and subscription fees are as follows:

Description	Total
PeopleAdmin Applicant Tracking System (First-years' Time Frame: May 2, 2022, through May 1, 2023)	\$22,497.34
PeopleAdmin ATS Position Type (Time Frame: May 2, 2022, through May 1, 2023)	\$2,084.16
PeopleAdmin ATS Position Type (Time Frame: May 2, 2022, through May 1, 2023)	\$2,084.16
PeopleAdmin Hire Integration HireRight (Time Frame: May 2, 2022, through May 1, 2023)	\$0.00
PeopleAdmin SSO Sibboleth (Time Frame: May 2, 2022, through May 1, 2023)	\$,1500.00 (est)
<b>Total</b>	<b>\$28,165.66</b>

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph" and exemption (f) which reads, "purchases 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 and FY 2023 IT DevOps account within the Education Fund.

### Recommendation

It is recommended that the Board of Trustees approves the annual license and subscription fees' renewal for the Applicant Tracking System, the HireRight Integration, two Position Type licenses, and Single Sign On services for \$28,165.66 from PeopleAdmin/PowerSchool Group, LLC, of Folsom, CA.

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

Clinton E. Gabbard  
President



Request to Approve  
Renewal of Talkspace

College students are facing significant mental health challenges, some of which have been exacerbated by the COVID-19 pandemic. When McHenry County College returned to on-campus and hybrid operations in Spring 2021, instructors and staff noticed more student mental health concerns such as depression and anxiety. Talkspace helps MCC meet the requirements of Illinois Mental Health Early Action on Campus Act (110 ILCS 58) by increasing the College's capacity to provide counseling services to students in need. With our contract, students can receive unlimited voice, text, and video messaging therapy, as well as one live 30-minute synchronous teletherapy session per month.

We are requesting to renew our contract with Talkspace until March 2023. Talkspace has vastly multiplied our ability to provide counseling to our students. MCC launched Talkspace in March 2021, and the latest quarterly report (Quarter 4) shows that through 12/31/21, 177 students registered for Talkspace. In January and February 2022, an additional 31 students registered, bringing the total to 208 since launch. Over the course of a year, it would be extremely difficult for a staff counselor to see 208 individual clients, and impossible for them to be seen on an ongoing basis. While individuals in our community typically wait days to weeks to see a counselor, 99.44% of our Talkspace users are offered an available Talkspace therapist at the time of their request/registration.

Talkspace has also proven to be an effective introduction to therapy. Of our users, 60.8% have never had therapy before their registration with Talkspace. Most users (71.35%) are between 18 – 25 years old, and are seeking help for Anxiety (29.61%), and for feeling down or depressed (18.99%). Of those who are seeking help for depression and have completed the optional baseline survey and at least one follow-up survey, 64.1% report symptom improvement.

We are requesting to renew our Talkspace contract for an additional year. This project has not been bid out because it is a renewal. When it was first approved, it was exempt from bidding:

*This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;"*

This expense is budgeted in the HEERF II/ Title III: Pathways to Persistence grant.

Recommendation

It is recommended that the Board of Trustees approves the Talkspace Renewal from Talkspace of New York, NY for \$79,800.00.



Clinton E. Gabbard  
President

Request to Approve  
Samaritan Counseling Community Partnership

McHenry County College was awarded the Learning Renewal Plan grant for \$65,531.00 of educational funding through the American Rescue Plan Act to address unprecedented interruptions to classroom learning and development. Funding is to be used for student Social Emotional Support. With this funding, MCC is requesting to use \$30,275.00 to contract/partner with Samaritan Counseling to enhance the accessibility of behavioral counseling resources for students most disadvantaged by COVID-19 circumstances.

MCC will collaborate with local mental health professionals for regularly scheduled on-campus crisis response services. Our current services include one licensed administrator, who does not have the capacity to see all students. Immediate response when a student is most in crisis is where face-to-face support is the most essential. Collaborating with Samaritan Counseling will allow for expanded mental health support to our students where they need it the most. Additionally, the partnership will allow for ongoing and consistent training for both students and staff, enhancement of our web resources, and ability to create regular messaging to our students about the topic of mental health.

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 (a) which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;"

This expense is budgeted in the GEER II-Learning Renewal Plan contractual services account in the Restricted Purposes Fund. Funding for this purchase is from the Illinois Community College Board Learning Renewal Plan Grant.

Recommendation

It is recommended that the Board of Trustees approves the services for online education platform from Samaritan Counseling in Barrington, IL for \$30,275.00.



Clinton E. Gabbard  
President

Administrative Appointments for FY 2023

Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees and President of the College. It is recommended that the appointments of the College Administrators holding the positions listed below be extended through FY 2023:

Assistant Vice President of Facilities Management  
Assistant Vice President of Finance  
Assistant Vice President of Student Affairs  
Associate Dean of Allied Health/Director of  
Health Information Technology Programs  
Associate Vice President of Academic Affairs  
Associate Vice President of Workforce  
Development  
Chief Financial Officer/Treasurer  
Chief Information Officer  
Chief of Police  
Dean of Arts and Humanities  
Dean of Career and Technical Education  
Dean of Mathematics and Sciences  
Dean of Social Sciences and Public Services  
Director of Access and Disability Services  
Director of Adult Education  
Director of Athletics, Intramurals & Recreation  
Director of Business Services  
Director of Center for Agrarian Learning  
Director of College and Career Readiness  
Director of Community Education  
Director of Employee Development  
Director of Enrollment Services  
Director of Financial Aid  
Director of Food Services  
Director of Grants  
Director of Human Resources Operations  
Director of Infrastructure and Security

Director of Institutional Research  
Director of Nursing Program  
Director of Occupational Therapy Assistant  
Program  
Director of Pathways to Success  
Director of Student Engagement and Support  
Director of Student Retention and Conduct  
Director of Student Success  
Director of Sustainability  
Director of Teaching and Learning  
Director of the Center for Agrarian Learning  
Director of The MCC Store  
Director of Upward Bound Program  
Executive Director of Friends of MCC Foundation  
Executive Director of Human Resources  
Executive Director of Marketing and Creative  
Services  
Farm Practicum Director, Center for Agrarian  
Learning  
Manager of Applied Technology Laboratories  
Manager of Conference and Event Services  
Manager of IL Small Business Development  
Center  
Manager of Nursing Laboratory  
Manager of PTA Clinical Education Coordination  
Vice President of Human Resources  
Vice President of Marketing, Communications  
and Development  
Vice President of Student Affairs

Recommendation

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



Clinton E. Gabbard

Appointment of Replacements  
Director of Business Services and Director of Employee Development

Information

The retirement of Jennifer Jones effective August 31, 2021, created a vacancy for full-time administrative position of Director of Business Services. James (Jim) Julison, has been approved to fill this position. Mr. Julison has a Bachelor's Degree from Harvard Business School, Boston Massachusetts, His experience is as follows:

2019 – 2021	Strategic Sourcing Thomson Linear, Marengo, IL
2018-2019	Director, Supply Chain RathGibson, Janesville, WI
2018-2019	Senior Sourcing Manager IDEAL Industries, Sycamore, IL

After conducting an external search with thirteen applications received, thirteen met the position minimum requirements, and the search committee interviewed three candidates, a hire was not successful. Mr. Julison was contracted through a search firm starting in December 2021 and was extended an offer of employment starting March 14, 2022, pending Board approval.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	12- Month Salary
A4	\$74,011.48	\$98,680.23	\$123,348.99	\$26,233.14	\$108,539.68	\$90,000

**Classification:** Administrative/Full-Time, 12-month, Exempt

**Position Summary:** Oversee and direct the purchasing, surplus, insurance program, Shipping and Receiving, and Mailroom operations of the College.

**Qualifications/Desired Qualifications:**

- Bachelor's Degree from a regionally accredited institution
- Five years of experience in the public purchasing field with three years of supervisory experience
- Strong report writing and presentation skills
- Experience dealing with insurance claims and policy renewals in liability and worker's compensation insurance
- Master's Degree from a regionally accredited institution in a related field, emphasis in business field

Information

The retirement of Patricia Stejskal effective April 20, 2020, created a vacancy for full-time administrative position of Director of Employee Development. Luanne Mayorga, has been approved to fill this position. Ms. Mayorga has a Doctorate Degree from Northern Illinois University, DeKalb IL. Her experience is as follows:

Jan 2021 – Dec 2021	Chief Engagement Officer Anderson Humane, South Elgin, IL
---------------------	--

Aug 2017- Dec 2020

Executive Director, Econ IL  
Northern Illinois University, DeKalb, IL

Aug 2013- Aug 2017

Founding Director  
Springboard/Research Associate

After conducting an external search with seven applications received, five met the position minimum requirements, and the search committee interviewed two candidates. Ms. Mayorga was extended an offer of employment starting March 28, 2022, pending Board approval.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	12- Month Salary
A5	\$82,231.78	\$106,902.49	\$131,573.21	\$26,233.14	\$100,523.04	\$100,000.00

**Classification:** Administrative/Full-Time, 12-month, Exempt

**Position Summary:** The Director, Employee Development provides leadership in conjunction with the VPHR, to the College's learning and development initiatives through a variety of content and adult learning delivery methods. The Director will effectively interact with a wide range of stakeholders to develop or procure leadership, technical, compliance, skill, and professional development programs, and monitor their effectiveness. Incorporating the College's Behaviors of Excellence, strategic values, diversity, equity, belongingness, and inclusion (DEBI) principles, and a competency-based framework into learning outcomes will be a central focus. This is a hands-on role requiring planning, tracking, and detailed project organization and execution. Primary goals are to reimagine and redesign the staff and administrators learning experience, increase skill and knowledge sets, improve the College's internal pipeline of skilled employees who can take the next career opportunity as it becomes available, and enhance employee engagement.

**Qualifications/Desired Qualifications:**

- Master's degree from a regionally accredited institution
- Five or more years of demonstrable experience in adult education, training, organizational development and/or instructional design, ideally within a community college setting
- Experience using data to improve processes, introduce and grow
- Doctorate in Higher Education from a regionally accredited institution in Instructional Technology, Instructional Design, Curriculum, and Instruction.
- APTD or CPTD Certification from Association for Talent Development (ATD) highly preferred, or certificates in training design and delivery, facilitation, instructional design, or performance improvement
- Knowledge of Clifton StrengthsFinder to maximize individual and team performance

Recommendation

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



Clinton E. Gabbard  
President

Request to Purchase  
Fire Science Ladder Truck

Each semester, MCC provides essential training to the future firefighters of McHenry County. A key component of this training is the use of ladders and aerials. The College currently relies on the support of local fire departments to supply Ladder Trucks for our fire academies and select fire science classes (both credit and continuing education). As the fire departments in McHenry County have assigned a team their Ladder Trucks, they are not able to loan them out to MCC for training as easily or as frequently as in the past. We have had to rely on a single department for a Ladder Truck the past several years and now have a need for our own Ladder Truck.

The purchase of this Ladder Truck for the Fire Science Department at McHenry County College will allow us to better prepare students for the field. Currently, students are able to climb aerials only once or twice in training due to limited availability of a Ladder Truck. The purchase of this equipment will enhance the quality and safety of this essential training, better preparing students for practical exams that are required by the Illinois Office of the State Fire Marshal Certification Program.

This is a sole source purchase. Stowe Township Volunteer Fire Department is the only source of this custom truck, which was selected based upon serviceability, durability, and performance as compared to value and availability. Pierce Manufacturing builds custom trucks, rather than commercial chassis found on dealers' lots. This truck includes custom equipment such as lighting, ladders, hydraulic rescue tools, a generator, saws, fans, basket, and hand tools.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total (\$35,000.00)
1990 Pierce Custom 105' Aerial	Stowe Township Volunteer Fire Department	\$35,000.00

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption(i) purchases of equipment previously owned by some entity other than the district itself."

This expense is budgeted in the capital account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Fire Science Ladder Truck from Stowe Township Volunteer Fire Department of McKees Rocks, PA for \$35,000.00.



Clinton E. Gabbard  
President

Rollover Agreement between the Board of Trustees of McHenry County College  
and the  
McHenry County College Faculty Association

Information

The current, three-year faculty contract, which took effect in August 2019, expires at the end of the Summer 2022 semester. A team of five administrators and four faculty members met frequently from October 2021 through February 2022 to negotiate terms of a new contract. In February, the parties agreed to pause the negotiation and enter into a Memorandum of Understanding (MOU) to roll over the contract for an additional year. The attached MOU incorporates all contract language changes the two teams agreed to during the negotiation period. The MOU was ratified by the faculty union membership.

If approved, the MOU would remain in effect until the day proceeding the first faculty employment day in the 2023-2024 academic school year.

Recommendation

It is recommended that the Board of Trustees approves the attached Memorandum of Understanding with the McHenry County College Faculty Association, which will roll over the contract for an additional year and incorporates all contract language changes that were agreed to during the negotiation period. This will remain in effect until the day proceeding the first faculty employment day in the 2023-2024 academic school year.



Clinton E. Gabbard  
President

**MEMORANDUM OF UNDERSTANDING  
ROLLOVER OF 2019-2022 COLLECTIVE BARGAINING AGREEMENT**

**THIS MEMORANDUM OF UNDERSTANDING** is made and entered by and between the Board of Trustees of Community College District No. 528, McHenry County College (the “College”) and the McHenry County College Faculty Association (the “Association”) (collectively, “the Parties”), to memorialize the agreements between the College and the Association concerning a rollover of the Parties’ 2019-2022 Collective Bargaining Agreement.

**WHEREAS**, the Association is the exclusive bargaining representative for the College’s full-time faculty members;

**WHEREAS**, the College and Association executed a Collective Bargaining Agreement on June 27, 2019, which is effective and in full force until the day preceding the first faculty employment day in 2022-2023 (the “2019–2022 CBA”);

**WHEREAS**, in or around October 20, 2021, the Parties began successor bargaining of the 2019-2022 CBA;

**WHEREAS**, the Parties have agreed to rollover the terms and conditions of the 2019-2022 CBA for a period of one (1) year as set forth below; and

**NOW THEREFORE** in consideration of the promises and mutual undertakings and agreements of the parties hereto, it is hereby agreed by the College and the Association as follows:

1. Rollover of 2019-2022 CBA

All terms and conditions under the 2019-2022 CBA, except those specifically addressed in this Memorandum of Understanding, shall continue in full force and effect until the day preceding the first faculty employment day in 2023-2024.

The first faculty employment day in 2022-2023 through the day preceding the first faculty employment day in 2023-2024 shall be referred to as the “Rollover Period.”

2. Base Salary Increase

The Parties understand and agree that each faculty member’s salary, as provided for pursuant to the 2019–2022 CBA, shall increase in accordance with the AY2023 Salary Schedule Matrix, and built upon the Salary Schedule Index Matrix as attached hereto as Exhibit B.

3. Impact on Tentative Agreements

The Parties understand and agree that the tentative agreements reached during successor bargaining of the 2019–2022 CBA, attached hereto as Exhibit A, shall be held over until, and considered as part of, the resumption of successor bargaining efforts.

4. Effect of Agreement

This Memorandum of Understanding applies specifically to the Rollover Period.

5. Effective Date

This Memorandum of Understanding is effective immediately upon execution.



6. Counterparts

This Memorandum of Understanding may be executed in two (2) or more counterparts, in hard-copy or electronic format, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the Association and the College have caused this Memorandum of Understanding to be executed by the signatures of their authorized representatives as set forth below.

**McHenry County College  
Faculty Association**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Board of Trustees, McHenry  
County College, Community College  
District No. 528**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **Exhibit A-Tentative Agreements**

### **Section 6.1. No Discrimination**

- A. In accordance with applicable federal and state law, neither the Board nor the Association shall discriminate on the basis of a faculty member's race, color, creed or religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disabilities, military status, sexual orientation, gender-related identity, pregnancy, unfavorable discharge from military service, or other factors prohibited by law. Any disagreement concerning the interpretation and application of this paragraph shall be resolved through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this agreement, unless the grievant and Association shall waive all rights to use any procedure other than the grievance procedure, provided nothing herein shall preclude the use of steps 1 and 2 of the grievance procedure.
- B. As a duly elected body exercising governmental power under the law of the State of Illinois, the Board agrees that it will continue not to discourage directly or indirectly, or deprive any faculty member their rights in the enjoyment of any rights under the laws of Illinois or the Constitution of the United States. Any dispute concerning said rights shall be resolved through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement, unless the Association, grievant, and Board agree otherwise. The Board will continue not to discriminate against any faculty member with respect to hours, wages, terms, or conditions of employment by reason of their membership in the Association or their participation in negotiations with the Board or to discriminate against any faculty member in their institution of any grievance, complaint, or proceeding under this Agreement.

### **Section 6.4. Distribution of Contract and Board Policy Manual**

- A. Within thirty (30) working days following ratification and execution of this Agreement by both parties, the Board will provide one (1) signed electronic copy of the Agreement to the Association President and will also post a copy of the Agreement electronically.
- B. Board Policy manual available electronically.

### **Section 6.7. Faculty Handbook**

The Faculty Handbook is a resource meant to outline procedures and practices of the institution. The handbook reflects expectations, standards, and content agreed upon by Academic Council Chair, the Faculty Association President, and the CAO.

- A. Changes (updates, additions, or deletions) to content in the Faculty Handbook will follow the established process as defined by the Academic Procedures and Practices (APP) committee, in collaboration with the CAO and their instructional leadership team.
- B. Changes to existing materials in the Faculty Handbook may happen throughout the academic year for the purpose of maintaining accuracy to existing procedures and practices. Approved changes shall be communicated to the faculty through the Academic Council.
- C. The Faculty Handbook will be posted electronically.
- D. Faculty are expected to know and comply with the procedures and practices listed in the Faculty Handbook. Faculty are expected to know and comply with changes within two (2) months of the item being announced at the All Academic Council meeting.

## **Section 11.2 Determination of Seniority**

- A. An Institutional Seniority List for reduction-in-force shall be compiled, mutually agreed upon, and posted electronically on an annual basis by November 1. This list reflects each faculty member's seniority date as defined in Section 11.1.
- B. At the start of each academic year, a team shall convene to update the Institutional Seniority List. This team will be comprised of the CAO and designees, Association President, Academic Council Chair, and the Negotiations Chair. Faculty removed from the Institutional Seniority List will be done with mutual agreement with prior notice to the faculty.

A tenured faculty member shall be included on the Institutional Seniority List for each discipline for which they were hired and/or appointed based upon the guidelines below. An appointment, different from an assignment, is recognition from the Administration that a faculty member is considered a full-time faculty member in that discipline.

### **1. Appointment to switch discipline(s)**

- a. If a tenured faculty member is appointed to switch to a different discipline in lieu of a reduction-in-force, the faculty shall lose placement in prior discipline(s).
- b. In the event of a curricular reorganization resulting in course prefix changes, the tenured faculty member will be appointed to the new course prefix(es) in which the tenured faculty member taught in the previous curricular organization, as mutually agreed to by the team previously described in 11.2.B.

### **2. Appointment to an additional discipline(s)**

If a tenured faculty member is appointed to teach in an additional discipline, the faculty shall gain placement in the additional discipline(s) and shall maintain placement in the original discipline(s), for an agreed upon time, based upon the following qualifications:

- a. The faculty maintains currency.
  - i. Currency varies widely by discipline and will be mutually agreed upon between the Administration and the Association prior to placement in the additional discipline.
  - ii. Typical ways to stay current may include:
    - Professional work within the discipline
    - Active engagement with discipline-based organizations
    - Continued professional development or education in the discipline
    - Active engagement in the discipline pedagogy as evidenced through effective teaching within the past three (3) academic years
- b. The faculty meets minimum qualifications.

3. A tenured faculty member will maintain discipline placement on the Institutional Seniority List so long as the faculty member maintains currency and minimum qualifications in that discipline. A faculty member will be notified and given time to remedy a deficiency before being removed from a discipline.
- C. Newly hired faculty shall be added to the next published Institutional Seniority List, noting their status as non-tenured. Following the attainment of tenure, the notification shall be removed.
- D. The annually approved Institutional Seniority List shall be considered an addendum to the CBA.
- E. If seniority between two (2) or more faculty members is found to be the same, the faculty member with the most classes taught (semesters worked for Librarians) during all MCC service over the three (3) years prior to being hired full-time shall be deemed senior, and if still the same, such identical seniority shall be resolved by the flip of a coin or lot.
- F. Unpaid leaves (Section 13.2) of more than one (1) semester's duration shall not be included in the computation of seniority. Sponsored Professional Development Leaves (Section 13.1) shall be included in the computation of seniority. Interim appointments shall be included in the computation of seniority. Permanent appointments outside of the Association shall not be included in the computation of seniority.

**Section 12.2. Salary Schedule Base**

The salary schedule base shall be \$47,600 in AY 2023.

**Section 12.8. Summer/Overload Pay**

Overload pay will be time worked in excess of thirty (30) contact hours per contract year for classroom faculty members. Summer/Overload Compensation Pay shall be:

\$1,140.00 in AY 2023 per contact hour

Librarian hourly overload rate:

\$54.50 in AY 2023, per hour

**Exhibit B – Salary Schedule Index Matrix/Salary Schedule Matrix**

	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	1.00*	1.06	1.12	1.18	1.25	1.32	1.39	1.45
<b>2</b>	1.06	1.12	1.18	1.24	1.31	1.38	1.45	1.51
<b>3</b>	1.12	1.18	1.24	1.30	1.37	1.44	1.51	1.57
<b>4</b>	1.18	1.24	1.30	1.36	1.43	1.50	1.57	1.63
<b>5</b>	1.24	1.30	1.36	1.42	1.49	1.56	1.63	1.69
<b>6</b>	1.30	1.36	1.42	1.48	1.55	1.62	1.69	1.75
<b>7</b>	1.36	1.42	1.48	1.54	1.61	1.68	1.75	1.81
<b>8</b>	1.42	1.48	1.54	1.60	1.67	1.74	1.81	1.87
<b>9</b>	1.46	1.52	1.60	1.66	1.73	1.80	1.87	1.93
<b>10</b>	1.50	1.56	1.64	1.72	1.79	1.86	1.93	1.99
<b>11</b>	1.54	1.60	1.68	1.76	1.85	1.92	1.99	2.05
<b>12</b>	1.58	1.64	1.72	1.80	1.91	1.98	2.05	2.11
<b>13</b>	1.62	1.68	1.76	1.84	1.95	2.04	2.11	2.17
<b>14</b>	1.66	1.72	1.80	1.88	1.99	2.10	2.17	2.23
<b>15</b>	1.69	1.76	1.84	1.92	2.03	2.16	2.23	2.29
<b>16</b>		1.79	1.88	1.96	2.07	2.22	2.29	2.35
<b>17</b>			1.91	2.00	2.11	2.26	2.35	2.41
<b>18</b>				2.03	2.15	2.30	2.41	2.47
<b>19</b>					2.19	2.34	2.45	2.53
<b>20</b>					2.22	2.38	2.49	2.59
<b>21</b>						2.42	2.53	2.63
<b>22</b>						2.45	2.57	2.67
<b>23</b>							2.61	2.70
<b>24</b>							2.64	2.73
<b>25</b>								2.76

<b>\$47,600</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
<b>1</b>	\$47,600.00	\$50,456.00	\$53,312.00	\$56,168.00	\$59,500.00	\$62,832.00	\$66,164.00	\$69,020.00
<b>2</b>	\$50,456.00	\$53,312.00	\$56,168.00	\$59,024.00	\$62,356.00	\$65,688.00	\$69,020.00	\$71,876.00
<b>3</b>	\$53,312.00	\$56,168.00	\$59,024.00	\$61,880.00	\$65,212.00	\$68,544.00	\$71,876.00	\$74,732.00
<b>4</b>	\$56,168.00	\$59,024.00	\$61,880.00	\$64,736.00	\$68,068.00	\$71,400.00	\$74,732.00	\$77,588.00
<b>5</b>	\$59,024.00	\$61,880.00	\$64,736.00	\$67,592.00	\$70,924.00	\$74,256.00	\$77,588.00	\$80,444.00
<b>6</b>	\$61,880.00	\$64,736.00	\$67,592.00	\$70,448.00	\$73,780.00	\$77,112.00	\$80,444.00	\$83,300.00
<b>7</b>	\$64,736.00	\$67,592.00	\$70,448.00	\$73,304.00	\$76,636.00	\$79,968.00	\$83,300.00	\$86,156.00
<b>8</b>	\$67,592.00	\$70,448.00	\$73,304.00	\$76,160.00	\$79,492.00	\$82,824.00	\$86,156.00	\$89,012.00
<b>9</b>	\$69,496.00	\$72,352.00	\$76,160.00	\$79,016.00	\$82,348.00	\$85,680.00	\$89,012.00	\$91,868.00
<b>10</b>	\$71,400.00	\$74,256.00	\$78,064.00	\$81,872.00	\$85,204.00	\$88,536.00	\$91,868.00	\$94,724.00
<b>11</b>	\$73,304.00	\$76,160.00	\$79,968.00	\$83,776.00	\$88,060.00	\$91,392.00	\$94,724.00	\$97,580.00
<b>12</b>	\$75,208.00	\$78,064.00	\$81,872.00	\$85,680.00	\$90,916.00	\$94,248.00	\$97,580.00	\$100,436.00
<b>13</b>	\$77,112.00	\$79,968.00	\$83,776.00	\$87,584.00	\$92,820.00	\$97,104.00	\$100,436.00	\$103,292.00
<b>14</b>	\$79,016.00	\$81,872.00	\$85,680.00	\$89,488.00	\$94,724.00	\$99,960.00	\$103,292.00	\$106,148.00
<b>15</b>	\$80,444.00	\$83,776.00	\$87,584.00	\$91,392.00	\$96,628.00	\$102,816.00	\$106,148.00	\$109,004.00
<b>16</b>		\$ 85,204.00	\$89,488.00	\$93,296.00	\$98,532.00	\$105,672.00	\$109,004.00	\$111,860.00
<b>17</b>			\$90,916.00	\$95,200.00	\$100,436.00	\$107,576.00	\$111,860.00	\$114,716.00
<b>18</b>				\$96,628.00	\$102,340.00	\$109,480.00	\$114,716.00	\$117,572.00
<b>19</b>					\$104,244.00	\$111,384.00	\$116,620.00	\$120,428.00
<b>20</b>					\$105,672.00	\$113,288.00	\$118,524.00	\$123,284.00
<b>21</b>						\$115,192.00	\$120,428.00	\$125,188.00
<b>22</b>						\$116,620.00	\$122,332.00	\$127,092.00
<b>23</b>							\$124,236.00	\$128,520.00
<b>24</b>							\$125,664.00	\$129,948.00
<b>25</b>								\$131,376.00

## New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	02/21/2022	Alexandra Doran	Administrative Assistant II (SS & PS)	R
STA	02/21/2022	Laura Stanowski	Library Circulation Assistant	R
STA	02/28/2022	Tressman Goode	Coordinator of Personal Development Programs	R
STA	02/28/2022	Samantha Schultz	Academic Advisor	R
STA	03/02/2022	Dulce Elizarraraz	Adult Education Navigator	R
ADJ	03/09/2022	Katie Haft	Adjunct Faculty-Social Science	R
ADM	3/14/2022	Jim Julison	Director of Business Services	R
STA	3/14/2022	Amy Neff	Coordinator of Career Services	T

***Through March 14, 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	03/11/2022	Kristen Gill	Administrative Assistant II (College & Career Readiness)
Staff	03/25/2022	Aaron McMinn	Marketing Specialist
Faculty	04/01/2022	Roger Morales	Reference Librarian

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

***Through March 11, 2022***



## **Friends of MCC Foundation Update**

### **Friends of MCC Foundation Board**

The Friends of MCC Foundation congratulates former Foundation Director, Carlos Arevalo, on his appointment to the McHenry County College Board of Trustees. Mr. Arevalo is filling a vacancy on the Board of Trustees created by the resignation of another Trustee. He was sworn in on February 24. His service to the Foundation board was instrumental, including acting as Co-Chair for our annual Golf Invitational and serving as a member of the Board Development Committee. Carlos will be missed, and we wish him continued success in his new role.

### **Education to Empowerment**

MCC's Education to Empowerment (E2E) program is approaching its 10-year anniversary and nearing the original goal of attaining 100 members. With the addition of two new members last month, E2E membership has grown to 87. E2E also received four new sponsors for 2022 bringing the total number of sponsors to 20. This program has demonstrated incredible growth over the past few years. E2E will host its spring meeting and dinner at MCC on April 7 for all members, sponsors, and current scholarship recipients.

### **New Scholarship**

MCC tutor and Education to Empowerment member, Kathy Young, established The John and Kathy Young Automotive Scholarship in memory of her husband John Young who passed in February. This new scholarship will be awarded twice a year to a student enrolled in the automotive technician program. To date, the scholarship has generated over \$8,000 in donations reflecting the incredible impact John made in our community.

### **2022 FMCCF Golf Invitational**

Planning is underway for the 2022 FMCCF Golf Invitational to be held on Monday, July 18 at Boulder Ridge Country Club. Over \$30,000 in sponsorships have already been secured for this event. If you are interested in sponsoring or attending, please contact the Foundation office at (815) 455-8721 or [jarndt472@mchenry.edu](mailto:jarndt472@mchenry.edu).

### **MCC 55<sup>th</sup> Anniversary Gala**

MCC will celebrate its 55<sup>th</sup> Anniversary at a spectacular gala on Friday, October 28 at the Venue at Goebbert's. Planning has begun, and the community has already expressed a high level of interest in this event. With over 350 guests expected, this promises to be one of the county's premier celebrations. Sponsorships are currently available. Please contact the Foundation office at (815) 455-8721 if you are interested in sponsoring or attending this event. More details will be forthcoming throughout the year.

### **Scholarship Donor Appreciation Breakfast Recap**

The annual Scholarship Donor Appreciation Breakfast was held on Friday, March 11 in the MCC Café/Commons, with over 110 scholarship donors and recipients in attendance. This inspiring event featured comments from Dr. Gabbard, FMCCF Board President, Steve Rankins, and Motorola Solutions Public Safety Scholarship recipient, Sarah Papic. We look forward to hosting this event every year to thank and celebrate our scholarship donors, and allow our scholarship recipients to express gratitude to those people who give generously to make scholarships available. Some photos from the event are provided below. The Foundation was able to award a record \$531,000 to 640 students in 2021 because of our generous donors.



**2022 Scholarship Donor Appreciation  
Breakfast Photos**



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	March
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	March
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

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
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
Community Foundation for McHenry County Transformational Grant Program	MCC submitted an initial application to expand career exploration resources into selected middle schools in the county. This pilot project will help students and their parents better understand career opportunities and middle school teachers update their curriculum to provide support for students as they transition to high school.	\$74,952	Pending	April
Lumina Foundation Million Dollar Community College Challenge	This project will support strategic brand building and marketing efforts, with a specific focus on adult students. Ten finalists will receive technical assistance to develop actionable marketing plans to increase enrollment and retention. Nine finalists will receive \$100,000 in funding, and one grand prize winner will receive \$1,000,000.	\$100,000 to \$1,000,000	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
Small Business Development Center - additional CARES Act funding	MCC's Small Business Development Center submitted a request for additional CARES Act funding to support current and future Latine business owners in the county through Spanish-language informational sessions and roundtables.	\$10,000	Pending	May



Funding Source	Brief Description	Amount Requested	Status	Expected Notification
McHenry County Board	MCC partnered 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.	\$242,166 (all in-kind support)	Pending	June
Illinois Secretary of State Adult Volunteer Literacy Program	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.	\$78,525	Pending	June
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
IBHE Illinois Cooperative Work Study Program	The Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad	\$45,000	Under consideration	April 30

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
	range of employers to participate, providing students with the opportunity for career-based work experience.			
ICCB Perkins/Career and Technical Education Postsecondary Grant	The Perkins Career and Technical Education Improvement Act improves the academic performance of CTE students by funding instructors, tutoring, and equipment and supplies.	TBD – determined by ICCB formula	Planned	May
ICCB Adult Education and Literacy Grant	This grant provides operational support for MCC's Adult Education program, including classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, English as a Second Language, and citizenship preparation classes.	TBD – determined by ICCB formula	Planned	May
IRS Volunteer Income Tax Assistance (VITA)	The VITA grant provides funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents, ensuring county taxpayers receive the refunds to which they are entitled.	\$50,000	Planned	May
Telligen Community Initiative	The Telligen Community Initiative supports work-based learning opportunities for students pursuing health care careers.	\$45,000	Under consideration	June
First National Bank Impact Grants	Impact Grants support adult education and workforce development/employability skills training, particularly for low-income individuals.	\$25,000	Under consideration	June

**APPLICATIONS DENIED: None.**

## 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 information ([www.mchenry.edu/welcomeback](http://www.mchenry.edu/welcomeback)) and weekly onsite testing ([www.mchenry.edu/shield](http://www.mchenry.edu/shield))
  - Social media messaging supporting student needs and frequently asked questions
  - Response communications and signage for campus access
  - Student email and text message communications surrounding class changes, support, and pandemic response
  - Promotion of financial assistance resources to help students in need
  - Promotion of Student Success Fund to help students in need
  - COVID-19 reporting and updates, online reporting tools
- **Publications:** OMPR is currently working on these important publications:
  - 2022-2023 Credit Catalog—print and online versions
  - Catalyst—Workforce, Community, and Business Programs at Shah Center
  - Noncredit Schedule and Related Sell Sheets
  - Strategic Plan Status Update

- **Integrated Marketing Campaigns:** Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
  - Meet MCC promotion and support
  - *Fast Track to On Track* rebranding initiative
  - Kids and College promotion
  - 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
  - New Fitness Center promotion
  - Environmental graphics wrap for Horticulture flower cooler
  - 55th Anniversary Gala event support
  - 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
    - 2022 Golf Invitational promotions



- **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
  - New awareness campaign: *More Than You Think*
  - New branded graphics for all entrances
- **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 February 9, 2022—March 16, 2022.

- MCC's Tartan Bistro is Back with Unique Wines, Appetizing Entrees
- Registration Now Open for McHenry County Gardenfest
- MCC's Virtual Career Discovery Series for Middle School Students Scheduled for February 22-24
- MCC, Manufacturing Pathways Consortium Offer Rotational Manufacturing Internships for High School Students this Summer
- McHenry County College Releases New Schedule of Continuing Education Courses
- McHenry County College to Keep Tuition Flat for FY 2023
- McHenry County College Celebrates On-Campus Art by Prominent Sculptor Richard Hunt
- McHenry County College to Host 24-Hour Play Competition
- McHenry County College Board of Trustees Select New Board Member to Fill Vacancy
- McHenry County College to Host Open House for Prospective Students
- MCC's Second Sunday Series to Feature Jazz Ensemble, St. Patrick's Day Concerts
- MCC Speaker Series to Explore Misconceptions, Tips for Menopause
- McHenry County College to Host 2022 Skyway Art Competition
- McHenry County College Offers Two New Planetarium Shows
- McHenry County College Announces \$825 Thousand in Funding for Dual Credit and Dual Degree Programs
- Friends of McHenry County College Foundation Welcomes Scholarship Donors, Recipients for Appreciation Event

*\*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](http://www.mchenry.edu/press).*

**Student, Alumni, Donor Spotlights**

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

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

[View all student spotlights »](#)

[View all alumni spotlights »](#)

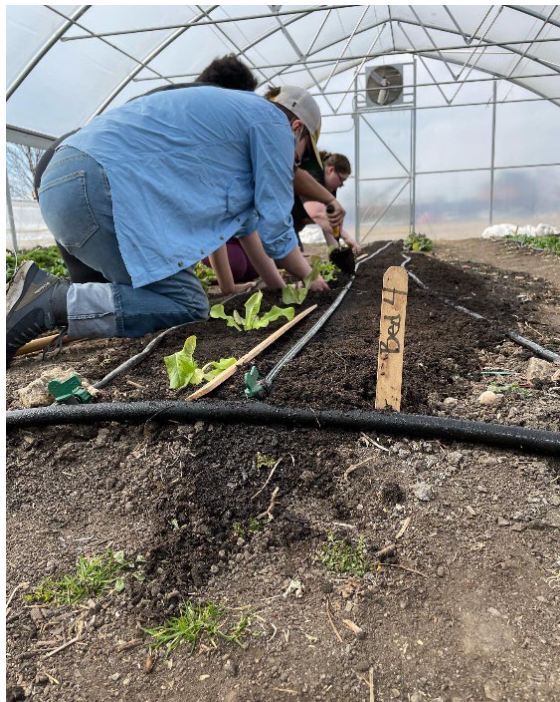
[View all donor spotlights »](#)

### Center for Agrarian Learning

The Center for Agrarian Learning (CAL) at MCC works to strengthen the local food economy by teaching, engaging, and inspiring 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**

- Spinach is still growing (planted in September) and kicking into high gear with the added sunlight hours. Most winter crops in the high tunnels are spent, however, so our Intro Farm Practicum students are planting the first lettuce transplants, which they grew these from seed in the MCC Greenhouse.



- MCC students requesting food assistance can now purchase farm goods from the “cooler” in the MCC Café. They receive a book of 25 \$1 coupons for fresh produce.
- High Mowing Seeds based in New York gave a live 1.5-hour presentation on the organic seed industry to five students and four staff on March 14
- Outreach/educational presentations are being developed for delivery at area high schools, with a focus on either Season Extension or Career in Local Foods.
- A new Garden Club is forming, with 26 students having expressed an interest to participate. More to come.

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

- Farm Expansion Project – Balanced Environments (Old Mill Creek, IL) was the winning bid at \$115,644 for the Farm Expansion Project to **add cut flower, fruit, and hops production areas to the MCC Student Farm**. An Illinois Specialty Crop grant was secured to pay for the plant material and for workshops in Spring 2022 and Spring 2023 (\$17,000 – see November 2021 report). Balanced Environments will be clearing areas of dead trees, creating landscape beds, vegetable production areas, planter boxes, seated wall for classes, arbors, fruit and hops trellises, and themed garden beds for Horticulture program use as well.
- Food Hub Feasibility Study – This study funded by the USDA Local Food Promotion Program is underway. Results will be available in September 2022.

### **CAL Programs - April**

#### **Harvest of Loneliness: The Bracero Program • Tuesday April 12 at 6 p.m.**

Free film screening and discussion in partnership with The Land Conservancy of McHenry County, featuring Maggie Rivera of the Illinois Migrant Council whose father came to the United States from Mexico during WWII as part of the Bracero Program, and worked in McHenry County. Flyer also available in Spanish.



### **HARVEST OF LONELINESS: THE BRACERO PROGRAM**

This film examines the Bracero Program – a system put in place from 1942-1964 to recruit Mexican farm laborers for temporary work in the U.S. The film presents moving testimony from surviving braceros as well as family members and descendants of these displaced workers, who typically went north expecting not just fair wages but also humane treatment and working conditions – expectations that were rarely met.

**APRIL 14, 6:30-8:00 P.M. | FREE ADMISSION**

MCHENRY COUNTY COLLEGE, LEUCHT AUDITORIUM  
8900 US HIGHWAY 14 CRYSTAL LAKE



#### **Farm Bill 2023 Information and Listening Session • Tuesday April 19 at 5:30 p.m.**

CAL will host the Northern Illinois Young Farmers Coalition Chapter, providing area farmers with an overview of the Farm Bill and how it impacts their businesses, followed by a listening session to help set policy priorities going into the next Farm Bill.

## Sustainability Center Update

### **Current Initiatives**

- The 16<sup>th</sup> edition of the McHenry County Recycling Directory, the Green Guide, is nearing completion and will be distributed beginning April 1, 2022. The Guide will go to McHenry County municipalities, libraries, and a large mailing list of interested individuals. It will also be available at [www.mchenry.edu/green](http://www.mchenry.edu/green) after April 1, 2022. The Guide includes over 200 listings for items such as TVs, electronics, and household hazardous waste.
- Gently used office supplies were offered to staff and students at pop-up tables around campus in late February. The ReUse It Corner has repurposed approximately \$1,483.28 worth of gently used office supplies in February 2022, bringing the total to \$7,022.90 since its reopening in mid-August 2021.
- Research continues with ComEd retro commissioning project. Project consultants were back on campus to collect more data and meet with the MCC Trane technician on February 18, 2022. The first set of recommendations is expected to be delivered by the end of March 2022.
- Cynthia Kanner, Executive Director for the Environmental Defenders of McHenry County, spoke with the Student Environmental Action Club on February 8, 2022. They discussed environmental careers, volunteer opportunities, and upcoming events.
- MCC Sustainability Committee members met on February 18, 2022. The Committee members are working to identify signage for the prairie gardens outside the Liebman Science Center with a goal to install in Summer 2022.
- The Illinois Green Economy Network Net-Zero Collaborative met on February 16, 2022. The focus was on electrification and began with a discussion of EV charging stations. Director Hankins shared MCC's experiences with the College's five charging stations. A presentation on HVAC Electrification was provided by David Cohan with the Institute for Market Transformation.

### **Community Connections and Conferences**

Director Hankins was elected to be one of seven voting members for the Public Transportation Advisory Committee (PTAC) at the February 3, 2022, meeting. The PTAC makes recommendations to the McHenry County Transportation committee, which advises the McHenry County Board.

The Foodshed Sustainability Committee met on February 21, 2022. Conversation focused on the sustainability aspects of the building including energy savings; water savings; healthy interior and local suppliers/materials. Transportation options were also reviewed including a new bus stop, crosswalk, shelter, and bike racks.



### Workforce Development Update

This month's Workforce Development Update focuses on the expanded reach and heightened activity of the Workforce Training program during the past quarter.

#### Internal Training

In January, MCC's IT department found value in partnering with the Workforce Training program to have instructor Audrey Minkalis teach several employee groups about Microsoft Teams groups, channels, tasks, and calls. This helped MCC employees become more comfortable with using a new application to make their workloads more efficient and organized.

Currently, the MCC Admissions & Recruitment and College & Career Readiness teams are completing a three-part training called *Effective Presentations*. Participants learn how to determine realistic presentation objectives, analyze the audience, use supporting materials effectively, organize a presentation clearly, and successfully incorporate visual aids. Course activities also cover reducing the fear of speaking, remaining calm, appearing relaxed, and improving the delivery of your presentation. Finally, participants learn how to assess the audience members and answer their questions, organize a persuasive presentation, and use reasoning and emotional appeals to persuade an audience.

#### Corporate Training Snapshot

**Antunes** – After searching for training options in their area, this manufacturer reached out to MCC and developed an ongoing partnership focused on upskilling their workforce. Beginning with a series of basic skills classes, which included Shop Math, Blueprint Reading, Precision Measurement, OSHA 10 Hour, and Introduction to Lean Manufacturing, the partnership has grown to include additional training topics. MCC Workforce Training aligns training delivery with the production and scheduling needs of the client. For Antunes, this meant providing training classes across multiple work schedules and offering instruction in both English and Spanish.



**Other World Computing Leadership Training** – This month, Other World Computing (OWC) employees are completing the Development Dimensions International (DDI) Supervisory Leadership Series. This eight-session engagement that began with OWC employees based at the corporate headquarters in Woodstock, Illinois, has now been expanded to include employees from their locations in California, Iowa, Texas, Washington, and London, England. It is exciting to see the expanded reach of our trainings both nationally and internationally.

**Jessup Manufacturing** – Recently, several Jessup Manufacturing employees (pictured below) completed the *Emerging Lead Training: Eight Weeks to a Stronger, Happier, Healthier Workforce*. These individuals were recognized and selected to participate in the program after demonstrating leadership on-the-job or showing their leadership potential. This hands-on, interactive program with instructor Mary Ellen Ball included sessions on team building, emotional intelligence, conflict management, workplace culture, communication, and accountability. Jessup Manufacturing recognizes the value of investing in professional development to develop a strong corporate culture and retain quality employees.



#### **Annual Contracts with McHenry County Workforce Network**

Between MCC's Career Services department and trainers from the Workforce Training roster, MCC continues to fulfill an annual contract with MCWN (McHenry County Workforce Network) hosting job search, employability skills (such as Communication Skills and Professionalism), resume writing, and interviewing skills workshops for their job seeker clients.

Additionally, MCC hosts three industry-focused webinars as part of a career awareness series for MCWN clients, MCC students, and community members. These recorded webinars are shared with the local high schools as well.

- In October, the industry focus was on Manufacturing careers. The session included representatives from MAC Automation Concepts Inc. and Scot Forge.
- In January, the industry focus was on Information Technology careers. Representatives from Eder Casella Technology and Stratus Communications Inc. participated in the discussion.
- In April, the industry focus is on Healthcare careers. Representatives from home health providers and healthcare systems operating in the county will participate.

#### **weTRaIN– The Illinois Community College Training Resource and Information Network**

With a membership of more than 150 professionals from 48 community colleges in Illinois, the weTRaIN network serves as the largest provider network of customized workforce training services in the state. Members provide high-quality training that meets the specific development needs of clients across all industry sectors. MCC Workforce Training is proud to participate in this statewide partnership with Pat Kallaus, Coordinator of Shah Center Operations, serving as Membership Chair for the past five years.