

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

Thursday, April 28, 2022
Final Meeting of Retiring Board
6:00pm



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

AGENDA

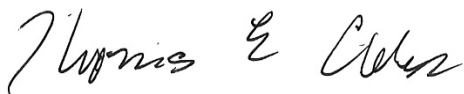
1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. [ACCEPTANCE OF MINUTES: Regular Board Meeting, March 24, 2022](#)
7. SPECIAL RECOGNITION:
 - A. Outgoing Student Trustee Edith Sanchez
8. OPEN FOR RECOGNITION OF VISITORS

Three (3) minutes per person or less.
9. PRESIDENT'S REPORT: Dr. Clinton Gabbard
10. 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
11. APPROVAL OF CONSENT AGENDA

For Approval

 - A. Executive Summary and Financial Statements
 1. [Executive Summary, Board Report, Board Report #22-50](#)
 2. [Treasurer's Report, Board Report, Board Report #22-51](#)
 3. [Ratification for Accounts Payable Check Register, Board Report #22-52](#)
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. [Ellucian Annual Support Services, Board Report #22-53](#)
 2. [Ferrilli Support Services for Recruit Agreement, Board Report #22-54](#)
 3. [Gordon Food Service for Culinary Management Department, Board Report #22-55](#)
 4. [Granting of Easement, City of Crystal Lake, Board Report #22-56](#)
 5. [Extension of Custodial Services, Board Report #22-57](#)
 - C. Personnel
 1. [Salary Adjustment, Board Report #22-58](#)
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. REQUEST TO GRANT HONORARY LEGACY STATUS TO DEB ERICKSON, Board Report # 22-59
14. REQUEST TO GRANT HONORARY LEGACY STATUS TO AMY HALLER, Board Report #22-60
15. REQUEST TO GRANT HONORARY LEGACY STATUS TO JANET SANDERS, Board Report #22-61
16. BOARD POLICY MANUAL
 - A. 2.13 Records Retention (Appendix C), Second Reading and Approval, Board Report #22-62
 - B. 3.2.2 Administrative Contracts and 3.2.4 Classified and Professional Employees, Second Reading and Approval, Board Report #22-63
17. FOR INFORMATION
 - A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Paul Simon Student Essay Contest
 - D. Friends of McHenry County College Foundation Update
 - E. Grants Office Update
 - F. Office of Marketing and Public Relations Update
 - G. Sustainability Center Update
 - H. Workforce Development Update
18. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
19. 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
20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of February 24, 2022
21. ADJOURNMENT



Thomas E. Allen
Chair

Student Trustee Report

Student Success Workshops

To start the month of April, workshops were available for students to enhance their skills. A few of these workshops were titled, "Yes, the Library has books....They just look a little different" and "Who am I? Understanding the Power of the Divided Self in School, Home, and Work". All these workshops were designed to help students prepare for finals and to be successful students.

Hotel Rwanda

On Wednesday, April 13 the Student Peace Action Network (SPAN) hosted a movie night showing Hotel Rwanda. Their goal was to create awareness and educate the community about the Rwandan Genocide. This event was open to MCC students and the community at no cost.

Flavors of Chicago Trip

MCC students joined our Sociology of Race and Ethnicity class on a bus tour of diverse neighborhoods in Chicago. Students had the opportunity to learn about different cultures.

Earth Months Events

Students joined the Environmental Action Club at Loyola University's Retreat and Ecology Center (LUREC) in Woodstock on Saturday, April 9. Students worked together on wetlands restoration efforts. To end their event students came out to Parking Lot F and celebrated Earth Day by decorating parking spots with chalk.

Global Gala

The Office of Student Diversity and Inclusion, Latinos Unidos, and Black Student Union hosted their first annual Global Gala on Thursday, April 21. Students had intimate conversations with Anthony Sparks Television Showrunner, Executive Producer, and Writer. The event concluded with Dinner, Discussion, and live music from our MCC students.

Autism Acceptance Party

MCC's Autism Acceptance Club hosted a party where students gathered together to learn more about Autism Spectrum Disorder through discussion and games. Lunch and snacks were provided.

Transfer Pride Ice Cream Social

MCC students planning on transferring to a four-year university gather around CO/LAB B. Students came in dressed in their transferring institution's spirit wear. Students connected with other MCC students transferring to the same institution and meet friendly faces before they "Roar Ahead".

Student Athlete Wrap-Up

MCC Athletics is wrapping up the school year with a total of 139 student-athletes enrolled in the 2021-2022 school year, participating in a total of 235 competitions. Our student athletes had a 95% persistence rate from Fall 2021 to Spring 2022. We are so proud of our athletes! Let's go out and show our Scot Pride support!

Executive Summary

Information

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

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 74.7% complete with the year-to-date results ending March 31, 2022 being reported. In the Operating Funds, total revenue is 54.7% of budget, as compared with 55.7% at the same time last year. Total expenditures are 48.8% of budget, as compared with 48.2% 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 76.1% of budget and up \$677,039 (3.3%) from last year at this time. FY 2022 revenue is \$21,467,058 vs. FY 2021 revenue of \$20,790,019. 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 74.6% of budget and up \$137,101 (4.7%) from last year at this time. FY 2022 revenue is \$3,026,968 vs. FY 2021 revenue of \$2,889,867.
- Federal government is 0.0% of budget and down \$48,933 (-97.4%) from last year at this time. FY 2022 revenue is \$1,328 vs. FY 2021 revenue of \$50,261.
- Student tuition and fees is 88.2% of budget and up \$192,313 (1.7%) from last year at this time. FY 2022 revenue is \$11,773,976 vs. FY 2021 revenue of \$11,581,663. 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 71.0% of budget and up \$34,733 (100%) from last year at this time. FY 2022 revenue is \$37,443 vs. FY 2021 revenue of \$2,709. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 90.5% of budget and even \$0 (0.0%) from last year at this time. FY 2022 revenue is \$17,166 vs. FY 2021 revenue of \$17,166. 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 -69.3% of budget and down \$438,813 (-513.7%) from last year at this time. FY 2022 revenue is -\$353,399 vs. FY 2021 revenue of \$85,414.
- Nongovernmental gifts, scholarships, grants & bequests is 196.0% of budget and up \$19,268 (841.0%) from last year at this time. FY 2022 revenue is \$21,559 vs. FY 2021 revenue of \$2,291. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 16.1% of budget and up \$69,095 (1.6%) from last year at this time. FY 2022 revenue is \$4,469,475 vs. FY 2021 revenue of \$4,400,380. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$4,378,898, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$53,094 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$37,102. 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 68.9% of budget and up \$511,699 (2.7%) from last year at this time. FY 2022 expenditures are \$19,433,431 vs. FY 2021 expenditures of \$18,921,732.
- Employee benefit expenditures are 22.0% of budget and up \$80,060 (1.1%) from last year at this time. FY 2022 expenditures are \$7,073,491 vs. FY 2021 expenditures of \$6,993,431. ***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 76.9% of budget and up \$311,553 (10.8%) from last year at this time. FY 2022 expenditures are \$3,190,532 vs. FY 2021 expenditures of \$2,878,979. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 84.8% of budget and up \$925,453 (52.7%) from last year at this time. FY 2022 expenditures are \$2,681,966 vs. FY 2021 expenditures of \$1,756,513.
- Travel and meeting expenditures are 68.9% of budget and up \$103,812 (121.4%) from last year at this time. FY 2022 expenditures are \$189,308 vs. FY 2021 expenditures of \$85,495.
- Fixed charges expenditures are 85.6% of budget and down \$84,340 (-5.7%) from last year at this time. FY 2022 expenditures are \$1,384,092 vs. FY 2021 expenditures of \$1,468,432. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 64.1% of budget and down \$57,676 (-6.9%) from last year at this time. FY 2022 expenditures are \$776,949 vs. FY 2021 expenditures of \$834,626.
- Capital Outlay expenditures are 38.9% of budget and up \$627,129 (139.4%) from last year at this time. FY 2022 expenditures are \$1,077,157 vs. FY21 expenditures of \$450,029. ***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 67.6% of budget and down \$91,940 (-13.0%) from last year at this time. FY 2022 expenditures are \$613,554 vs. FY 2021 expenditures of \$705,493. 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.



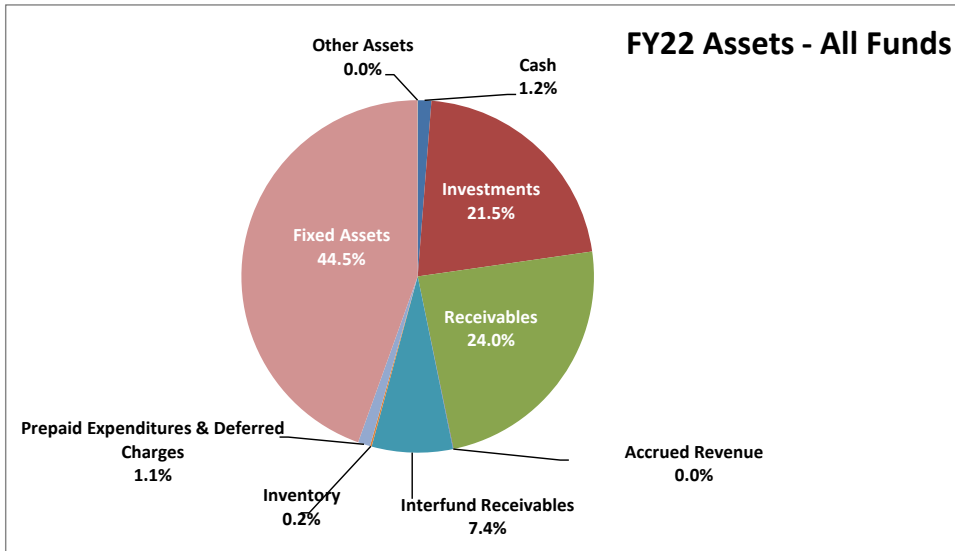
Clinton E. Gabbard
President

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

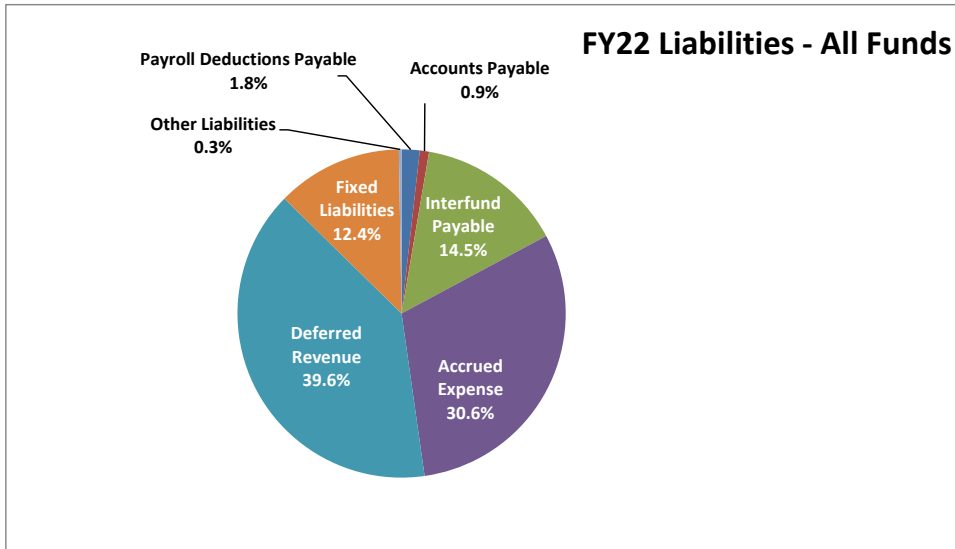
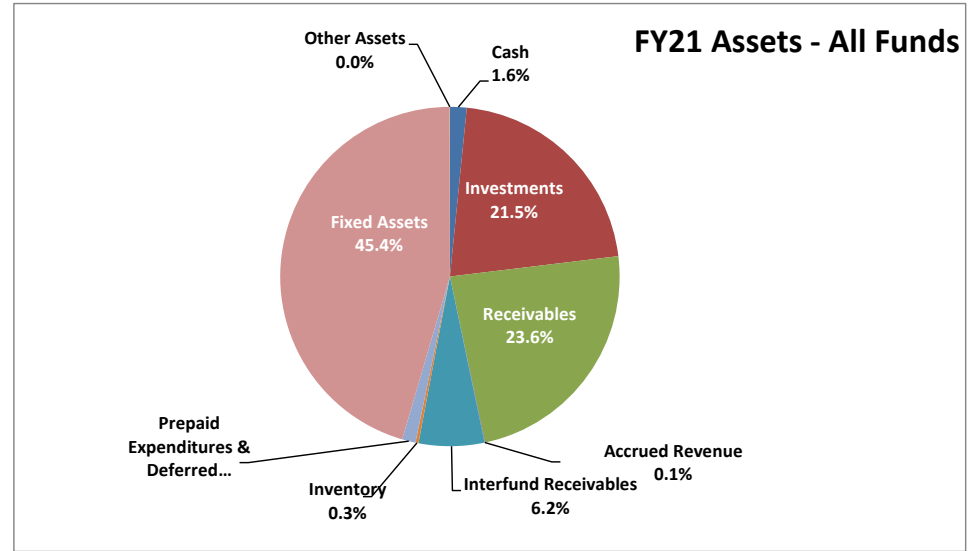
Funds Statement of Net Position (Balance Sheet)		01	02	03	04	05	06	07	08	09	10	11	12	17
March 31, 2022														
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,986,479	-	399,145	-	382,893.84	(0)	0	95,646	-	-	416,972	41,822	-	650,000
Investments	34,248,211	13,488,868	1,018,545	14,749,289	-	-	-	2,918,690	-	-	-	-	2,072,819	-
Receivables	38,245,788	34,023,455	2,571,487	-	-	10,668	862,734	-	-	-	-	75,000	702,444	-
Accrued Revenue	73,250	17,184	1,575	48,555	-	-	-	3,234	-	-	-	-	2,701	-
Interfund Receivables	11,831,763	5,445,688	6,225,006	0	-	671,219	(510,150)	-	-	-	0	0	0	-
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,796,576	899,785	16,668	-	-	22,816	83,365	-	-	119,183	-	-	61,078	593,681
Fixed Assets	70,903,135	-	-	-	-	-	-	-	70,903,135	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	159,356,990	53,874,980	10,232,425	14,797,844	382,894	952,134	435,949	3,017,571	70,903,135	143,541	416,972	116,822	2,839,042	1,243,681
Liabilities														
Payroll Deductions Payable	1,404,780	1,250,388	33,297	-	-	119,460	1,636	-	-	-	-	-	-	-
Accounts Payable	722,522	710,068	-	-	-	206	12,248	-	-	-	-	-	-	-
Interfund Payable	11,458,926	-	-	9,336,378	-	216,987	186,846	-	-	-	-	-	1,718,715	-
Accrued Expense	24,209,374	827,548	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	31,326,858	22,905,437	1,982,686	5,150	48,069	12,193	-	-	-	-	-	56,250	526,833	5,790,240
Fixed Liabilities	9,809,907	-	-	-	-	-	-	-	-	9,809,907	-	-	-	-
Other Liabilities	209,048	45,853	-	-	-	163,195	-	-	-	-	-	-	-	-
Total Liabilities	79,141,415	25,739,294	2,015,982	9,341,528	48,069	512,040	200,731	-	-	9,809,907	-	56,250	2,245,548	29,172,066
Designated Fund Balance	80,215,575	28,135,686	8,216,443	5,456,316	334,825	440,093	235,218	3,017,571	70,903,135	(9,666,366)	416,972	60,572	593,494	(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	76,359,451			5,456,316	0				70,903,135					
Liabilities, Protection, and Settlement	-37,144,798									-9,809,907			593,494	-27,928,385
Working Cash/Other Restricted	2,462,762						235,218	1,750,000			416,972	60,572		
Remaining Unassigned Balance	19,378,023	11,197,046	5,994,946	0	334,825	440,093	0	1,267,571	0	143,541	0	0	0	0

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

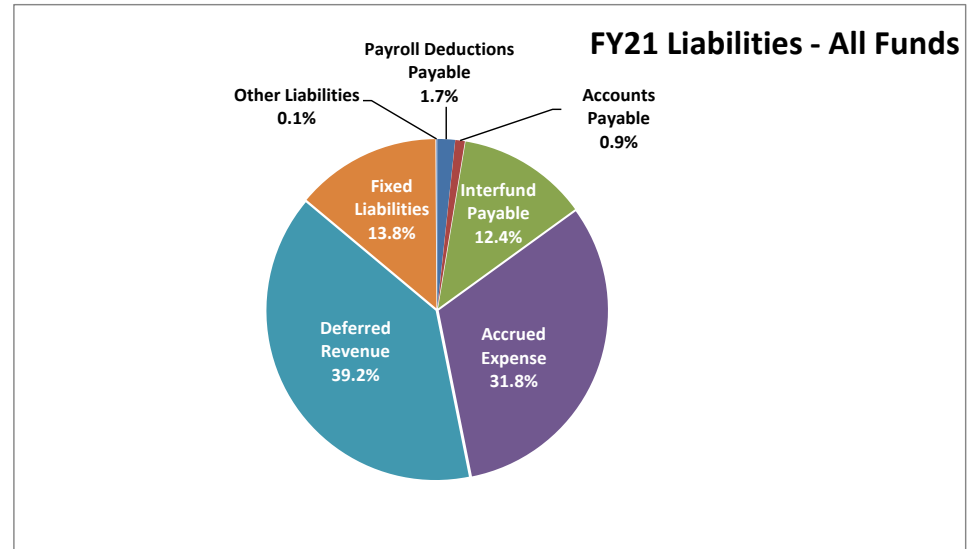
Total Assets = \$ 159,356,990



Total Assets = \$ 153,988,931



Total Liabilities = \$ 79,141,415



Total Liabilities = \$ 77,472,980

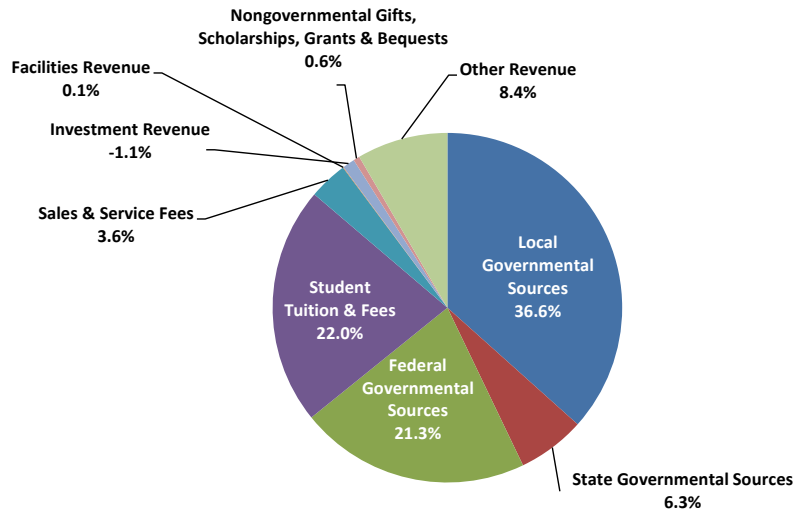
All Funds Statement of Activities (Income Statement)
March 31, 2022

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	22,049,624	19,476,146	1,990,912	-	-	-	-	-	-	-	-	56,224	526,342	-
State Governmental Sources	3,767,800	2,378,121	648,848	-	-	-	740,831	-	-	-	-	-	-	-
Federal Governmental Sources	12,833,392	1,328	-	-	-	-	12,832,064	-	-	-	-	-	-	-
Student Tuition & Fees	13,267,714	10,426,442	1,347,534	79,191	739,138	675,408	-	-	-	-	-	-	-	-
Sales & Service Fees	2,155,121	37,443	-	-	-	2,117,679	-	-	-	-	-	-	-	-
Facilities Revenue	33,672	17,166	-	-	-	16,506	-	-	-	-	-	-	-	-
Investment Revenue	(683,636)	(334,388)	(19,011)	(258,610)	-	-	-	(39,029)	-	-	-	-	(32,598)	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	351,721	21,559	-	-	-	2,855	194,523	-	-	-	132,784	-	-	-
Other Revenue	5,067,078	4,434,393	35,081	481,005	-	-	-	-	533,761	(481,005)	63,842	-	-	-
Total Revenue	58,842,485	36,458,210	4,003,364	301,586	739,138	2,812,447	13,767,418	(39,029)	533,761	(481,005)	196,626	56,224	493,744	-
Expenditures														
Salaries	21,759,553	19,032,120	401,311	-	-	1,301,330	1,024,792	-	-	-	-	-	-	-
Employee Benefits	7,904,120	6,986,467	87,024	-	-	222,498	158,039	-	-	-	-	-	450,092	-
Contractual Services	4,200,477	2,160,048	1,030,484	18,773	-	346,788	590,384	-	-	-	-	54,000	-	-
General Materials & Supplies	4,726,375	1,877,540	804,427	-	-	956,970	1,087,438	-	-	-	-	-	-	-
Travel & Conference/Meeting	273,425	179,096	10,212	-	-	39,517	44,601	-	-	-	-	-	-	-
Fixed Charges	573,490	1,351,650	32,442	-	626,200	9,836	-	-	-	(1,515,544)	-	-	68,906	-
Utilities	776,949	162,062	614,888	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,740,724	77,756	999,401	481,005	-	12,699	1,291,010	-	(121,148)	-	-	-	-	-
Other Expenditures	10,141,095	613,554	-	-	-	5,527	9,331,411	-	-	-	190,604	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	53,096,208	32,440,291	3,980,189	499,778	626,200	2,895,164	13,527,675	-	(121,148)	(1,515,544)	190,604	54,000	518,998	-
Excess/(deficit) of revenues over expenditures	5,746,277	4,017,919	23,175	(198,192)	112,938	(82,717)	239,743	(39,029)	654,909	1,034,539	6,022	2,224	(25,254)	-
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,469,295	24,117,766	8,193,267	5,654,508	221,886	522,810	(4,525)	3,056,600	70,248,226	(10,700,905)	410,950	58,348	618,749	(27,928,385)
Ending Fund Balance	80,215,572	28,135,685	8,216,442	5,456,316	334,824	440,093	235,218	3,017,571	70,903,135	(9,666,366)	416,972	60,572	593,495	(27,928,385)

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

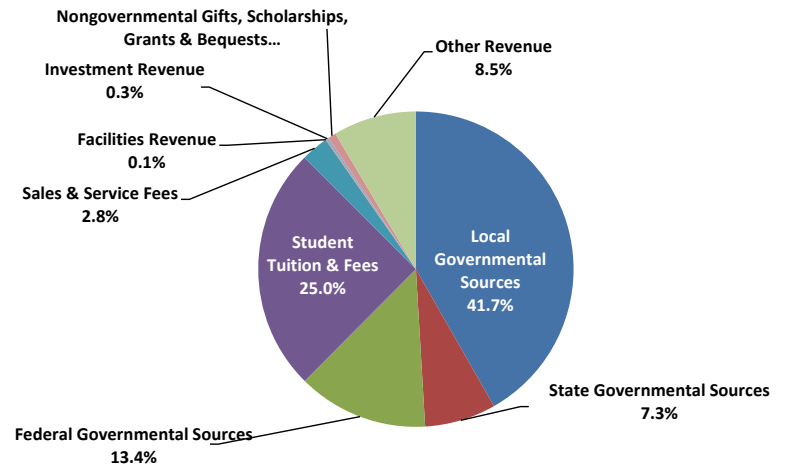
Total Revenue = \$ 58,842,485

FY22 Revenue - All Funds

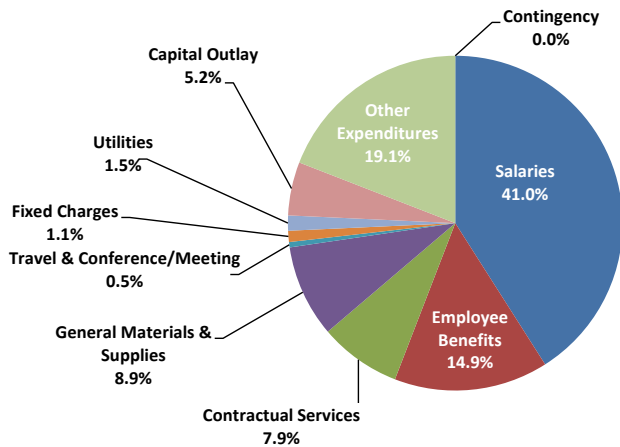


Total Revenue = \$ 52,037,910

FY21 Revenue - All Funds

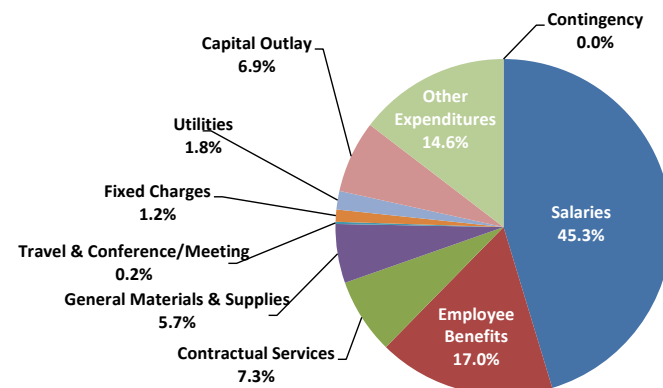


FY22 Expenditures - All Funds



Total Expense = \$ 53,096,208

FY21 Expenditures - All Funds



Total Expense = \$ 46,787,832

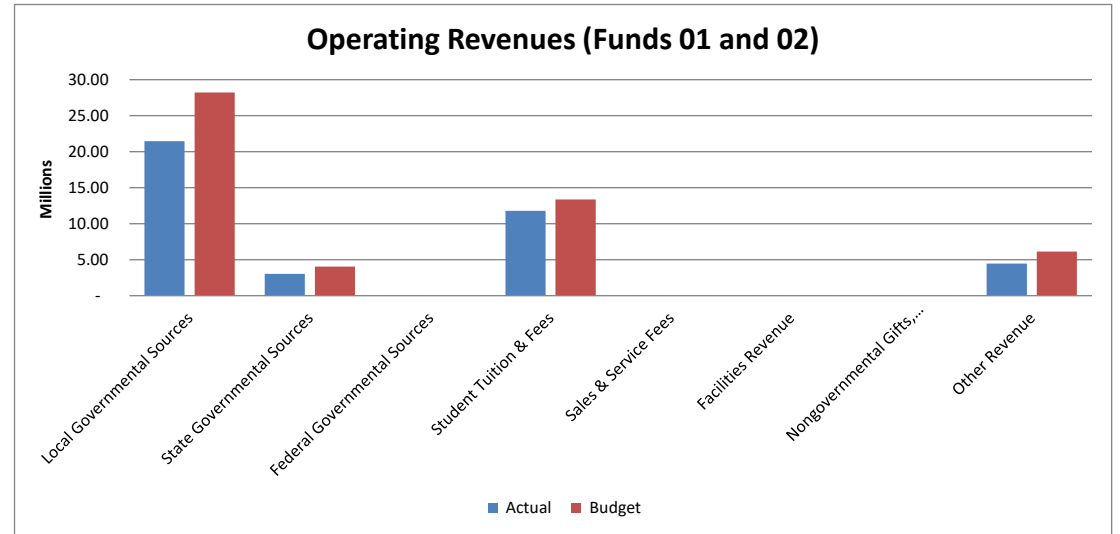
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

March 31, 2022

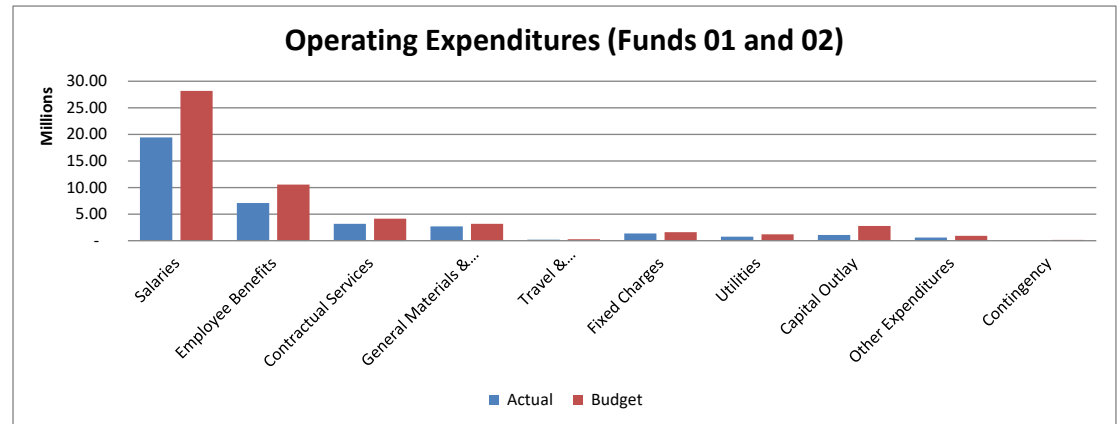
				FY21			
		FY22		YTD Actual to:		FY21	FY22 Act.
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Change Over FY21 Act.
Revenue							
Local Governmental Sources	\$ 21,467,058	\$ 21,096,347	\$ 28,225,058	101.8%	76.1%	\$ 20,790,019	\$ 677,039
State Governmental Sources	3,026,968	3,031,914	4,056,435	99.8%	74.6%	2,889,867	\$ 137,101
Federal Governmental Sources	1,328	-	-	0.0%	0.0%	50,261	\$ (48,933)
Student Tuition & Fees	11,773,976	10,885,694	13,350,427	108.2%	88.2%	11,581,663	\$ 192,313
Sales & Service Fees	37,443	39,427	52,750	95.0%	71.0%	2,709	\$ 34,733
Facilities Revenue	17,166	14,176	18,966	121.1%	90.5%	17,166	\$ -
Nongovernmental Gifts	21,559	8,222	11,000	262.2%	196.0%	2,291	\$ 19,268
Other Revenue	4,469,475	4,575,674	6,121,850	97.7%	73.0%	4,400,380	\$ 69,095
Total Revenue	\$ 40,814,973	\$ 39,651,455	\$ 51,836,486	102.9%	78.7%	\$ 39,734,358	\$ 1,080,615
Expenditures							
Salaries	\$ 19,433,431	\$ 21,076,104	\$ 28,197,974	92.2%	68.9%	\$ 18,921,732	\$ 511,699
Employee Benefits	7,073,491	7,895,683	10,563,730	89.6%	67.0%	6,993,431	\$ 80,060
Contractual Services	3,190,532	3,102,841	4,151,328	102.8%	76.9%	2,878,979	\$ 311,553
General Materials & Supplies	2,681,966	2,364,688	3,163,744	113.4%	84.8%	1,756,513	\$ 925,453
Travel & Conference/Meeting	189,308	205,470	274,901	92.1%	68.9%	85,495	\$ 103,812
Fixed Charges	1,384,092	1,208,268	1,616,557	114.6%	85.6%	1,468,432	\$ (84,340)
Utilities	776,949	906,264	1,212,502	85.7%	64.1%	834,626	\$ (57,676)
Capital Outlay	1,077,157	2,070,577	2,770,250	52.0%	38.9%	450,029	\$ 627,129
Other Expenditures	613,554	678,525	907,807	90.4%	67.6%	705,493	\$ (91,940)
Contingency	-	112,115	150,000	0.0%	0.0%	-	\$ -
Total Expenditures	\$ 36,420,480	\$ 39,620,535	\$ 53,008,793	91.9%	68.7%	\$ 34,094,730	\$ 2,325,750
Surplus/(deficit)	\$ 4,394,493	\$ 30,920	\$ (1,172,307)			\$ 5,639,628	\$ (1,245,135)
Net Transfers Out/(In)	\$ -		\$ 1,000,000			\$ 700,000	\$ (700,000)
Net Operating Funds Surplus/(Deficit)	\$ 4,394,493	\$ 30,920	\$ (2,172,307)			\$ 4,939,628	\$ (545,135)
<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>4,394,493</i>	<i>30,920</i>	<i>(2,172,307)</i>			<i>4,939,628</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>				
Calculated YTD Ending Fund Balance (b)	\$ 36,705,526	\$ 32,341,953	\$ 30,288,726			\$ 34,048,943	

Operating Funds - Statement of Activities
March 31, 2022

	Actual	Budget
Revenue		
Local Governmental Sources	21,467,058.01	28,225,058.00
State Governmental Sources	3,026,968.32	4,056,435.00
Federal Governmental Sources	1,328.00	-
Student Tuition & Fees	11,773,976.41	13,350,427.00
Sales & Service Fees	37,442.50	52,750.00
Facilities Revenue	17,166.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	21,559.08	11,000.00
Other Revenue	4,469,474.66	6,121,850.00
Total Revenue	40,814,972.98	51,836,486.00



Expenditures		
Salaries	19,433,430.94	28,197,974.00
Employee Benefits	7,073,490.69	10,563,730.00
Contractual Services	3,190,532.38	4,151,328.15
General Materials & Supplies	2,681,966.45	3,163,744.00
Travel & Conference/Meeting	189,307.57	274,900.85
Fixed Charges	1,384,091.79	1,616,557.00
Utilities	776,949.43	1,212,502.00
Capital Outlay	1,077,157.25	2,770,250.00
Other Expenditures	613,553.50	907,807.00
Contingency	-	150,000.00
Total Expenditures	36,420,480.00	53,008,793.00
Excess/(deficit) of revenues over expenditures	4,394,492.98	(1,172,307.00)



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of March 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 March 2022**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$110,620.30	\$292,962.81	\$258,226.94	\$145,356.17
Crystal Lake Bank & Trust Direct Pay	\$74,731.22	\$1,401,167.30	\$1,431,375.12	\$44,523.40
Crystal Lake Bank & Trust Employee Benefits	\$0	\$53,068.79	\$53,068.79	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$1,040,758.23	\$1,040,758.23	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$1,080,225.40	\$5,844,751.62	\$5,995,830.63	\$929,146.39
Crystal Lake Bank & Trust Operations	\$112,813.66	\$1,859,874.39	\$1,840,279.26	\$132,408.79
Crystal Lake Bank & Trust Payroll	\$43,086.87	\$3,103,734.29	\$2,054,565.59	\$1,092,255.57

McHenry County College
March 31, 2022

Investments

College Fund	Financial Institution	03/31/22 Investments	02/28/22 Investments	03/31/22 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$26,201	\$362,793	0%	see below	N/A	On Demand
Education	PFM Investments	13,479,850	17,089,674	39%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,020,121	1,028,675	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,851,015	6,952,668	20%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,383,031	7,394,235	22%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	204,481	143,164	1%	0.01%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,318	359,168	1%	see below	N/A	Various
Working Cash	PFM Investments	2,921,924	2,939,485	9%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,075,520	2,090,188	6%	see below	N/A	Various
	Total	\$34,321,461	\$38,360,050	100%			

Investment Revenue

Investment Revenue

College Fund	Mar-22	Fiscal YTD
Education	(\$148,486)	(\$318,751)
Operations & Maintenance	(8,481)	(18,258)
Operations & Maintenance (Restricted)	(100,780)	(216,958)
Operations & Maintenance (Restricted CDB Projects)	(11,054)	(33,585)
Working Cash	(17,410)	(37,481)
Liability, Protection and Settlement	(14,542)	(31,305)
Total	(\$300,753)	(\$656,338)

Illinois Fund Rates - March 31, 2022

Annualized rate - Money Market	
Low	0.151%
High	0.407%
Average	0.275%

PFM Investment Rates - March 31, 2022

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	0.230%	0.920%	0.170%	0.070%
At Market	0.590%	2.270%	1.170%	0.400%

*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 \$1,651,231.72. Please note that the expenses are not segregated into the respective funds.

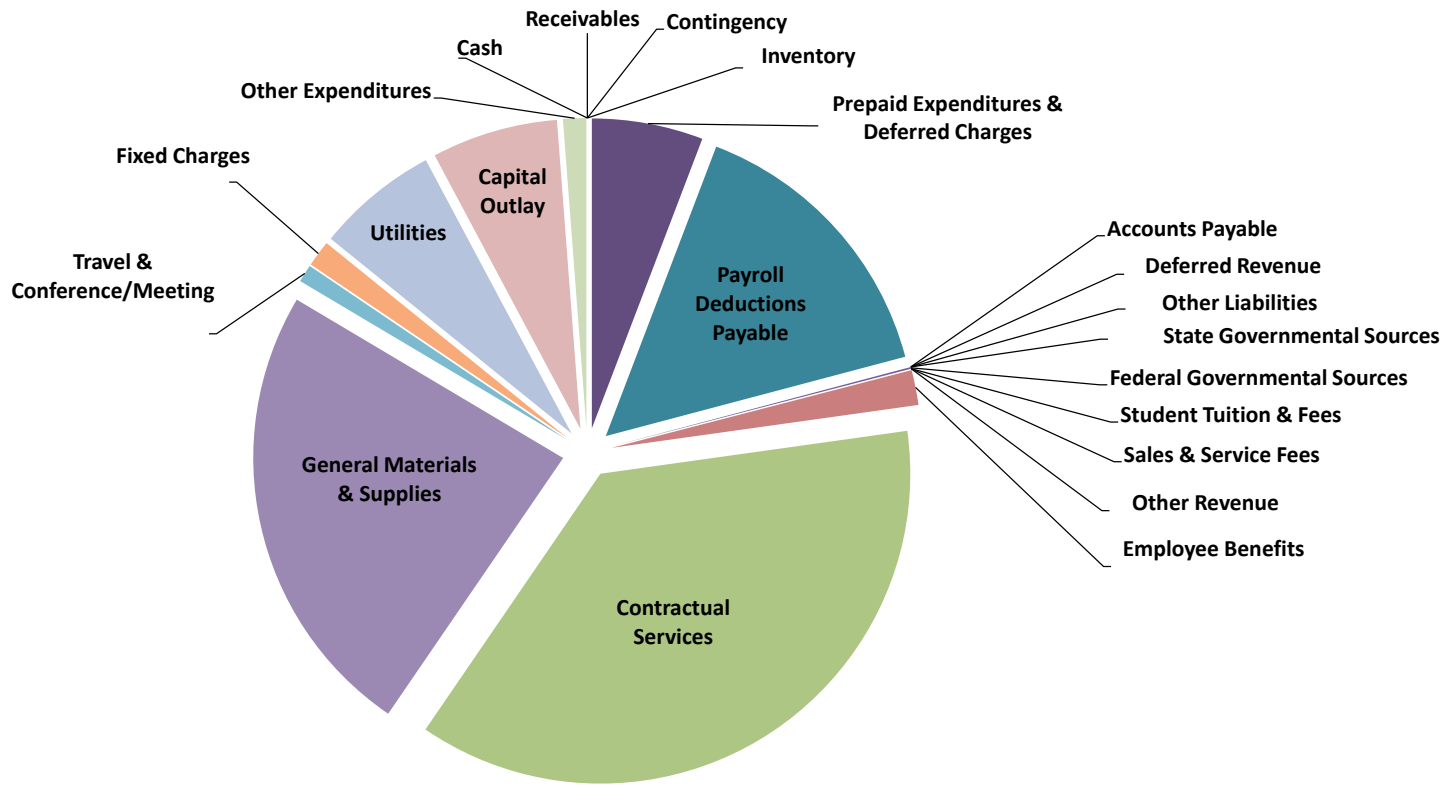
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of March 1 - March 31, 2022, totaling \$1,651,231.72.

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 3/1/22 through 3/31/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	30,090.25	1.82%
Prepaid Expenditures & Deferred Charges	95,823.00	5.80%	Contractual Services	607,049.02	36.76%
Payroll Deductions Payable	248,886.28	15.07%	General Materials & Supplies	396,088.26	23.99%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	15,185.02	0.92%
Deferred Revenue	0.00	0.00%	Fixed Charges	22,594.21	1.37%
Other Liabilities	0.00	0.00%	Utilities	105,385.21	6.38%
State Governmental Sources	0.00	0.00%	Capital Outlay	108,696.01	6.58%
Federal Governmental Sources	1,472.47	0.09%	Other Expenditures	19,977.12	1.21%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,651,246.85	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (10-Oct)	FY22: (11-Nov)	FY22: (12-Dec)	FY22: (1-Jan)	FY22: (2-Feb)	FY22: (3-Mar)
Engineering	53	Contractual Services	0402264	HR Green Inc	\$549.00	549.00					
Engineering Total					\$ 549.00	\$ 549.00	\$ -	\$ -	\$ -	\$ -	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,042.65	463.61	420.25	469.51	235.23	455.73	998.32
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$99,082.48	20,699.64	20,755.62	15,442.24	3,417.20	13,014.77	25,753.01
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,086.38	255.92	307.72	953.50	38.58	209.06	321.60
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,802.80	1,320.50	763.00	1,246.30	279.70	895.15	1,298.15
Food Vendor Total					\$ 110,014.31	\$ 22,739.67	\$ 22,246.59	\$ 18,111.55	\$ 3,970.71	\$ 14,574.71	\$ 28,371.08
Landscaping	53	Contractual Services	0394808	COUNTRYSIDE GARDEN	\$1,000.00	1,000.00					
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	250.00	250.00	250.00	250.00		500.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$3,841.94		3,841.94				
Landscaping Total					\$ 6,341.94	\$ 1,250.00	\$ 4,091.94	\$ 250.00	\$ 250.00	\$ -	\$ 500.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$6,612.75	1,200.00		2,169.00	1,893.75	900.00	450.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$40,250.71		9,578.35	9,270.00	4,410.96		16,991.40
Legal Total					\$ 46,863.46	\$ 1,200.00	\$ 9,578.35	\$ 11,439.00	\$ 6,304.71	\$ 900.00	\$ 17,441.40
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$414,142.52	120,338.21	68,961.30	105,228.69	30,914.43	34,861.47	53,838.42
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$106,516.28	6,743.48	4,176.88		17,563.64	31,571.20	46,461.08
Temporary Staffing	55	Travel & Conference/Meeting	0396989	WORKING WORLD INC	\$9,660.00		6,000.00		3,660.00		

Request to Renew
Ellucian Annual Support Services

As part of operating MCC's Ellucian Enterprise Resource Planning (ERP) system, and consistent with other major software systems, support services are a necessary component to ensure the system remains accessible and functional. The annual support services fee covers prioritized telephone and online vendor support for the product, rights to future upgrades and bug fixes, and expert-level custom support for any unique or unusual issues with the system. Without this support, the College would risk prolonged outages impacting the entire College in the event of unforeseen problems with the ERP software.

The Ellucian ERP annual support services fee is a yearly cost that the College will incur as long as it uses the ERP software product (called "Colleague"). The support service covers 40 different integrated software components that comprise the overall Colleague ERP system. Support services also includes maintenance for the Business Objects/WebI software component, Ellucian's business intelligence reporting software module. Ellucian's official term for this module is Colleague Reporting and Operating Analytics (CROA). Among many uses, this module is primarily used to generate state-mandated Illinois Community College Board (ICCB) reports necessary to remain compliant with state requirements. The College has used this module since adopting Colleague in 2011.

The College is currently covered by a five-year software subscription contract, which was renewed in 2021 with Ellucian. The yearly support services fee is an Exhibit to the subscription contract.

This year's support services fee for Colleague software is \$68,401.00 for July 1, 2022 to June 30, 2023.

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

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of Ellucian ERP (Colleague) and Self-Service yearly maintenance fee covering the period July 1, 2022 through June 30, 2023 for \$68,401.00.



Clinton E. Gabbard
President

Ferrilli Support Services for Recruit Agreement

MCC uses the Ellucian Recruit program to provide the service that prospective students use to apply to the College. Being a critical system, it is imperative that Recruit remains up-to-date and available to ensure that anyone can apply to the College when desired.

We recently engaged Ferrilli to perform services to update Recruit to the latest version, which is scheduled to be done in mid-May 2022. After the update is complete, support services will be needed to further optimize Recruit, keep Recruit up-to-date, and troubleshoot any issues when they arise. This support agreement will also include monthly maintenance services, 24x7 monitoring, and other tasks.

The cost of this service agreement is \$56,000.00 for 14 months and covers the period of June 1, 2022 through July 31, 2023. This 14-month term co-terms this agreement with other Ferrilli support contracts.

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

Recommendation

It is recommended that the Board of Trustees approves the Ferrilli Support Services for Recruit Agreement, covering the period of June 1, 2022 through July 31, 2023 for \$56,000.00.



Clinton E. Gabbard
President

Purchases from Gordon Food Service for
Culinary Management Department

Information

The McHenry County College Culinary Management and Baking and Pastry Management departments require raw ingredients and food stock inputs in order to properly run these programs. In order to stock the necessary food items used in the MCC culinary labs, restaurant and bake shop, a supplier needed to be selected. The food supplier chosen is Gordon Food Service, which is a participating vendor of the Illinois Public Higher Education Cooperative (IPHEC). IPHEC is a cooperative organization comprised of all thirteen public institutions of higher education, and this pricing is extended to all Illinois community colleges.

Due to rising food industry costs related to the COVID-19 pandemic, it is anticipated that the annual cost of raw ingredients and food items needed within the culinary and pastry departments will exceed \$25,000.00. These expenses are budgeted within the Culinary food purchases budget.

These purchases are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (n) which reads, *"contracts for the purchase of perishable foods and perishable beverages."*

Recommendation

It is recommended that the Board of Trustees approves an annual expense of \$35,000.00 for Culinary Management/Baking and Pastry food purchases from Gordon Food Service of Grand Rapids, Michigan.



Clinton E. Gabbard
President

Granting of Easement
City of Crystal Lake

During construction of the College's new Storage Building, the General Contractor hired HR Green as the Civil Engineer to design the detention basin. Under the City of Crystal Lake IL Ordinance No. 6285, the Crystal Lake Watershed Stormwater Management Program Implementation Plan, which was adopted on November 6, 2007, requires the size of the detention basin that services the Storage Building to be in compliance with city code.

Based on consultation with the City of Crystal Lake, one of the requirements includes allowing the city to provide inspection, maintenance, repair and continued operation of the facilities. As part of the preservation of the Watershed, and in compliance with the code, the Implementation Plan and the Design Manual dictates that the College grants certain easement rights to the city upon the Subject Property and the Easement Area and such other rights, which is described further in the accompanying Agreement.

The easement is primarily the area in and near the basin itself, which is identified in the Exhibit A of the attached agreement.

Recommendation

It is recommended that the Board of Trustees approve the granting of the easement to the City of Crystal Lake, IL.



Clinton E. Gabbard
President

**CITY of Crystal Lake
Crystal Lake Watershed
Stormwater Management Facilities
Non-Residential Maintenance Plan, Grant of Easement
and Funding Agreement**

This Agreement made as of this ____ day of _____, 2022, by and between the CITY of Crystal Lake, an Illinois municipal corporation, 100 West Woodstock Street, Crystal Lake, IL 60014 referred to herein as the “CITY”, and McHENRY COUNTY COLLEGE 8900 US Route 14, Crystal Lake, Illinois 60012, referred to herein as the “OWNER”.

WHEREAS OWNER owns certain real property described in **Exhibit A** attached hereto, which is located within the Crystal Lake Watershed in the CITY of Crystal Lake, Illinois (said property is hereinafter referred to as “the Subject Property”).

WHEREAS, the Subject Property is located within the Crystal Lake Watershed (hereinafter, “the Watershed”) and is subject to the development restrictions set forth in Chapter 630 of the CITY of Crystal Lake Municipal Code (hereinafter, “the Code”); and

WHEREAS, pursuant to Section 630-5 of the Code, any development within the Watershed must be designed in accordance with the Crystal Lake Stormwater Management Design Manual (hereinafter, “the Design Manual”); and

WHEREAS, pursuant to City of Crystal Lake Ordinance No. 6285, on November 6, 2007, the CITY adopted the Crystal Lake Watershed Stormwater Management Program Implementation Plan (hereinafter, “the Implementation Plan”); and

WHEREAS, the Subject Property is subject to the terms and provisions of the Implementation Plan; and

WHEREAS, the Design Manual provides at Section 6.1 that all stormwater management facilities located within the Watershed must be designed and maintained in

accordance with maintenance requirements set forth in the Design Manual and pursuant to a maintenance plan which shall be incorporated within any stormwater permits issued; and

WHEREAS, the Implementation Plan provides for an inspection program to be conducted by a consultant hired by the City both during and subsequent to the construction of stormwater management facilities within the Watershed; and

WHEREAS, the storm water management facilities within the Subject Property (hereinafter, "the Facilities"), include the following:

1. All structural components including, but not limited to, detention/retention basins, swales/channels, storm sewers, manholes, catch basins, outlet and inlet structures and pipes, culverts, restrictors/orifices/weirs, vegetation, basin retaining walls, trash racks, trench drains, drywells, water quality best management practices (BMP's), and
2. All associated appurtenances contributing to the function and maintenance of these components.

WHEREAS, the Facilities are located upon the Subject Property and within the area described as the "Stormwater Management Easement" depicted in Exhibit A (hereinafter referred to as the "Easement Area").

WHEREAS, the CITY and the OWNER, desire to enter into this Agreement in order to provide for the inspection, maintenance, repair and continued operation of the Facilities, and the preservation of the Watershed, in compliance with the Code, the Implementation Plan and the Design Manual (hereinafter referred to individually, or collectively referred to as "the Regulations") and to provide for the granting of certain easement rights to the City upon the Subject Property and the Easement Area and such other rights as further described in this Agreement.

NOW, THEREFORE, the CITY and OWNER hereby agree as follows:

1. Recitals. The foregoing recitals are hereby repeated and incorporated by reference as though fully set forth herein.
2. Final Inspection and Approval of the Facilities. OWNER shall provide written notification to the CITY within 10 business days when the OWNER has reasonable knowledge to believe that any or all of the Facilities has been fully and properly completed and shall request final inspection and approval of the Facilities by CITY. Such notice and request for approval shall be accompanied by "As-Built" or "Record" drawings. Such notice and request shall be given with sufficient time to allow the CITY to inspect the Facilities and to prepare a punch list of items requiring repair or correction pursuant to the approved drawings and to allow OWNER time to make all required repairs and corrections prior to the CITY approving the Facilities. The Owner shall make all repairs reasonably required by the CITY pursuant to such punch list as a prerequisite to CITY approval of the Facilities.
3. Grant of Easement: The OWNER hereby grants to the CITY and its employees, agents and contractors (hereinafter, collectively, the "Grantees") a non-exclusive

perpetual easement over, upon and under the Easement Area for the purpose of performing the inspection, maintenance, repair and replacement services (hereafter collectively referred to as “the Services”) with respect to the System, as may be required or allowed by the Regulations and this Agreement, and further grants to the Grantees the right of access to the Easement Area upon the Subject Property, as reflected in the Plat, in order to allow for the CITY to accomplish such services. The easement rights granted herein shall not be construed as prohibiting the OWNER from performing regular mowing of any turf grass within the Stormwater Management, provided, however, that the OWNER shall be solely responsible for the cost of any repair to the Facilities which are required as a result of OWNER’S mowing of the turf grass.

4. CITY’s Right/Obligation to Perform Inspection/Routine Maintenance Services. Upon the approval of the Facilities by the CITY, the CITY shall, at the expense of the OWNER, assume responsibility for performing the inspection and routine maintenance services of the Facilities in accordance with the Regulations. In accordance with the Implementation Plan the CITY has previously retained or will in the future retain the Services of a qualified consultant (hereinafter, “the Consultant”) for the purpose of performing the inspection and routine maintenance services (hereinafter the “Contract for Services”). The CITY represents that any Consultant currently retained by the CITY or retained by the City in the future, has been or will be selected based upon the City’s normal competitive bidding process. The Consultant shall perform the inspection and routine maintenance services of the Facilities in accordance with the Regulations and in accordance with a Contract for Services currently established or to be established between the Consultant and the CITY. Such Contract for Services with the Consultant shall expire one year from the date of its execution, unless otherwise continued for an additional year by agreement of the CITY and the Consultant. A copy of any contract entered into between the CITY and the Consultant in connection with the Services shall be made available to the OWNER upon request. The Scope of Services to be included within the Contract for Services shall be solely within the discretion of the CITY, provided that the Contract for Services shall include the following provisions:
 - a. A representation that the Consultant has the requisite expertise and ability to render the Services and will perform the Services with reasonable diligence and in a professional and workmanlike manner, consistent with generally accepted standards and in compliance with any and all applicable laws, rules and regulations.
 - b. Consultant shall be responsible for any damage that may be caused to the Property by the activities of the Consultant under the Contract for Services and shall exercise due diligence in the protection of all improvements and other property of the OWNER which may be located on and around the Easement Area against fire or damage from any and all other causes.
 - c. The OWNER shall not be responsible for damages to property or injuries to persons which may arise from or be incident to Consultants entry onto the Property or Easement Area, nor for damages to the property of the Consultant, or for damages to the property or injuries to the person of the Consultant’s officers, agents, servants, or employees or others who may be on the Property at their invitation or the invitation of any of them (provided that such injury and/or damage does not arise out of the negligent or willful

conduct of the OWNER), and the Consultant, shall hold the OWNER and CITY harmless from any and all such claims.

- d. The Consultant will fully indemnify and hold harmless the OWNER from all claims or causes of action against it that may arise in connection with the provision of the Services, which includes all areas included in or adjacent to the Easement Area, provided that such claims or causes of action do not arise out of the negligent or willful conduct of the OWNER. Prior to commencing operations under the Contract for Services, the Consultant will obtain from an insurance company, licensed in the State of Illinois and acceptable to the CITY, liability insurance, with the OWNER named as an additional insured, providing for limits no less than \$1,000,000 per person in any one claim, and an aggregate limit of \$2,000,000 for any number of persons or claims arising from any one accident with respect to bodily injuries or death resulting from such accident, and \$250,000 for property damage suffered by any person or persons resulting from the Services of the Consultant under the terms of the Contract for Services.
5. OWNERS's Obligation For All Costs Associated with Inspection/Routine Maintenance Services. All costs relating to such Contract for Services (hereinafter referred to as "Costs") shall be the sole responsibility of the OWNER and its successors and assigns, in perpetuity. In order to ensure payment of the Costs, the OWNER, on its own behalf and on behalf of its successors and assigns agrees to the following:
- a. Escrow Funding. Upon the approval of the Facilities by the CITY, the CITY shall provide the OWNER with an estimate of Costs for the upcoming year (hereinafter, "the Estimate"). The Estimate shall be calculated based upon the anticipated Costs which the CITY, per the Contract for Services and the requirements outlined in the Regulations, determines will likely be incurred for performance of the Services during the year following the issuance of the Estimate. Within thirty (30) days of the Estimate being delivered to the OWNER, the OWNER shall deposit with the CITY funds equal to the Estimate for such year and the CITY shall hold such funds in escrow and shall be authorized to draw upon such funds (hereinafter, "the Escrowed Funds"), as the CITY deems necessary, in order to pay the Costs incurred by the CITY. The Owner shall not be entitled to any interest with respect to any funds deposited with the CITY pursuant to this paragraph. On each anniversary date of the Estimate, the CITY shall provide a revised Estimate and within thirty days of the revised Estimate being delivered to the OWNER, the OWNER shall deposit sufficient funds with the CITY to cause the balance of the Escrowed Funds held by the CITY to be increased to the amount reflected in the revised Estimate (hereinafter, the Annual Escrow Deposit"). In the event that the Escrowed Funds during any year are insufficient to pay any Costs incurred by the CITY, the Owner shall, within, thirty days of demand by the CITY, deposit sufficient funds to increase the Escrowed Funds to the balance required by the CITY to pay such Costs. (hereinafter, "the Deficit Reimbursement").
6. CITY's Right/Obligation to Perform Repair and/or Replacement Services. In the event that the Consultant and/or the CITY determine that an element of the Facilities has become damaged or otherwise requires repair and/or replacement, the CITY shall provide written notification to the OWNER of such condition with the required scope of work (hereinafter, "scope") via certified mail, unless

the repair is of an emergency nature. Within five (5) business days following the date mailing of such written notification, the OWNER shall be required to respond to the City representative in writing with their decision to either complete the work on their own or have the City hire a contractor. Should the OWNER decide to move forward with the repair and/or replacement, the OWNER shall have ten (10) days following the date of mailing of such written notification to provide the CITY with a signed written proposal from a qualified contractor or contractors for the repair/replacement of the element(s) of the Facilities requiring repair or replacement. The proposal shall include not less than three (3) references for each contractor that the OWNER proposes to perform the work. Provided that such contractor(s) possess the qualifications to perform the repair or replacement, as reasonably determined by the CITY, and such proposal provides a completion date for such repair or replacement that is acceptable to the CITY, the CITY shall authorize the OWNER to accept the proposal and allow the contractor(s) to perform the necessary repair and/or replacement in accordance with the proposal. Within three (3) business days of the CITY'S receipt of the proposal, the CITY shall provide the OWNER with written notice of its approval or disapproval of the proposal and contractor. All costs related to repair and/or replacement performed by contractor(s) hired by the OWNER shall be the sole responsibility of the OWNER. The OWNER shall be required to obtain a building permit prior to any work commencing. The building permit shall include the application and the proposal which outlines the specific work to be completed. Such repair and/or replacement shall be subject to the inspection and approval by the CITY'S Consultant. In the event that the CITY'S Consultant determines that the repairs have not been completed correctly, the Consultant shall provide written notification to the OWNER of the deficiencies and the OWNER shall cause the contractor(s) to cure the deficiencies within five (5) business day. In the event that: a) the OWNER fails to provide a written proposal to the CITY within the ten (10) period provided by this paragraph; or (b) such written proposal is not approved by the City; or c) the OWNER fails to complete the repairs or replacement by the completion date set forth in the proposal; or d) the OWNER fails to cure any deficiencies in repairs or replacement performed by contractors retained by the Owner by the deadline established by the Consultant or such later date relating to these deadlines as may be approved by the CITY, in writing, the CITY may, without further notice to the OWNER, pursuant to its Purchasing Policy and Procedure Manual select an independent contractor to perform the necessary repair and/or replacement or perform the work necessary to cure any deficiency in work performed by the Owner's contractor(s). The CITY shall not be required to comply with the notice requirements of this paragraph in the event that such repair and/or replacement is required on an emergency basis, as determined by the CITY. In the case of such an emergency, the CITY shall be authorized to engage its own contractors to perform such emergency repair or replacement and shall provide the OWNER with notice of such repair as soon as may be practical.

7. OWNERS's Obligation for All Costs Associated with Repair and/or Replacement Services Performed by the CITY or Its Contractor. Upon completion of any repair and/or replacement of the Facilities by the City or its authorized independent contractors pursuant to the provisions of Section 6, above, the CITY shall forward the invoice from the independent contractor for such repair and/or replacement to the OWNER. Within thirty (30) days of the

final invoice from the independent contractor retained by the CITY to perform such repair and/or replacement being delivered to the OWNER, the OWNER shall pay the amount due pursuant to such invoice directly to the contractor (hereinafter, the "Repair and/or Replacement Cost").

8. Notice to Subsequent Owners/Tenants. The OWNER shall provide in all deeds of conveyance or leases transferring any interest in the Subject Property that the Subject Property is subject to the terms and conditions of this Agreement, including the requirement for the payment of the Costs and the Repair and/or Replacement Costs and the Deficit Reimbursement. To the extent that any property owner's association for the Subject Property is formed, any restrictive covenants related thereto shall also reference this Agreement and provide for the payment of funds by members of such association to ensure that sufficient funds are available to pay the OWNER's financial obligations this Agreement.
9. Lien Upon the Subject Property/Formation of Special Service Area ("SSA"). In the event that the OWNER: 1) fails to deposit the initial Escrowed Fund; and/or 2) fails to make any Annual Escrow Deposit; and/or 3) fails to pay the CITY for any Deficit Reimbursement; and/or 4) fails to pay any Costs or any Repair and/or Replacement Cost, (hereinafter, individually and/or collectively referred to as a "Payment Default") the amounts due as a result of such Payment Default shall constitute a lien upon the Subject Property. Additionally, if such Payment Default continues for a period of more than sixty (60) days, the CITY may, at any time thereafter, establish (but shall not be required to establish) an SSA to fund the obligations of the OWNER as set forth in Section 4(a) and 4(b) of this Agreement. The OWNER on its own behalf and on behalf of its successor, heirs and assigns, agrees that in the event of such Payment Default, it will neither object to nor, in any manner, oppose the creation of Such SSA. The boundaries of the SSA shall be coterminous with the boundaries of the Subject Property.
10. Record Keeping. The CITY shall maintain separate and distinct records, according to the requirements of the Crystal Lake Stormwater Ordinance, for work performed and Costs incurred in connection with this Agreement. The CITY shall record dates of Services provided. Such records shall be kept by the CITY and be available for OWNER'S review upon request, notwithstanding that said records may not be subject to disclosure under the Freedom of Information Act, as amended.
11. Agreement Running with the Land. This Agreement shall run with the Subject Property and shall benefit and be binding upon the CITY and the OWNER and their respective successors and assigns.
12. Enforcement. The parties hereto may, in law or in equity, by suit, action, mandamus, or any other proceeding, including without limitation specific performance, enforce or compel the performance of this Agreement. In addition to every other remedy permitted by law for the enforcement of the terms of this Agreement, the CITY shall be entitled to withhold the issuance of building permits or certificate of occupancy for any and all buildings and structures within the Subject Property at any time when the OWNER has failed or refused to meet fully any of its obligations under this Agreement so long as such withholding of permits or certificates of occupancy are not unreasonably withheld or the OWNER's ability to obtain same is due to an unavoidable delay outside of the OWNER'S control.

13. Amendments and Waivers. No modification, addition, deletion, revision, alteration or other change to this Agreement shall be effective unless and until such change is reduced to writing and executed and delivered by the CITY and the OWNER. No term or condition of this Agreement shall be deemed waived by any party unless the term or condition to be waived, the circumstances giving rise to such waiver and, where applicable, the conditions and limitations on such waiver are set forth specifically in a fully authorized and written waiver of such party. No waiver by any party of any term or conditions of this Agreement shall be deemed or construed as a waiver of any other term or condition of this Agreement, nor shall waiver of any breach be deemed to constitute a waiver of any subsequent breach whether of the same or different provisions of this Agreement. Before any failure of any party to this Agreement to perform its obligations under this Agreement shall be deemed to be a breach of this Agreement, the party claiming such failure shall notify, in writing, by certified mail/return receipt requested, the party alleged to have failed to perform and performance shall be demanded. The party alleged to be in default shall be considered to have cured the breach if said nonperformance is cured within a fifteen (15) working day period from the date of the notice of breach.
14. Term. The term of this Agreement shall continue in force in perpetuity unless otherwise agreed to, in writing, by both the CITY and the OWNER.
15. Severability. If any provision of this Agreement is held to be invalid, the remaining provisions shall remain in full force and effect.
16. Any notice given in connection with this Agreement shall be given in writing and delivered either by hand to the party or by certified mail, return receipt requested to the party at that party's address stated at the top of this Agreement. Any party may change its notice address by giving notice of the change within 30 days of the party obtaining a new address in accordance with this section.
17. This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties.

Approved By:
CITY of Crystal Lake

Accepted By:
McHenry County College

By: _____
(Signature)

By: _____
(Signature)

Date: _____

Date: _____

Name: _____
(Print)

Name: _____
(Print)

Title: _____
(Print)

Representing: _____
(Print)

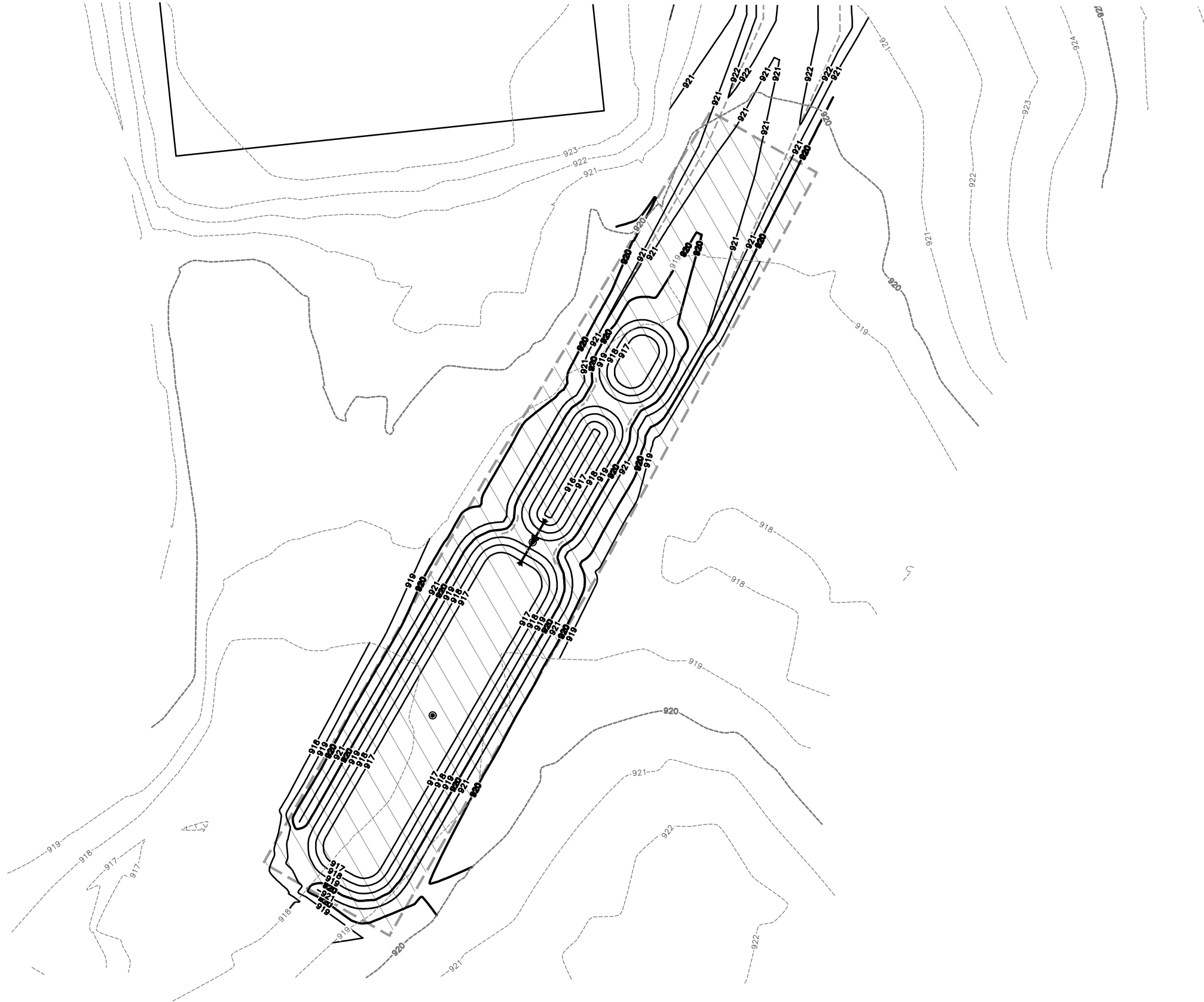
EXHIBIT A

That part of the Southeast Quarter of Section 25, Township 44 North, Range 7 East of the Third Principal Meridian, described as follows:

Commencing at the Southwest corner of a parcel of land described per Document No. 2019R0028438; thence North 05 degrees 58 minutes 34 seconds West, 255.80 feet to the Point of Beginning; thence South 28 degrees 28 minutes 21 seconds West, 70.65 feet; thence South 30 degrees 00 minutes 00 seconds West, 232.00 feet; thence North 60 degrees 00 minutes 00 seconds West, 76.00 feet; thence North 30 degrees 00 minutes 00 seconds East, 232.00 feet; thence North 31 degrees 31 minutes 39 seconds East, 225.10 feet; thence South 60 degrees 00 minutes 00 seconds East, 64.00 feet; thence South 28 degrees 28 minutes 21 seconds West, 154.45 feet to the Point of Beginning, in McHenry County, Illinois.

Part of PIN 13-25-300-021

Part of PIN 13-25-400-012



HATCH LEGEND

 DENOTES STORMWATER MANAGEMENT EASEMENT

BAR IS ONE INCH ON
OFFICIAL DRAWINGS
0 1"
IF NOT ONE INCH,
ADJUST SCALE ACCORDINGLY



DRAWN BY: JMR JOB DATE: 03/14/2022
APPROVED: _____ JOB NUMBER: 210135
CAD DATE: 3/24/2022 8:41:56 AM
CAD FILE: J:\2021\210135\Survey\Dwg\210135_STORMWATER-EASEMENT-11x17.dwg

BAR IS ONE INCH ON
OFFICIAL DRAWINGS.
0 1"
IF NOT ONE INCH,
ADJUST SCALE ACCORDINGLY.

NO.	DATE	BY	REVISION	DESCRIPTION



McHENRY COUNTY COLLEGE
STORAGE BUILDING
CRYSTAL LAKE, ILLINOIS

CIVIL
STORMWATER MANAGEMENT EASEMENT

SHEET NO.
EX-1

Request for Contract
Extension of Custodial Services

Information

At the September 28, 2017 Board of Trustees meeting, the Board approved an optional three-year extension between the College and RJB Properties. On January 28, 2021, the Board of Trustees again approved a one-year extension due to the COVID-19 pandemic.

At this time, the College is once again requesting approval for an additional two-year contract extension for the Crystal Lake main campus and the Shah Center in McHenry, which was part of the original RFP. This decision is based on the ongoing COVID-19 pandemic that necessitates the continued level of service MCC is receiving from RJB Properties, and who understands the cleaning and disinfecting protocol in this current environment.

There is a 15% increase with this extension for custodial maintenance services, which will bring their staff rate to industry standards and will allow RJB to recruit and retain quality employees for the benefit of McHenry County College. This price will be held for the two-year extension period.

This expense is budgeted in the Custodial Maintenance account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approve a two-year contract extension between the College and RJB Properties of Orland Park, IL with a 15% price increase.



Clinton E. Gabbard
President



April 18, 2022

Rickey Sparks
Director of Facilities
McHenry County College
8900 US RTE 14,
Crystal Lake IL 60014

Subject: Proposal to extend RJB Custodial Services Contract

Mr. Sparks,

This formal proposal is to extend the RJB custodial service contract. The contract start date will be July 1st, 2022 and will end on June 30th 2024. The cost associated with this contract extension will be as follows:

Monthly service cost: \$76,746.26 which includes \$7174.63 monthly employee health insurance cost.

Total Annual contract cost amount including health insurance: \$920,955.12

This base price will be held firm during the length of the contract extension from July 1st, 2022, to June 30th 2024.

Any additional services requested outside of the normal scope of the contract will still be a billable cost expense to McHenry County College and will be discussed and agreed upon by both parties in writing before being executed into service.

Respectfully,

Angela M. Shumpert
Vice President

RJB Representative:

Name: Angela M. Shumpert
Signed: Angela M. Shumpert
Date: 4-26-2022

McHenry County College Representative:

Name: _____
Signed: _____
Date: _____

Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Christina Coclanis-Loding – 5 th Adjustment – FY 2022 Associate Dean of Allied Health/Director of Health Information Technology Program	\$110,135.39	\$111,535.39
Daniela Broderick – 1 st Adjustment – FY 2022 Dean of Arts & Humanities	\$90,000.00	\$91,400.00
Amy Carzoli – 1 st Adjustment – FY 2022 Director of Enrollment Services	\$88,942.65	\$90,342.65

Recommendation

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



Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Deb Erickson, Accounts Payable Specialist, has submitted her intent to retire with her last date worked as June 30, 2022. Deb has been a valuable member of the College community and at her leaving, will have over 30 years of full-time service to the College.

Recommendation

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

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

Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Amy Haller, Director of Registration and Records, has submitted her intent to retire with her last date worked as April 29, 2022. Amy has been a valuable member of the College community and at her leaving, will have over 20 years of full-time service to the College.

Recommendation

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

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

Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Janet Sanders, Applications Technician, has submitted her intent to retire with her last date worked as April 29, 2022. Janet has been a valuable member of the College community and at her leaving, will have over 22 years of full-time service to the College.

Recommendation

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

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

Clinton E. Gabbard
President

Board Policy Manual
2.13 MCC Records Retention Policy and Procedures (Appendix C)
Second Reading and Approval

Information

After discussion and a first reading at the Committee of the Whole meeting on April 19, 2022, the attached policy has been forwarded to the Board of Trustees for a second reading and approval. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approves Policy 2.13 MCC Records Retention Policy and Procedures (Appendix C).



Clinton E. Gabbard
President

College administration suggests that the College revise Appendix C of the Records Retention Policy to better reflect current backup processes and technologies. The revision also removes extraneous information.

Current Policy (Appendix C)

APPENDIX C – Electronic Data Backup Routines and Record Storage

McHenry County College performs two forms of periodic electronic data backups. One form pertains to the file system where users and applications store data to on-premises file servers in a variety of formats such as PDF's, Microsoft Office, text files, binary system files, ~~and a number of other formats, etc.~~

MCC ~~Information Technology~~ policies require all users to store their files on ~~College~~ MCC servers or MCC-provided hosted locations. Storage of files on local computer hard drives is not allowed. The other form of backup ~~regards~~ pertains to the College's virtualized computer systems ~~running on VMware~~ in the College's Data Center. Data Center servers are primarily virtualized, where a few large physical servers each run ~~a large number of~~ many virtual servers within each physical server. One physical server may run as many as 30-50 virtual servers on one single physical system. ~~As of this writing, there are over 200 virtual servers in the College's Data Center.~~ This virtual environment requires a different form of backup which is "virtual-aware" and is performed ~~using a well-known industry data backup product called Commvault~~ with a product that conforms to industry standards. ~~t.~~

The schedule ~~of backups~~ for each of the two forms of backup ~~are~~ is noted below:

File system backups:

- Run ~~daily~~ on a scheduled basis to assure the data is secure and will not be lost in the event of a file server resource failure:
 - Full backups (all data) are run ~~on Friday evenings/Saturday mornings~~. Weekly.
 - Incremental backups (~~e.g.~~ only data changed since the last full backup) are run ~~on Saturday evenings provided the targeted system's Friday/Saturday full backup job has completed. These incremental backups continue to run through Thursday evening.~~ at least daily.
- Data from the above backups are stored ~~on online disk storage for thirty days in a manner to allow~~ for fast recovery. ~~This online disk storage is~~ These backups are replicated to ~~a separate Data Center located nine miles away from the main campus at another College-owned facility,~~ an off-site location for redundancy purposes.
- Monthly copies/snapshots of the ~~disk-based~~ backups are ~~written to tape starting the first Friday of the month~~ also created on a scheduled basis and are kept for three years, unless otherwise recommended by legal counsel pursuant to a litigation hold.
 - ~~Tapes for the previous month's backups are sent offsite to Iron Mountain, otherwise tapes are kept in a fireproof safe on the main campus.~~
 - These backups are stored in approved locations for the duration of retention.

Virtual System (VM) Backups:

- VM full backups are run on a weekly basis ~~on Friday evenings and Saturday mornings~~ and are kept for 30 days ~~with the exception of~~ except for some highly used volatile server resources that are backed up ~~on a daily basis~~. This includes the ERP system, which is backed up ~~on a daily basis~~. Incremental backups of the virtual environment are not necessary because incremental backups are already run for file system backups (see above).
- Data from the above backups are stored ~~on online disk storage for thirty days in a manner to allow~~ for fast recovery. ~~This online disk storage is~~ These backups are replicated to a ~~separate Data Center located nine miles away from the main campus at another College-owned facility~~ an off-site location, for redundancy purposes.
- Monthly copies/snapshots of the ~~disk-based~~ backups are ~~written to tape starting the first Friday of the month~~ also created on a scheduled basis and are kept for three years, unless otherwise recommended by legal counsel pursuant to a litigation hold.
 - ~~Tapes for the previous month's~~ These backups are ~~sent offsite to Iron Mountain, stored in approved locations for the duration of retention.~~
 - ~~Otherwise tapes are kept in a fireproof safe on the main campus.~~

Proposed Policy (Appendix C)

APPENDIX C – Electronic Data Backup Routines and Record Storage

McHenry County College performs two forms of periodic electronic data backups. One form pertains to the file system where users and applications store data to on-premises file servers in a variety of formats such as PDF's, Microsoft Office, text files, binary system files, etc. MCC policies require all users to store their files on MCC servers or MCC-provided hosted locations. Storage of files on local computer hard drives is not allowed. The other form of backup pertains to the College's virtualized computer systems in the College's Data Center. Data Center servers are primarily virtualized, where a few large physical servers each run many virtual servers within each physical server. One physical server may run as many as 30-50 virtual servers on one single physical system. This virtual environment requires a different form of backup which is "virtual-aware" and is performed with a product that conforms to industry standards.

The schedule for each of the two forms of backup is noted below:

File system backups:

- Run on a scheduled basis to assure the data is secure and will not be lost in the event of a file server resource failure:
 - Full backups (all data) are run weekly.
 - Incremental backups (only data changed since the last full backup) are run at least daily.
- Data from the above backups are stored in a manner to allow for fast recovery. These backups are replicated to an off-site location for redundancy purposes.
- Monthly copies/snapshots of the backups are also created on a scheduled basis and are kept for three years, unless otherwise recommended by legal counsel pursuant to a litigation hold.
 - These backups are stored in approved locations for the duration of retention.

Virtual System (VM) Backups:

- VM full backups are run on a weekly basis and are kept for 30 days except for some highly used volatile server resources that are backed up daily. This includes the ERP system, which is backed up daily. Incremental backups of the virtual environment are not necessary because incremental backups are already run for file system backups (see above).
- Data from the above backups are stored in a manner to allow for fast recovery. These backups are replicated to an off-site location for redundancy purposes.
- Monthly copies/snapshots of the backups are also created on a scheduled basis and are kept for three years, unless otherwise recommended by legal counsel pursuant to a litigation hold.
 - These backups are stored in approved locations for the duration of retention.

Board Policy Manual
3.2.2 Administrative Contracts & 3.2.4 Classified and Professional Employees
Second Reading and Approval

Information

After discussion and a first reading at the Committee of the Whole meeting on April 19, 2022, the attached policies have been forwarded to the Board of Trustees for a second reading and approval. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approves Policies 3.2.2 Administrative Contracts and 3.2.4 Classified and Professional Employees.



Clinton E. Gabbard
President

College administration suggests that the College revise two (2) Board policies within the Human Resources section of the Board Policy Manual to update language to current terminology and practice. Revised policies include:

3.2.2. ADMINISTRATIVE CONTRACTS (Revised 09/27/12, 8/25/16)

3.2.4 CLASSIFIED AND PROFESSIONAL EMPLOYEES (Revised 9/27/12, 8/25/16)

Current Policy with Edits

3.2.2. ADMINISTRATIVE CONTRACTS (Revised 09/27/12, 8/25/16, [and 04-28-22](#))

The Board approves all full-time administrative notification of assignments on a fiscal year ~~contractual~~ basis. [Employment of administrative employees is at-will.](#)

Proposed Policy

3.2.2. ADMINISTRATIVE CONTRACTS (Revised 09/27/12, 8/25/16, and 04-28-22)

The Board approves all full-time administrative notification of assignments on a fiscal year basis. Employment of administrative employees is at-will.

Current Policy with Edits

3.2.4. ~~CLASSIFIED AND PROFESSIONAL~~ [HOURLY AND SALARIED STAFF](#) EMPLOYEES (Revised 09/27/12, 8/25/16, [and 04-28-22](#))

The Board-Staff Council Contract and any applicable law shall provide the ~~bases~~ [basis](#) for College employment practices for all ~~classified and professional~~ [hourly and salaried staff](#) employees. The Board of Trustees retains the prerogative of adopting additional policies relating to ~~classified and professional~~ [hourly and salaried staff](#) employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Staff Council Contract and applicable law.

Proposed Policy

3.2.4. HOURLY AND SALARIED STAFF EMPLOYEES (Revised 09/27/12, 8/25/16, and 04-28-22)

The Board-Staff Council Contract and any applicable law shall provide the basis for College employment practices for all hourly and salaried staff employees. The Board of Trustees retains the prerogative of adopting additional policies relating to hourly and salaried staff employment which are determined to be necessary for the effective operation of the College and which do not conflict with provisions contained within the Board-Staff Council Contract and applicable law.

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
ADM	3/14/2022	James Julison	Director of Business Services	R
STA	03/21/2022	Patrick Vogt	Dishwasher, Warewashing & Sanitation	R
STA	3/21/2022	Stephen Norte	Testing Center Assistant	R
ADM	03/28/2022	Luanne Mayorga	Director of Employee Development	R
STA	03/28/2022	Jacob John Homuth	Coordinator of Career Training Programs	R
STA	03/28/2022	Christopher Gluth	Student Success Coach	R
STA	3/28/2022	Rita Redmond	Desktop Technician	R
STA	3/28/2022	John Howell	Lead Groundskeeper	R
STA	03/21/2022	Roger Saran	Campus Police Sergeant	T
STA	3/28/2022	Brent Marnati	Network Information Security Analyst	T
STA	4/12/2022	Karen Katnik	Administrative Assistant II (College & Career Readiness)	T
STA	3/28/2022	Nicole Johnson	Sr. Research and Compliance Associate	RC
ADM	3/21/2022	Rachel Boldman	Director of Student Engagement and Support	RC

Through April 13, 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	03/24/2022	Maria Avila	Administrative Assistant III (Human Resources)
Staff	04/15/2022	Samantha Siewrok	Academic Advisor
Administrator	05/06/2022	Amy Humke	Director of Institutional Research

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

Classification	Retirement Date	Employee Name	Primary Position
Staff	6/30/2022	Vicki Brennan	Coordinator of Credentials Evaluation

Through April 21, 2022

ICCTA Paul Simon Student Essay Contest

Information

The Illinois Community College Trustee Association (ICCTA) Paul Simon Student Essay Contest provides a \$500 scholarship to the student who best describes “How My Community College Has Changed My Life.”

All currently enrolled students at ICCTA member colleges are eligible to participate in the contest at the local level. However, each ICCTA member college may enter only one student essay in the statewide competition each year. The winner of the statewide competition will receive a \$500 cash stipend for educational expenses during the Fall 2022 semester. In addition, ICCTA will invite the winner to attend the association’s awards banquet. The McHenry County College student selected for the ICCTA statewide competition will receive a \$250 stipend for educational expenses.

Promotion of the competition began in January. Seventy-two individuals submitted essays. All essays were reviewed by the Chair of the English department. A committee of English instructors judged the entries and selected the essay written by Julia Vogt, who will represent McHenry County College in the ICCTA’s statewide competition.

Attached is the winning essay entry.

How McHenry County College Changed My Life

About this time a year ago, I was looking through the course catalog and planning classes for my fall semester at McHenry County College (MCC). While planning college courses as a high school senior may sound exciting, I was devastated. Community college was not a part of my original plan, and I was upset that I would not only be stuck in McHenry County for another year, but that nearly all of my friends would be moving onto bigger and brighter things without me. While the summer between high school and college was a hard one, I can confidently say now that despite my original dread of going to community college, I definitely made the correct decision.

My entire plan for my future was completely thrown off the rails last spring. In March of 2021, I contracted COVID-19 and had several complications due to the virus. I ended up in the hospital twice and I was sick for months. The virus caused me to have a stroke, and I lost the ability to speak clearly for a long time. I fell behind in school and had to quit my job, and I couldn't participate in as many of my extracurriculars. I required great amounts of support from my doctors, teachers, parents and friends just to graduate high school in May. Because of my residual symptoms, I had to make the hard decision to defer my enrollment at the University of Northern Iowa by a year, because I would not be healthy enough to attend in August.

I spent the summer recovering from my illness, and as August neared, I realized I was no longer upset to be attending community college. I started going to campus and student life events right before classes started and had a blast meeting new people and trying new things. My first month of classes I had already made new friends and joined several clubs! I had spent most of the summer worrying that I would face difficulties at school because of my chronic illness and speech impediment, but I was surprised to find how accommodating everyone was. I had very little anxiety about being able to keep up with my peers as a newly disabled person because of the kindness shown to me by my instructors and advisors.

The resources and services offered at MCC changed my life. Access and Disability Services helped teach me how to use accommodations and advocate for myself as a newly disabled person. The career counselor supported me as I realized that the path I was originally on was not a great fit, and then helped me research other college and career paths. The transfer center helped me find the perfect four-year university with the ideal program. The Student Success Center and student organizations taught me professional leadership and communication skills through Student Success workshops and leadership positions. I would not be as successful today without McHenry County College.

Now, I am incredibly busy on campus. I am taking five courses, and am involved in five clubs on campus. I also have leadership positions in several of these clubs, including being the Fundraising Vice President of Phi Theta Kappa, the secretary of Pride Club, and the Vice President of the book club. I also have a job in our student center, where I help at the front desk and provide research help for various campus projects.

I know now that my choice to go to community college was the right decision. Without MCC, right now I would be on the wrong career path at the wrong school. I would not be where I am today without the support and community I found at MCC. This fall, I am transferring to the perfect school with an amazing Historic Preservation program and I feel that MCC has fully prepared me for what comes next. McHenry County College has completely changed my life for the better, and I am so grateful for the people and resources that have made it the best place for me to start my education.

Julia Vogt
McHenry County College

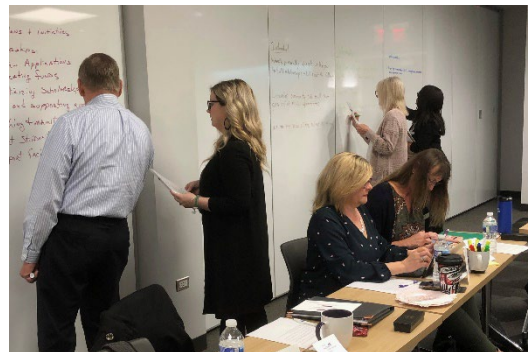
Friends of MCC Foundation Update

Fall 2022 Scholarship Update

Scholarship applications for the Fall 2022 semester closed on April 3, 2022. A total of 390 students submitted their general application. Many new MCC employees joined our existing employee volunteers and FMCCF Board members to serve as scholarship reviewers. Thank you to the 70-plus volunteers for supporting this effort. Scholarship applications are currently being reviewed with all scholarships to be awarded in June.

Friends of MCC Foundation Board

On April 13 in the MCC Conference Center, the Friends of MCC Foundation Board held its first in-person Board meeting since February 2020. Following the meeting, the Board participated in its annual strategic planning session (pictured to right), which was facilitated by Marcy Piekos, executive director of LGMC.



Education to Empowerment

Education to Empowerment (E2E) held its Spring event on April 7. Over 50 E2E members and five scholarship recipients attended the event, which included dinner, a business meeting, and networking. The event also featured an inspiring presentation from E2E member and MCC Distinguished Alumni, Laurie Retzlaff, and E2E scholarship recipient, Sarah Schuetzle, about the E2E Mentor/Mentee relationship. E2E will be celebrating its 10-year anniversary and is fast approaching its original goal of 100 members. Current membership stands at 87.

Sponsorship Renewal Update

The Foundation is actively seeking event sponsors for 2022. Available sponsorships include the 55th Gala, the Golf Invitational, Education to Empowerment, People in Need, and Listening for a Cause. The Foundation is excited to share that Robbins Schwartz will again be the Premier Event Sponsor for the Golf Invitational, and The Foglia Family Foundation will be the Emerald Sponsor for the 55th Anniversary Gala. To date, the Foundation has received over \$100,000 in event sponsorships from organizations and individuals.

2022 FMCCF Golf Invitational

The Foundation's Golf Committee is meeting monthly to plan the 2022 FMCCF Golf Invitational to be held Monday, July 18 at Boulder Ridge Country Club. Over \$29,000 in sponsorships have already been secured for this event. The day will include 18 holes of golf (scramble format), all-inclusive food and drink, prizes, and a silent auction. If you are interested in sponsoring or attending, please contact the Foundation office at (815) 455-8721 or jarndt472@mchenry.edu.

MCC 55th Anniversary Gala

MCC will celebrate its 55th Anniversary at a spectacular gala on Friday, October 28 at the Venue at Goebbert's. Planning is currently underway as this event promises to be one of the county's premier celebrations featuring MCC students, great food, dynamic speakers, live and silent auctions, and live music. Over \$60,000 in sponsorships have already been secured indicating the high level of interest in this Gala. Please contact the Foundation office at (815) 455-8721 if you are interested in sponsoring or attending this event. Additional details will be forthcoming throughout the year.

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

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
ICCB Early Childhood Access for Equity Consortium	This project is supported by legislation designed to expand educational pipelines, advance racial equity, and serve the needs of current early childhood workers and employers. Funding will support the expansion of online course offerings, establish a coaching program for students, and develop transfer pathways.	\$698,619 over three years	Dawn Katz, Dean of Social Sciences and Public Services
ICCB College Bridge Program	This funding will provide support to first generation, low income, and students of color as they transition from high school, or for adults beginning or returning to college, with the goal of increasing the number of students who successfully complete their program of study or transition to a four-year institution.	\$220,000 over 15 months	Talia Koronkiewicz, Vice President of Student Affairs and Interim Vice President of Academic Affairs and Workforce Development

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	April

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Illinois DCEO Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Pending	May
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	August
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	April
U.S. Department of Commerce/EDA Economic Adjustment Assistance	This program supports projects designed to improve economic and workforce development and resiliency, particularly in areas affected by the pandemic. MCC is seeking funding for equipment to be used in the Foglia Center for Advanced Technology and Innovation.	\$1,680,134	Pending	May
Lumina Foundation Million Dollar Community College Challenge	This project will support strategic brand building and marketing efforts at MCC, 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-\$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	\$10,000	Pending	May

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	program will provide additional support to help students enroll in regularly scheduled Adult Education courses.			
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
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
Mexican Consulate of Chicago - IME Becas	This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to students of Mexican origin. Scholarships will be based on financial need, with preference given to students who are previous Adult Education or Upward Bound participants.	\$10,000	In development	May 1
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 range of employers to participate, providing students with the opportunity for career-based work experience.	\$45,000	In development	May 10
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	In development	May 13
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/June
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 30
Telligen Community Initiative	The Telligen Community Initiative supports work-based learning opportunities for students pursuing health care careers.	\$45,000	Under consideration	June

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
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

Funding Source	Brief Description	Amount Requested	Follow Up
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 project would have provided additional support for students as they transition to high school and choose a career pathway.	\$74,952	MCC will continue to look for resources to strengthen transition support.
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 would have also funded faculty development webinars to promote the use of graphic novels in information literacy instruction across campus.	\$4,000, plus \$3,000 worth of graphic novels	MCC's application will remain in consideration for one additional year and the Grants Office will look for additional potential funding sources.

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 Related Communications:** OMPR continues to support the COVID-19 response team to provide up-to-date messaging to stakeholders through a variety of channels. Specific efforts include:
 - Signage, communications, and video messaging
 - Dedicated webpages for COVID-19 response and communications (www.mchenry.edu/welcomeback and www.mchenry.edu/coronavirus)
 - Social media messaging supporting student needs and frequently asked questions
 - Response communications and signage for campus access
 - Student email and text message communications surrounding class changes, support, and pandemic response
 - Promotion of financial assistance resources to help students in need
 - Promotion of Student Success Fund to help students in need
 - COVID-19 reporting and updates, online reporting tools
- **Publications:** OMPR is currently working on these important publications:
 - 2022-2023 Credit Catalog—online version is live
 - Catalyst—Workforce, Community, and Business Programs at Shah Center
 - Noncredit schedule and related sell sheets
 - Strategic Plan Mid-Cycle Update

- **Marketing Campaigns:** Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Outdoor media/billboard campaign
 - Apprenticeship/internship publicity and marketing support
 - Transfer partnership awareness campaign
 - Joint Agreement tool
 - Adult Education promotional support
 - Guided Pathways marketing support, including updates to all program sell sheets and new dynamic/programmed web pages
 - Marketing campaign for adult learners
 - Marketing campaign for area employers
 - College and Career Readiness awareness and promotions
 - Noncredit and Continuing Education program publicity
 - Noncredit mini video commercials for evergreen programming areas
 - Interactive content for specific target programs
 - Summer/Fall 2022 Radio Campaign (STAR 105.5 and WNIJ NPR)
 - Summer/Fall 2022 advising and registration promotion
 - 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 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
 - Academic program videos for program promotion
 - Portrait in Print art collection book publication
 - MCC Student Assistance landing page to highlight resources for students
 - Fast Track to On-Track rebranding initiative
 - Kids and College promotion
 - New Fitness Center promotion
 - Environmental graphics wrap for Horticulture flower cooler
 - Hall of Human Origins installation graphics
 - 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
 - Golf invitational promotion and support
 - 55th anniversary gala event support
- **MCC Brand Identity Efforts:** The following efforts are in progress to support enrollment growth and enhance MCC's brand awareness:
 - MCC "NEXT" tagline promotion
 - MCC website development project (content management system)
 - Alumni video series

- Production of general MCC awareness video commercials for social media
 - MCC virtual tour videos
 - New digital signage package for TV monitors across campus
 - Wall graphics for CO/LAB student spaces
 - *More Than You Think* outdoor campaign
 - New branded graphics for all entrances
- **Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:
 - MCC awareness campaigns – programs and faculty
 - Social media campaign boosts to reach prospective students

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from March 21, 2022—April 20, 2022.

- McHenry County College Announces 2022 Faculty Member of the Year
- MCC Expands Tutoring Services by Partnering with Online Program TutorMe
- MCC Student Receives Recognition at Skyway Writer's Festival
- MCC Opens Registration for Summer 2022 Kids and College Program
- McHenry County College Awards Tenure Status to Faculty Member
- MCC's Speech Forensics Team Takes Home Wins at State Tournament
- MCC to Host Screening of Documentary on Immigration and "Guest Workers" in American Agriculture
- Friends of McHenry County College Foundation Welcomes New Board Member, President
- MCC's Literary Magazine Receives Gold Medalist Critique, Gold Crown Award
- MCC's Kids and College Program Partners with National Inventors Hall of Fame to Host Camp Invention
- MCC's Physical Therapy Assistant Program Accepting Applications Until April 15
- Registration Open for MCC's ScotStars Sports Camps
- McHenry County's Official 2022 Green Guide Now Available

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

Student, Alumni, Donor Spotlights

[View all student spotlights »](#)

[View all alumni spotlights »](#)

[View all donor spotlights »](#)

Sustainability Center Update

Current Initiatives

- The Green Guide McHenry County Recycling Directory has been completely updated for 2022. Distribution to McHenry County municipalities, libraries, and a large mailing list of interested individuals is currently underway. It is also available to download in English and Spanish at www.mchenry.edu/green. The Guide has detailed information on all the county electronics recycling and shredding events and the household hazardous waste collection on June 25, 2022 at Prairie Ridge High School.
- The ReUse It Corner has repurposed approximately \$538.08 worth of gently used office supplies in March 2022, bringing the total to \$7,560.98 since its reopening in mid-August 2021.
- Director Hankins talked with students from Instructor Meny's French 252 class on March 17, 2022. The class was learning about recycling then they all played a recycling board game in French.
- The Sustainability Center had a table at Meet MCC. Water bottles made in the USA and from 100% recycled content materials were given to interested students and families, which generated some good conversation about sustainability at MCC.
- The Student Environmental Action Club visited the Waste Management Transfer station in Crystal Lake. While observing the station in full operation, the students and advisor Hankins visited with site manager Donald Krenz who carefully explained the process of waste and recycling.

Community Connections and Conferences

Director Hankins and several individuals from the Student Environmental Action Club attended the annual Loyola University Climate Change Conference. The virtual conference focused on the intersection of climate change, human health, and justice. There were sessions on the role of sustainability in health care, environmental racism, and a panel with Governor Pritzker on climate change policy success and opportunities.

The Sustainability Center sponsored a table at the Environmental Defenders of McHenry County annual dinner. Student Environmental Action Club members sat at the table and heard keynote speaker, Tom Skilling, talk about the impacts of climate change. Skilling later talked with those MCC students present. .

Workforce Development Update

This month's Workforce Development Update welcomes new team members to the division and reports on the latest activity of the Career Training and Personal Development programs.

New Team Members

On February 28, Tressman Goode started in his role as Coordinator of Personal Development and Kids and College Programs. His extensive higher education background has included roles in program coordination and admissions work, most recently at Northern Illinois University.

Amy Neff continues to make her impact at MCC. On March 14, she transitioned from her position as Academic Advisor to become the new Coordinator of Career Services. Amy started her tenure at MCC as the College Transition Specialist and has grown in her roles since then.

As of March 28, Jake Homuth became the Coordinator of Career Training Programs, and is passionate about helping individuals overcome obstacles and find what they're meant to do for work. His previous employment with the State of Illinois, McHenry County, and in property management, along with his community contacts will be useful in this role.

Personal Development Program – Hands-on Learning

The Personal Development Program continues to see an increase in demand for in-person, hands-on noncredit experiences, and more opportunities are added each quarter. Popular classes for Quarter 3 (April-June) include Mushroom Mission, Bring on the Brunch! Creole Eggs Benedict and Biscuits and Gravy, Beekeeping Field Study, Intermediate-Advanced Watercolors, and Small Engine Repair.



Beekeeping Field Study and Small Engine Repair have seen such a high level of interest that additional sections of these courses were added to accommodate. Small Engine Repair is now offering three sections compared to one section in the past, while Beekeeping has added an afternoon section.

More information about classes are available at www.mchenry.edu/personaldevelopment.

Kids and College Summer 2022 Update

For the first time since 2019, Kids and College will happily welcome day campers back to an in-person program this summer from June 13 through July 28. Campers will have the opportunity to select from almost 50 different STEAM-focused classes including, but not limited to, A Week with the Honey Bees, Junior Crime Scene Investigators, Rocket Science, and Nuts, Bolts, and Thingamajigs Gadget Girls. The summer program will have the opportunity to impact the lives of over 900 local students from grades 1 through 9. Registration is now open. More information about class offerings is available at www.mchenry.edu/kidsandcollege.

- **National Inventors Hall of Fame Partnership**

The Office of Community Education is proud to announce a new partnership with the National Inventors Hall of Fame (NIHF) to bring Camp Invention to the Kids and College program this summer from July 25-28. Camp Invention is a nationally-acclaimed STEAM summer camp providing in-person learning opportunities that turn curious K-6 students into innovative thinkers by providing experiences that help them build their confidence, persistence, and problem-solving skills. This camp will provide additional opportunities for up to 80 campers. They will have the opportunity to rotate through 4 different modules including Spacecation, Marble Arcade, Robotic Aquatics, and the Attic. Registration is now open. More information is available at www.mchenry.edu/kidsandcollege.

- **The Community Foundation for McHenry County Grant**

The Community Foundation for McHenry County has awarded McHenry County College a \$25,000 grant to support STEM-focused programming for students in grades 1-8. This grant will support up to 240 students, which includes 144 low-income students in the community, to attend Kids and College Summer Program. It will also support programming in conjunction with the Youth and Family Center of McHenry County and MCC's Upward Bound program with Harvard High School.

Career Training - Celebrating Motorcycle Technician Training's First Graduates

On March 24, MCC's Career Training program celebrated with the initial cohort of Motorcycle Technician Training program students as they successfully completed the program. This career-entry program, launched in January 2022, was developed in partnership with the Windy City Motorsports dealer group and teaches the skills needed to obtain employment as an entry-level motorcycle technician. The instruction includes not only hands-on technical skills, but also the employability and customer service skills necessary to excel in employment.

The students shared that they each met the goals they set upon entering the program, which included transitioning from current employment as a porter or service writer into a technician role, directly entering employment as a technician, or gaining the skills necessary to transition from a hobbyist to a skilled technician. Recruitment is currently underway from the second session of the program which will begin on September 12, 2022.

