

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

Thursday, May 27, 2021
Regular Board Meeting
6:00 p.m.



Virtual Meeting
Held By Videoconference

NOTICE OF VIRTUAL MEETING

The Board of Trustees of McHenry County College District No. 528 will convene a regular Board meeting in the MCC Conference Center, Room A211-A215, 8900 U.S. Highway 14, Crystal Lake, Illinois at the date and time specified above. A disaster declaration relating to public health concerns has been issued for at least a portion of the public body's jurisdiction. In consideration of this and due to the COVID-19 health pandemic, President Gabbard has determined that a fully accessible in-person meeting is not practical or prudent. As permitted by Section 7(e) of the Open Meetings Act, 5 ILCS 120/7(e), this meeting may be thus held without the physical presence of a quorum of trustees at the regular meeting location. Dr. Gabbard will be physically present at the regular meeting location, along with other employees performing essential functions. One or more trustees may also be physically present. Given COVID-19 considerations, it is not feasible to allow members of the public to attend the meeting in person. Members of the public may view the meeting using the following link: www.mchenry.edu/board

If any member of the public wishes to provide a public comment for the meeting, please submit the comment in writing via email by 3 p.m. on May 27, 2021 to the College Public Information Officer at chaggerty@mchenry.edu, or complete the [Public Comment Form](#) by that date and time. All comments will be provided to trustees prior to the meeting and will be reflected in meeting minutes. Public comments that are appropriate, compliant with Board policy, and reasonable in length will be read aloud during the public comment section of the meeting.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Final Meeting of the Retiring Board, April 22, 2021
Organizational Meeting, April 22, 2021
First Meeting of the Newly Organized Board, April 22, 2021
Special Meeting of the Board, April 28, 2021
7. SPECIAL RECOGNITION: Trustee Emeritus Status
8. OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENTS
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 #21-54
 - 2. Treasurer’s Report, Board Report #21-55
 - 3. Ratification for Accounts Payable Check Register, Board Report #21-56
- B. Destruction of Closed Session Recordings, Board Report #21-57
- C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 - 1. Augusoft Lumens Integrated Professional (iPRO) and Lumens Contract Training – Premium Module Licenses, Board Report #21-58
 - 2. Business Intelligence Design and Support Services, Board Report #21-59
 - 3. Desktop and Laptop Computers, Board Report #21-60
 - 4. Diversity, Equity, Belonging and Inclusion (DEBI) Assessment Consultants, Board Report #21-61
 - 5. Annual Ellucian ERP, CROA and Self-Service Financial Aid Software Maintenance, Board Report #21-62
- D. Personnel
 - 1. Appointment of Administrative and Faculty Positions, Board Report #21-63
 - 2. Salary Adjustment, Board Report #21-64

12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. BOARD TRAVEL REQUESTS AND ESTIMATED COSTS, Board Report #21-65

14. REQUEST TO GRANT HONORARY LEGACY STATUS, Board Report #21-66

15. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE STAFF COUNCIL, Board Report #21-67

16. FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. May Committee Meeting Summary
- D. Friends of McHenry County College Foundation Update
- E. Office of Marketing and Public Relations Update
- F. Grants Office Update
- G. Sustainability Center Update
- H. Workforce Development Update
- I. Center for Agrarian Learning Update

17. FUTURE AGENDA ITEMS

18. 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: February 25, 2021 and March 25, 2021 Regular Board Meeting Closed Session minutes

21. ADJOURNMENT

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

Mary Beth Siddons
Chair

Student Trustee Report

Student Awards Celebration

Each spring, McHenry County College (MCC) recognizes students who have made significant contributions to the College during the academic year, both in and out of the classroom. The 2021 Student Awards Celebration continued to provide an opportunity for our faculty, staff, and administration to recognize students for their efforts and achievements throughout the past academic year. Although these organizations were not meeting in person, over 80 MCC Students were recognized for their achievements. Students nominated received an engraved award.

MCC Student Farm Week and Outdoor Sculpture Walk

As the semester wrapped up, students engaged the campus community in Farm Week and the Outdoor Sculpture Walk. Both showcased the wonderful work being done by our students across academic areas.

Graduation Week

Graduating students had the opportunity to participate in a variety of graduation activities throughout the week of May 10. Room A218 was transformed into a graduation hub, where students could: pick up their diploma covers/cords/tassels/yard signs; take pictures with Dr. Gabbard/Dr. Gray/Roary; get help completing their E-Portfolio; connect with the Foundation Office about alumni relations; and attend a workshop presented by Career Services on 'Next Steps after MCC'. The week concluded with a virtual graduation ceremony and an on-campus graduation drive-through reception on May 15. Graduates also had the opportunity to give their fellow peers a shout-out during the virtual graduation ceremony.

Athletics

Congratulations to Sarah Gallivan as MCC's April Student-Athlete of the Month. The freshman plays both catcher and infield on MCC's Softball team, which finished the season as Co-Conference Champions. As lead-off batter for the team, she is hitting .333 for the 16-13 Scots. Head Coach Wally Warner has nominated her as one of the team's captains. "She provides positive leadership on the field and in the classroom for our team. She is well-respected by all of her teammates," he said. She is also on her way to earn Illinois Skyway Collegiate Conference All-Academic Team honors as a freshman.

The Women's Softball team recently earned the Skyway Conference Championship for the 2021 season. This is the first Skyway Conference Championship in ten years.

Finals Week

The week of May 10 was the final week of the spring semester for all MCC students. There was a lot of traffic in Room A218 throughout the semester. This new space is valued by students and used daily. Students have utilized all the resources available such as tutoring, computer labs, student study areas, and the Student Success Center throughout the week of finals. Despite all the challenges, students had a successful semester.

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2021 through the month of April.

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2021 is currently 83.0% complete with the year-to-date results ending April 30, 2021 being reported. In the Operating Funds, total revenue is 61.5% of budget, as compared with 64.3% at the same time last year. Total expenditures are 54.3% of budget, as compared with 57.6% 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 83.0% of budget and up \$549,748 (2.4%) from last year at this time. FY21 revenue is 23,123,703 vs. FY20 revenue of \$22,573,955. For FY21, this revenue is derived from 50% of the 2019 tax levy (as approved by the Board in November 2019) and 50% of the 2020 tax levy (as approved by the Board in November 2020).
- State government is 84.4 of budget and up \$502,448 (18.5%) from last year at this time. FY21 revenue is \$3,215,960 vs. FY20 revenue of \$2,713,512.
- Federal government is 41.0% of budget and up \$48,296 (2,457.8%) from last year at this time. FY21 revenue is \$50,261 vs. FY20 revenue of \$1,965.
- Student tuition and fees is 96.4% of budget and up \$183,045 (1.5%) from last year at this time. FY21 revenue is \$12,499,877 vs. FY20 revenue of \$12,316,832. 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 2.6% of budget and down \$119,450 (-96.9 %) from last year at this time. FY21 revenue is \$3,873 vs. FY20 revenue of \$123,324. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 93.7% of budget and up \$1,789 (11.2 %) from last year at this time. FY21 revenue is \$17,766 vs. FY20 revenue of \$15,977. 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 24.0% of budget and down 587,933 (-86.0%) from last year at this time. FY21 revenue is \$95,638 vs. FY 20 revenue of \$683,571.
- Nongovernmental gifts, scholarships, grants & bequests is 43.9% of budget and down \$19,916 (-68.4%) from last year at this time. FY21 revenue is \$9,219 vs. FY20 revenue of \$29,136. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 18.9% of budget and up \$7,926 (0.2%) from last year at this time. FY21 revenue is \$4,927,385 vs. FY20 revenue of 4,919,459. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$4,855,647 Retiree Health contributions, which account for \$1,359, Other Misc. Income, which account for \$37,322 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$33,057. 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 FY20 that "On-Behalf Payment" was \$18,954,831.

Expenditures

- Salaries expenditures are 77.6% of budget and down \$196,571 (-0.9%) from last year at this time. FY21 expenditures are \$21,354,955 vs. FY20 expenditures of \$21,551,526.
- Employee benefit expenditures are 26.1% of budget and up \$620,384 (8.6%) from last year at this time. FY21 expenditures are \$7,865,632 vs. FY20 expenditures of 7,245,248. ***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 \$14-17 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 82.7% of budget and up \$403,730 (14.0%) from last year at this time. FY21 expenditures are \$3,282,623 vs. FY20 expenditures of \$2,878,893. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 74.6% of budget and down \$752,126 (-27.9%) from last year at this time. FY21 expenditures are \$1,942,442 vs. FY20 expenditures of 2,694,568.
- Travel and meeting expenditures are 22.3% of budget and down \$149,467 (-60.5%) from last year at this time. FY21 expenditures are \$97,684 vs. FY20 expenditures of \$247,151.
- Fixed charges expenditures are 99.4 % of budget and down \$102,266 (-6.1%) from last year at this time. FY21 expenditures are \$1,580,641 vs. FY20 expenditures of \$1,682,907. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 75.4% of budget and up \$85,513 (10.9%) from last year at this time. FY21 expenditures are \$870,745 vs. FY20 expenditures of \$785,232.
- Capital Outlay expenditures are 30.5% of budget and down \$1,579,395(-71.2) from last year at this time. FY21 expenditures are \$637,625 vs. FY20 expenditures of \$2,217,020. ***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 80.5% of budget and up \$137,301 (23.4%) from last year at this time. FY21 expenditures are \$724,294 vs. FY20 expenditures of \$586,993. 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. FY21 expenditures are \$0 vs. FY20 expenditures of \$0.

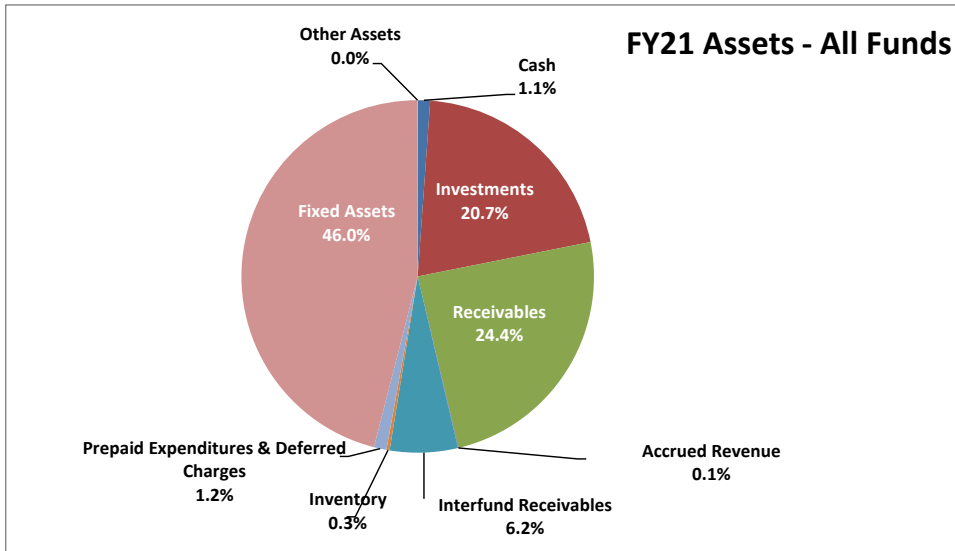
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
April 30, 2021

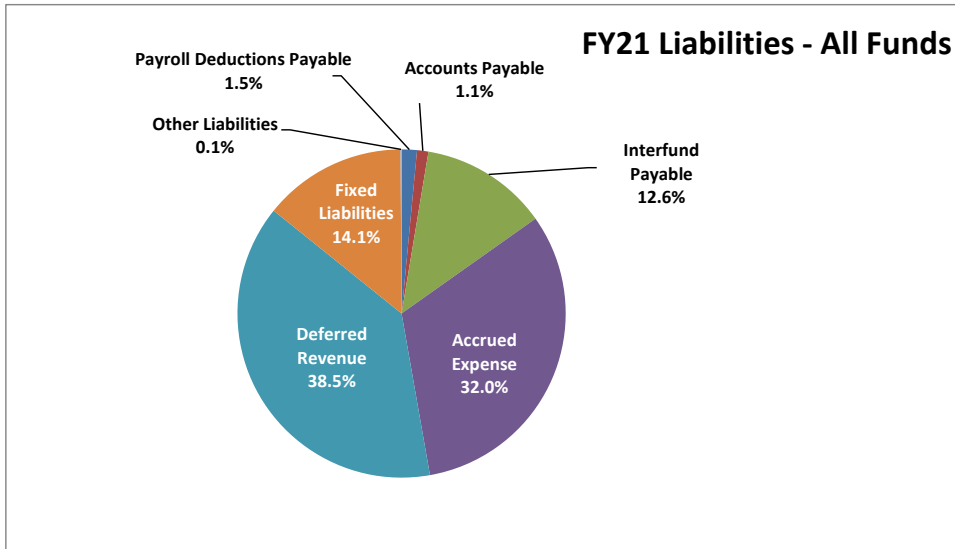
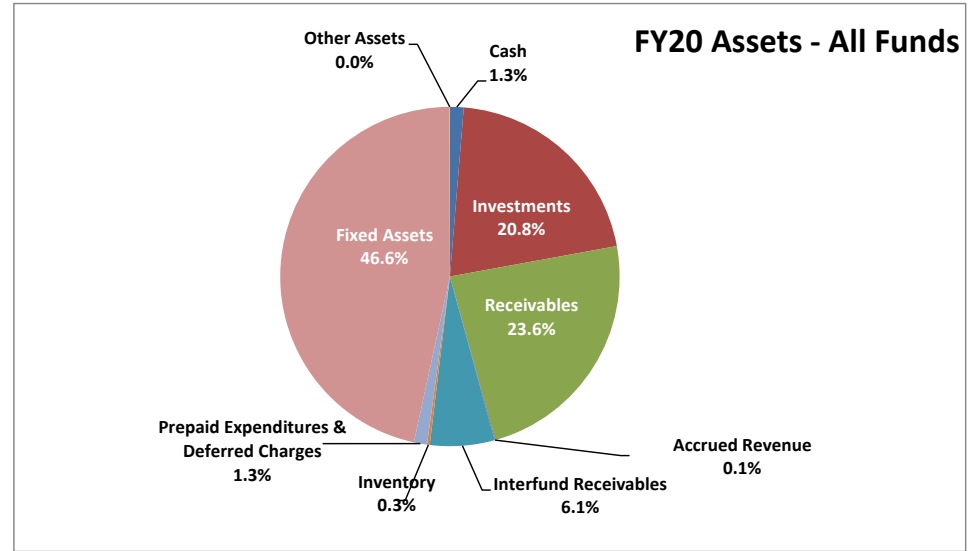
Funds Statement of Net Position (Balance Sheet)														
April 30, 2021														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,721,407	-	-	-	382,816.43	38,878	104,424	95,646	-	-	406,260	43,382	-	650,000
Investments	31,473,802	12,102,237	1,037,713	13,270,126	-	-	-	2,958,040	-	-	-	-	2,105,685	-
Receivables	37,037,817	33,046,056	2,438,446	-	-	5,562	770,308	-	-	-	-	75,000	702,444	-
Accrued Revenue	76,302	19,704	1,719	48,402	-	-	-	3,530	-	-	-	-	2,948	-
Interfund Receivables	9,454,334	3,075,693	6,560,411	(78,912)	-	41,772	(144,631)	-	-	-	0	(0)	(0)	-
Inventory	444,027	-	-	-	-	444,027	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,750,753	993,106	23,339	23,466	-	7,539	738	-	-	49,101	-	-	39,585	613,879
Fixed Assets	69,801,892	-	-	-	-	-	-	-	69,801,892	-	-	-	-	-
Other Assets	28,418	-	-	-	-	-	-	-	-	28,418	-	-	-	-
Total Assets	151,788,752	49,236,797	10,061,629	13,263,082	382,816	537,778	730,839	3,057,216	69,801,892	77,519	406,260	118,382	2,850,662	1,263,879
Liabilities														
Payroll Deductions Payable	1,132,456	921,555	56,245	-	-	108,115	-	-	-	-	-	-	46,541	-
Accounts Payable	842,164	841,328	-	-	-	731	105	-	-	-	-	-	-	-
Interfund Payable	9,454,334	-	-	7,605,385	-	-	-	-	-	-	-	-	1,848,949	-
Accrued Expense	24,099,502	-	-	-	-	-	-	-	-	-	-	-	-	24,099,502
Deferred Revenue	28,995,136	21,740,784	1,704,407	17,234	160,846	19,933	-	-	-	-	-	50,000	468,296	4,833,636
Fixed Liabilities	10,622,076	-	-	-	-	-	-	-	-	10,622,076	-	-	-	-
Other Liabilities	77,173	37,747	-	-	-	39,427	-	-	-	-	-	-	-	-
Total Liabilities	75,222,842	23,541,415	1,760,652	7,622,618	160,846	168,206	105	-	-	10,622,076	-	50,000	2,363,786	28,933,138
Designated Fund Balance	76,565,910	25,695,382	8,300,977	5,640,464	221,970	369,572	730,735	3,057,216	69,801,892	(10,544,558)	406,260	68,382	486,876	(27,669,259)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	17,820,819	16,033,362	1,787,457											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	75,442,356			5,640,464	0				69,801,892					
Liabilities, Protection, and Settlement	-37,804,459									-10,622,076			486,876	-27,669,259
Working Cash/Other Restricted	2,955,377						730,735	1,750,000			406,260	68,382		
Remaining Unassigned Balance	18,151,817	9,662,020	6,513,520	0	221,970	369,572	0	1,307,216	0	77,519	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
April 30, 2021

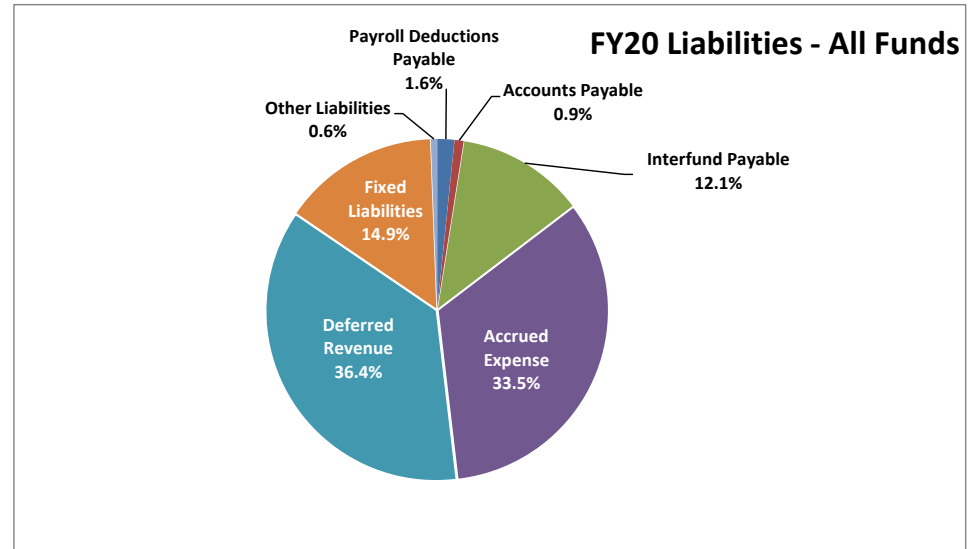
Total Assets = \$ 151,788,752



Total Assets = \$ 149,418,083



Total Liabilities = \$ 75,222,842



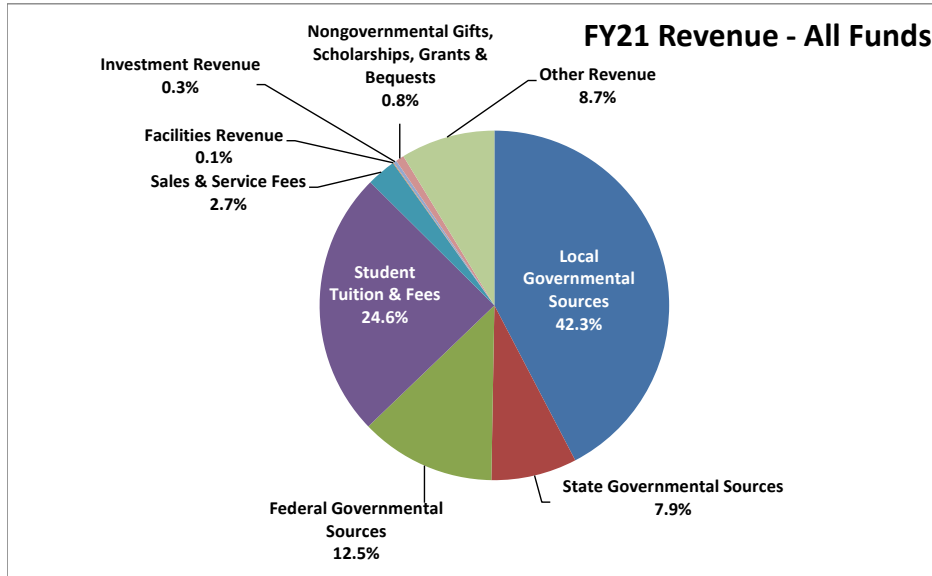
Total Liabilities = \$ 75,651,955

All Funds Statement of Activities (Income Statement)
April 30, 2021

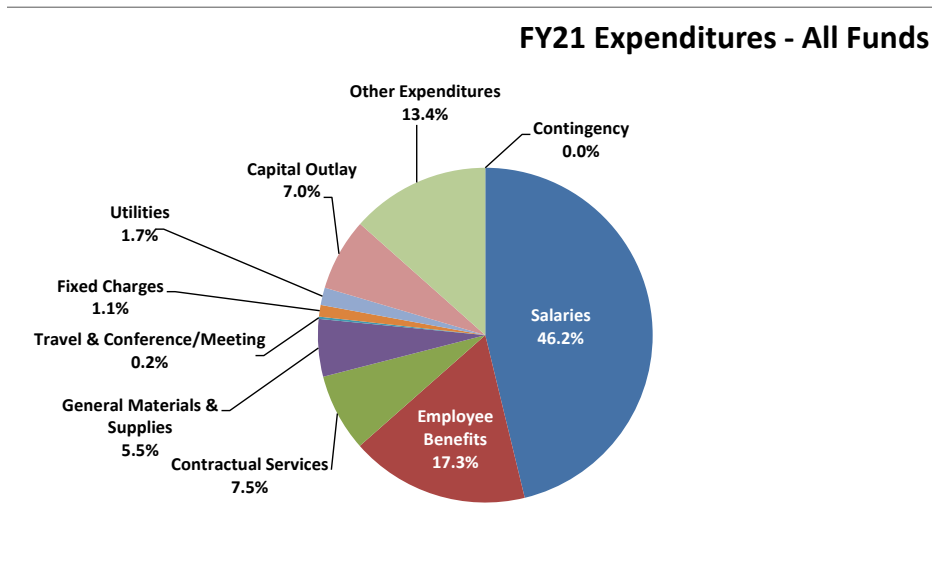
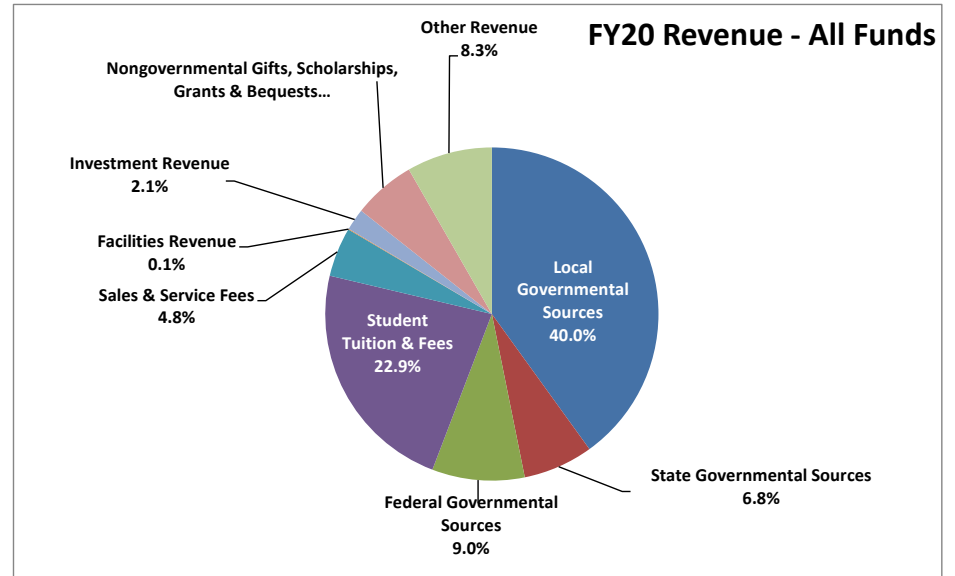
		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	24,122,589	20,842,451	2,281,252	-	-	-	4,512	-	-	-	-	62,219	932,155	-
State Governmental Sources	4,520,064	2,544,604	671,356	-	-	-	1,304,104	-	-	-	-	-	-	-
Federal Governmental Sources	7,149,037	50,261	-	-	-	-	7,098,776	-	-	-	-	-	-	-
Student Tuition & Fees	14,024,778	11,067,197	1,432,680	77,305	721,531	726,064	-	-	-	-	-	-	-	-
Sales & Service Fees	1,542,188	3,873	-	-	-	1,538,315	-	-	-	-	-	-	-	-
Facilities Revenue	37,241	17,766	-	-	-	19,475	-	-	-	-	-	-	-	-
Investment Revenue	168,268	91,592	4,046	57,392	-	-	-	8,303	-	-	-	-	6,935	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	438,676	9,219	-	-	-	-	288,531	-	-	-	140,926	-	-	-
Other Revenue	4,967,100	4,897,543	29,842	860,908	-	-	-	-	-	(860,908)	39,715	-	-	-
Total Revenue	56,969,941	39,524,509	4,419,175	995,605	721,531	2,283,853	8,695,923	8,303	-	(860,908)	180,641	62,219	939,090	-
Expenditures														
Salaries	23,877,253	20,898,645	456,310	-	-	1,172,519	1,066,852	-	-	-	-	-	282,926	-
Employee Benefits	8,929,363	7,779,561	86,072	-	-	234,615	188,004	-	-	-	-	-	641,112	-
Contractual Services	3,879,865	2,207,996	1,074,627	35,003	-	232,393	247,926	-	-	-	-	54,500	27,420	-
General Materials & Supplies	2,867,509	1,739,190	203,252	416	-	712,433	195,720	-	-	-	-	-	16,498	-
Travel & Conference/Meeting	112,491	85,702	11,982	-	-	4,846	6,249	-	-	-	-	-	3,712	-
Fixed Charges	582,003	1,560,458	20,183	-	624,000	7,800	-	-	-	(1,704,600)	-	-	74,163	-
Utilities	870,745	318,327	552,418	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,609,208	60,504	577,121	860,908	-	3,770	212,679	-	1,894,226	-	-	-	-	-
Other Expenditures	6,941,468	724,294	-	-	-	4,504	6,048,241	-	-	-	164,429	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	51,669,905	35,374,677	2,981,965	896,327	624,000	2,372,879	7,965,671	-	1,894,226	(1,704,600)	164,429	54,500	1,045,832	-
Excess/(deficit) of revenues over expenditures	5,300,036	4,149,832	1,437,210	99,279	97,531	(89,026)	730,252	8,303	(1,894,226)	843,692	16,212	7,719	(106,742)	-
Operating transfers in	700,000	-	-	-	-	450,000	-	-	-	-	-	-	-	250,000
Operating transfers out	700,000	700,000	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	71,265,874	22,245,550	6,863,767	5,541,185	124,439	8,598	483	3,048,913	71,696,118	(11,388,250)	390,048	60,664	593,618	(27,919,259)
Ending Fund Balance	<u>76,565,910</u>	<u>25,695,382</u>	<u>8,300,977</u>	<u>5,640,464</u>	<u>221,970</u>	<u>369,572</u>	<u>730,735</u>	<u>3,057,216</u>	<u>69,801,892</u>	<u>(10,544,558)</u>	<u>406,260</u>	<u>68,382</u>	<u>486,876</u>	<u>(27,669,259)</u>

All Funds Statement of Activities (Income Statement)
April 30, 2021

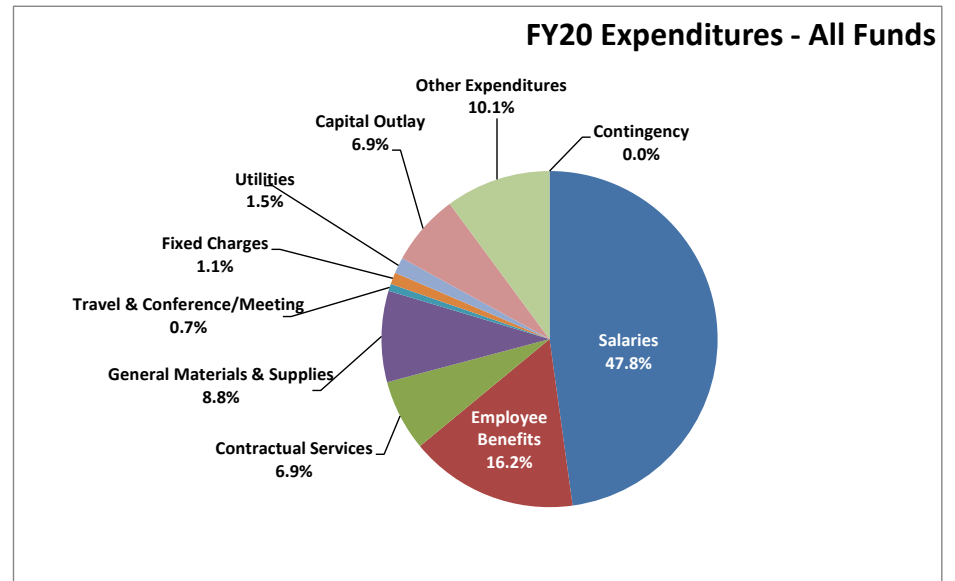
Total Revenue = \$ 56,969,941



Total Revenue = \$ 59,418,538



Total Expense = \$ 51,669,905



Total Expense = \$ 51,413,296

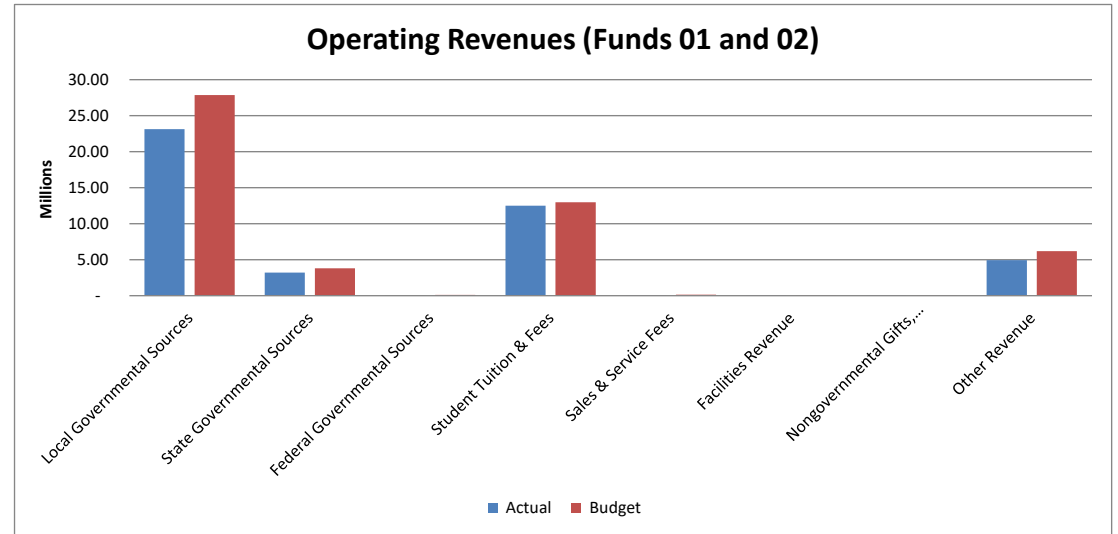
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

April 30, 2021

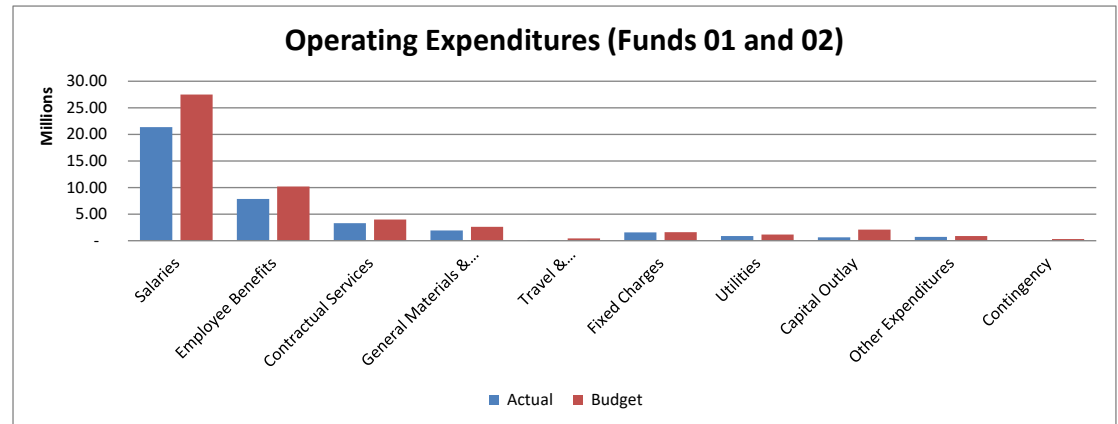
	FY21			FY21 YTD Actual to:		FY20	FY21 Act. Change Over
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	FY20 Act.
Revenue							
Local Governmental Sources	\$ 23,123,703	\$ 23,122,204	\$ 27,872,558	100.0%	83.0%	\$ 22,573,955	\$ 549,748
State Governmental Sources	3,215,960	3,160,615	3,809,949	101.8%	84.4%	2,713,512	\$ 502,448
Federal Governmental Sources	50,261	101,718	122,615	49.4%	41.0%	1,965	\$ 48,296
Student Tuition & Fees	12,499,877	11,734,002	12,965,975	106.5%	96.4%	12,316,832	\$ 183,045
Sales & Service Fees	3,873	125,389	151,150	3.1%	2.6%	123,324	\$ (119,450)
Facilities Revenue	17,766	15,734	18,966	112.9%	93.7%	15,977	\$ 1,789
Nongovernmental Gifts	9,219	17,421	21,000	52.9%	43.9%	29,136	\$ (19,916)
Other Revenue	4,927,385	5,125,283	6,178,250	96.1%	79.8%	4,919,459	\$ 7,926
Total Revenue	\$ 43,848,045	\$ 43,402,365	\$ 51,140,463	101.0%	85.7%	\$ 42,694,160	\$ 1,153,885
Expenditures							
Salaries	\$ 21,354,955	\$ 22,823,821	\$ 27,512,873	93.6%	77.6%	\$ 21,551,526	\$ (196,571)
Employee Benefits	7,865,632	8,443,920	10,178,686	93.2%	77.3%	7,245,248	\$ 620,384
Contractual Services	3,282,623	3,294,023	3,970,765	99.7%	82.7%	2,878,893	\$ 403,730
General Materials & Supplies	1,942,442	2,161,167	2,605,169	89.9%	74.6%	2,694,568	\$ (752,126)
Travel & Conference/Meeting	97,684	363,742	438,471	26.9%	22.3%	247,151	\$ (149,467)
Fixed Charges	1,580,641	1,318,652	1,589,563	119.9%	99.4%	1,682,907	\$ (102,266)
Utilities	870,745	957,709	1,154,466	90.9%	75.4%	785,232	\$ 85,513
Capital Outlay	637,625	1,733,363	2,089,475	36.8%	30.5%	2,217,020	\$ (1,579,395)
Other Expenditures	724,294	746,713	900,122	97.0%	80.5%	586,993	\$ 137,301
Contingency	-	248,871	300,000	0.0%	0.0%	-	\$ -
Total Expenditures	\$ 38,356,641	\$ 42,091,980	\$ 50,739,590	91.1%	75.6%	\$ 39,889,537	\$ (1,532,896)
Surplus/(deficit)	\$ 5,491,404	\$ 1,310,385	\$ 400,873			\$ 2,804,622	\$ 2,686,781
Net Transfers Out/(In)	\$ 700,000		\$ 700,000			\$ 900,000	\$ (200,000)
Net Operating Funds Surplus/(Deficit)	\$ 4,791,404	\$ 1,310,385	\$ (299,127)			\$ 1,904,622	\$ 2,886,781
<i>Beginning Fund Balance</i>	<i>29,109,317</i>	<i>29,109,317</i>	<i>29,109,317</i>			<i>29,328,406</i>	
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>4,791,404</i>	<i>1,310,385</i>	<i>(299,127)</i>			<i>1,904,622</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>300,000</i>				
Calculated YTD Ending Fund Balance (b)	\$ 33,900,720	\$ 30,419,702	\$ 29,110,190			\$ 31,233,028	

Operating Funds - Statement of Activities
April 30, 2021

	Actual	Budget
Revenue		
Local Governmental Sources	23,123,703.34	27,872,558.00
State Governmental Sources	3,215,959.57	3,809,949.00
Federal Governmental Sources	50,261.40	122,615.00
Student Tuition & Fees	12,499,877.14	12,965,975.00
Sales & Service Fees	3,873.36	151,150.00
Facilities Revenue	17,766.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	9,219.13	21,000.00
Other Revenue	4,927,385.01	6,178,250.00
Total Revenue	43,848,044.95	51,140,463.00



Expenditures		
Salaries	21,354,954.98	27,512,873.00
Employee Benefits	7,865,632.21	10,178,686.00
Contractual Services	3,282,622.78	3,970,765.00
General Materials & Supplies	1,942,442.08	2,605,169.00
Travel & Conference/Meeting	97,684.10	438,471.00
Fixed Charges	1,580,641.26	1,589,563.00
Utilities	870,744.80	1,154,466.00
Capital Outlay	637,625.24	2,089,475.00
Other Expenditures	724,293.83	900,122.00
Contingency	-	300,000.00
Total Expenditures	38,356,641.28	50,739,590.00
Excess/(deficit) of revenues over expenditures	5,491,403.67	400,873.00



*#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 April including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report 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 April 2021**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$137,022.25	\$505,777.60	\$463,812.97	\$178,986.88
Crystal Lake Bank & Trust Direct Pay	\$44,765.50	\$154,698.67	\$156,245.89	\$43,218.28
Crystal Lake Bank & Trust Employee Benefits	\$0	\$49,323.40	\$49,323.40	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$113,605.63	\$113,605.63	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$2,035,164.39	\$3,670,065.24	\$4,422,655.98	\$1,282,573.65
Crystal Lake Bank & Trust Operations	\$171,194.57	\$1,702,758.84	\$1,741,371.73	\$132,581.68
Crystal Lake Bank & Trust Payroll	\$42,466.45	\$3,028,828.23	\$3,001,473.11	\$69,821.57

McHenry County College
April 30, 2021

Investments

College Fund	Financial Institution	04/30/21	03/31/21	04/30/21	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$53,852	\$20,077	0%	see below	N/A	On Demand
Education	PFM Investments	12,068,088	13,883,427	38%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,039,433	1,038,881	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,080,503	7,073,948	22%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	PFM Investments	6,096,812	6,095,065	19%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	Home State Bank	141,214	140,000	0%	0.04%	N/A	On Demand
Working Cash	PFM Investments	2,961,570	2,960,438	9%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,108,633	2,107,687	7%	see below	N/A	Various
Total		\$31,550,105	\$33,319,523	100%			

Investment Revenue

Investment Revenue

College Fund	Apr-21	Fiscal YTD
Education	\$11,047	\$83,045
Operations & Maintenance	630	4,719
Operations & Maintenance (Restricted)	7,488	56,083
Operations & Maintenance (Restricted CDB Project)	2,961	9,326
Working Cash	1,294	9,689
Liability, Protection and Settlement	1,080	8,093
Total	\$24,500	\$170,955

Illinois Fund Rates - April 30, 2021

Annualized rate - Money Market

Low	0.036%
High	0.047%
Average	0.041%

PFM Investment Rates - April 30, 2021

Range of CD Rates

	Short Term*	Long Term*	CDB Trust*
Low	-	-	-
High	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust
At Cost	-	1.120%	0.170%
At Market	-	0.580%	0.150%

*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 \$1,609,226.04. Please note that the expenses are not segregated into the respective funds.

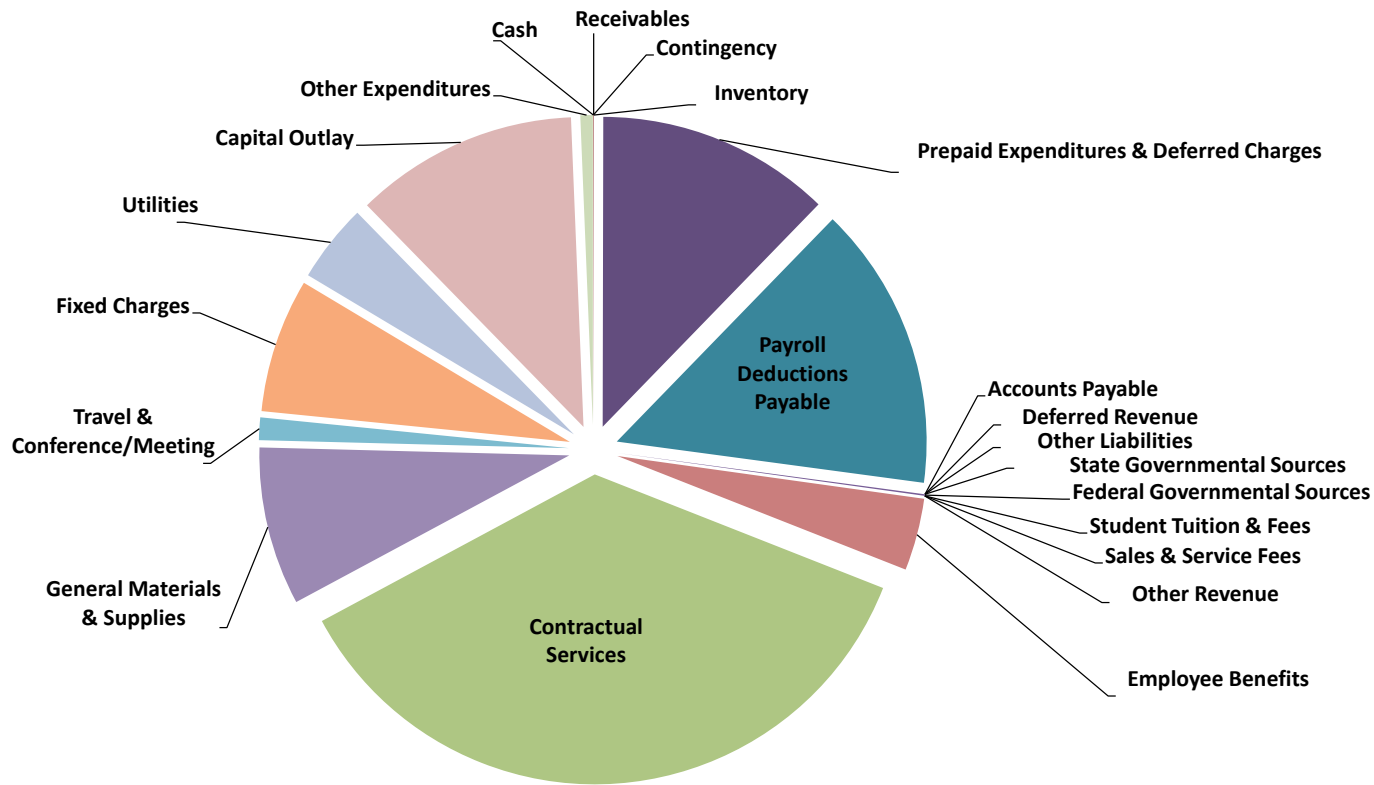
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of April 1- April 30, 2021 totaling \$1,609,226.04.

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 4/1/21 through 4/30/21



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	495.00	0.03%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	60,610.20	3.77%
Prepaid Expenditures & Deferred Charges	196,867.90	12.23%	Contractual Services	582,248.66	36.18%
Payroll Deductions Payable	239,160.84	14.86%	General Materials & Supplies	132,839.28	8.25%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	18,916.71	1.18%
Deferred Revenue	0.00	0.00%	Fixed Charges	112,570.43	7.00%
Other Liabilities	0.00	0.00%	Utilities	66,018.76	4.10%
State Governmental Sources	0.00	0.00%	Capital Outlay	187,792.59	11.67%
Federal Governmental Sources	1,299.13	0.08%	Other Expenditures	10,406.54	0.65%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,609,226.04	100.00%

Six Month Select Vendor History Report

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (11-Nov)	FY21: (12-Dec)	FY21: (1-Jan)	FY21: (2-Feb)	FY21: (3-Mar)	FY21: (4-Apr)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$5,907.50	2,635.00				2,805.00	467.50
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$8,416.89		829.10		1,010.60		6,577.19
Engineering	58	Capital Outlay	0402264	HR Green Inc	\$2,035.13		829.63		587.00	618.50	
Engineering	58	Capital Outlay	0418836	2010 Engineering Gr	\$2,200.00					2,200.00	
Engineering Total					18,559.52	2,635.00	1,658.73	-	1,597.60	5,623.50	7,044.69
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$714.29	107.68	39.39	35.82	215.54	183.58	132.28
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$20,031.92	4,839.29	2,119.99	1,810.04	3,386.57	3,460.09	4,415.94
Food Vendor Total					20,746.21	4,946.97	2,159.38	1,845.86	3,602.11	3,643.67	4,548.22
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00		500.00	250.00	250.00	250.00	250.00
Landscaping Total					1,500.00	-	500.00	250.00	250.00	250.00	250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$1,417.50		300.00	705.00	150.00		262.50
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$39,407.40	5,622.72	9,321.15	1,687.50	3,027.50	12,137.50	7,611.03
Legal	54	General Materials & Supplies	0396460	ROBBINS SCHWARTZ	\$8,129.44			8,129.44			
Legal Total					48,954.34	5,622.72	9,621.15	10,521.94	3,177.50	12,137.50	7,873.53
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$21,081.51				1,883.67	8,411.86	10,785.98
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$104,618.94	7,921.90	12,180.70	12,733.16	21,232.63	22,642.28	27,908.27
Temporary Staffing Total					125,700.45	7,921.90	12,180.70	12,733.16	23,116.30	31,054.14	38,694.25
Grand Total					\$ 215,460.52	\$ 21,126.59	\$ 26,119.96	\$ 25,350.96	\$ 31,743.51	\$ 52,708.81	\$ 58,410.69

Destruction of Closed Session Recordings

Information

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

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

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

- Regular Board Meeting, April 25, 2019
- Committee of the Whole Meeting, August 13, 2019
- Regular Board Meeting, August 22, 2019

Recommendation

It is recommended that the Board of Trustees approves the destruction of the recordings of the following Closed Session meetings: Regular Board Meeting, April 25, 2019; Committee of the Whole Meeting, August 13, 2019; and Regular Board Meeting, August 22, 2019.



Clinton E. Gabbard
President

Request to Renew
Augusoft Lumens Integrated Professional (iPRO) and
Lumens Contract Training - Premium Module Licenses

Information

The College has been using Lumens Integrated Professional licenses for the Noncredit registration process and the Lumen Contract Training software licenses since the implementation last year. Since its implementation, both customer satisfaction and productivity have grown.

The annual software maintenance fee for Augusoft software will be \$65,761.28 for the timeframe of July 1, 2021 to June 30, 2022.

Augusoft Components	Amount
Lumens Contract Training - Premium Module Subscription Fee	\$ 11,789.44
Lumens Integrated Professional (iPRO) Subscription Fee	\$ 53, 971.84
TOTAL	\$ 65,761.28

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

This expense is budgeted in the FY 2021 IT DevOps Services account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the Augusoft Lumens Contract Training – Premium Module and Lumens Integrated Professional maintenance covering the timeframe of July 1, 2021 through June 30, 2022 from Augusoft, Inc. of Minneapolis, MN at a cost of \$65,761.28.



Clinton E. Gabbard
President

Request to Renew
Business Intelligence Design and Support Services

Information

For a number of years, A. Lange Consulting LLC has provided design and support services for business intelligence and reporting systems that are an integral part of the Ellucian Colleague ERP reporting and analysis system. Services covered by this agreement include the implementation of reporting systems to fulfill ICCB-mandated reporting requirements, development of internal reports used by the College's Institutional Research department, and development of information dashboards posted on the College's website. The current services agreement with A. Lange Consulting LLC expires June 30, 2021. It is time to renew the annual agreement.

A. Lange Consulting LLC will deliver up to 50 service hours per month covering:

- Support and custom software development for further ICCB-mandated reporting, data warehouse development, and design
- Consulting, support, and training related to Ellucian's Colleague Reporting and Operating Analytics (CROA) system component
- Custom software development for new business intelligence reports required by the institution
- Management and software customizations, as needed, for existing MCC information dashboards

Other known comparable design and support alternatives for business intelligence reporting were considered. These alternatives included similar services offered by a company called ASR Analytics, as well as from Ellucian. Costs for similar comparable services from ASR Analytics or Ellucian are \$180.00 per hour and \$250.00 per hour, respectively, compared to \$95.00 per hour from A. Lange Consulting LLC. The total annual support effort for this service is estimated at a maximum 600 hours (12 months at up to 50 hours per month). Therefore, the maximum annual cost from A. Lange Consulting LLC will be \$57,000.00 compared to \$108,000.00 from ASR Analytics or \$150,000.00 from Ellucian.

This expense is budgeted in the IT DevOps Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of business intelligence design and support services for the timeframe of July 1, 2021 through June 30, 2022 from A. Lange Consulting, LLC, of South Lake Tahoe, CA for \$57,000.00.



Clinton E. Gabbard
President

Request to Lease
Desktop and Laptop Computers

Information

The College's annual spring computer lease refresh is due to expire in the coming months. Each year Dell desktop and laptop computers on campus are leased through rolling three-year Master Lease Agreements with Dell Financial Services. This year we are engaging Insight Finance Services, who are offering better pricing and better services compared to Dell Financial Services.

Leasing, as opposed to outright purchasing, enables the College to provide the latest hardware platforms to students and staff, move out old computer assets on a timely basis, ensure the latest software releases will run on appropriate hardware, and manage overall computer resources more efficiently.

This coming lease cycle will utilize a service from Dell called "PCaaS" (PC as a Service). This service was first used last year to physically swap in/out over 1000 computers (returning end-of-lease computers and installing replacements). The new PCaaS process was successful by eliminating very laborious, time-consuming, staff-intensive processes. A normally 2-3 month swap period was reduced to 3 weekends. In the PCaaS process, IFS staff handles the labor of swapping computers in and out over the three weekend timeframe under the oversight of MCC IT employees. This frees MCC IT staff to continue supporting the daily computing needs of the institution as well as shortening the impact of the transition. The PCaaS model saves the College approximately \$10,000 in reduced labor cost compared to prior years.

There are 490 Dell computers are coming off lease and being returned; 495 new Dell desktop computers and laptops are being requested to replace computers coming off lease.

Annual Lease Cost for New Computers Covered by the 3-year Term		
495 Dell Desktop/Laptop Computers	Insight Financial Sevices	\$182,187.22

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

This expense is budgeted in the General Institutional account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 495 Dell desktop and laptop computers from Insight Financial Services, Costa Mesa, CA at an annual lease payment of \$182,187.22.



Clinton E. Gabbard
President

Request to Approve
Diversity, Equity, Belonging and Inclusion (DEBI) Assessment Consultants

Information

As MCC strives to be an institution dedicated to Diversity, Equity, Belonging and Inclusion (DEBI), it is critical to seek a team of expert consultants in this line of work to help assess, evaluate, and make recommendations that enhance the College and its practices. Given the national political and social climate, MCC seeks to be proactive in understanding the campus culture, barriers to recruitment and retention of students, staff, and faculty from disproportionately impacted communities, and building a campus-wide movement to enhance inclusion and forward-thinking recommendations to map a tangible trajectory for DEBI-centered policies, practices, and perspectives. With the engagement of Bhattar Consulting, LLC, the DEBI Assessment for MCC will include the following focus areas and related deliverables.

Proposed Focus Areas:

- **Students Disproportionately Impacted:** MCC aims to “transform all students we serve by inspiring and equipping them to successfully live and work in the world.” While student body representation has grown in recent years, there is little knowledge of the diverse students’ experiences on campus and what effective strategies can enhance a strong sense of belonging for all current and future students served by MCC.
- **Staff Recruitment and Retention:** Given the size and scope of MCC, understanding factors contributing to recruitment and retention of diverse and talented staff, especially staff of color, is important to transform the campus experience for students and staff alike. Understanding how current staff of color and other marginalized identities experience campus will provide insights on how to enhance a sense of belonging on campus for staff.
- **Administrative Level:** Administrators hold key positions of power and influence on a College campus. Understanding their experiences, capacity for DEBI conversations, and commitment to cultural change will shape strategies to move MCC forward.
- **Faculty Diversity:** Faculty are influential in contributing to students’ sense of belonging and academic success. Understanding faculty experiences, pathways for faculty diversity and capacity for supporting disproportionately impacted students and colleagues is critical to support a DEBI-centric culture at MCC.
- **Other Populations:** To fully understand the MCC experience around DEBI concerns, we plan to speak to alumni, community partners, and others in collaboration with our campus contact.

Deliverables:

- One-hour introductory/pre-site visit call with consultants and campus leadership
- Effectively relaying context, framework and processes that will be used to assess the DEBI vitality of MCC
- Interview/Focus Group Protocol informed by PACE and CCSSE Findings
- Interviews/Focus Group Facilitation with identified stakeholders and focus populations to complement PACE and CCSSE and campus areas of focus

- Tentative Suggested Groups: DEBI Committee, Executive Committee, Board of Trustees, Instructional Deans, Leadership Group (of Directors), Student Leaders,
- Open Forum for students, staff and faculty, Human Resources Leadership, Marketing Team, and External Partners
- Summary/Themes of Focus Group Findings Report
- Equity-focused strategy recommendations for 3, 6 and 9 months ahead
- Executive report of recommendations
- Presentation of findings
- Assistance in creation of DEBI framework, common language glossary, and communication plan
- Action-Oriented Coaching Sessions with 3-4 key leaders (number of sessions to be determined but not to exceed five one-hour sessions in total)
- Working with select leaders representing campus networks to enhance their ability to implement recommendations and enhance accountability
- Follow up meetings with consultants and campus leadership

Beginning in December 2020, MCC researched and engaged with multiple consultants dedicated to assisting institutions towards racial, equity, and organizational change. While talking with multiple organizations dedicated to this work, the College connected with a consulting group who mirrored MCC's institutional goals and could effectively help move efforts along. This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part".

Detail of Project	Bidder Name	Cost
Diversity, Equity, Belonging and Inclusion (DEBI)	Bhattar Consulting, LLC	\$25,000.00

The total expense of \$25,000.00 for the work of Diversity, Equity, Belonging, and Inclusion by Bhattar Consulting, LLC is budgeted in the General Institutional department in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Diversity, Equity, Belonging, and Inclusion work from Bhattar Consulting, LLC of Los Angeles, CA for \$25,000.00.



Clinton E. Gabbard
President

Request to Renew
Annual Ellucian ERP, CROA and
Self-Service Financial Aid Software Maintenance

Information

As part of operating the College's Ellucian Enterprise Resource Planning (ERP) system, and consistent with other major software systems, annual software maintenance is a necessary support component of the system. Annual software maintenance 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.

Ellucian ERP software maintenance is a recurring annual fee the College will incur as long as it uses the ERP software product (called "Colleague"). The software maintenance covers 33 different integrated software components that comprise the overall Colleague ERP system.

The College is currently covered by a five-year contract, which was created in 2016 with Ellucian. Because software maintenance fees often increase by more than 5% each year without a contract, the current five-year contract includes a 5% cap on annual maintenance increases for the remaining years of the contract.

The new contract negotiated this year will end June 30, 2026.

PAYMENT SUMMARY FOR SUBSCRIPTION SOFTWARE AND CLOUD SOFTWARE	
TOTAL (for Contract Year ending June 30, 2021) (to be prorated) *	\$319,304.00
TOTAL (for Contract Year ending June 30, 2022)	\$319,304.00
TOTAL (for Contract Year ending June 30, 2023)	\$328,883.00
TOTAL (for Contract Year ending June 30, 2024)	\$338,749.00
TOTAL (for Contract Year ending June 30, 2025)	\$348,912.00
TOTAL (for Contract Year ending June 30, 2026)	\$359,379.00

*1/12th of the difference between last year's payment and next year's payment will be returned to the college.

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."

The total expense for the entire ERP system licensing and software maintenance is \$319,304.00 (vs. prior year at \$354,225.00). This expense is budgeted in the FY 2022 IT Software Solutions account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the five-year renewal of the Ellucian ERP Software Subscription covering the timeframe of July 1, 2021 through June 30, 2026, from Ellucian Inc., of Reston, VA, for a total five-year cost of \$2,014,531.00.



Clinton E. Gabbard
President

Appointment of Administrative and Faculty Positions

Information

The following Administrative and Faculty positions are presented to the Board for approval:

➤ **Dean of Arts and Humanities:** Position Refill

Laura Power's return to the Faculty as an Instructor of English, effective June 30, 2021, creates a vacancy for the full-time administrative position of Dean of Arts and Humanities. Daniela Broderick has been recommended to fill this position. Ms. Broderick has a doctorate in Musical Arts, Piano Performance, and Literature from University of Illinois at Urbana-Champaign, a MBA from the University of Chicago-Booth School of Business, a master's of Music in Piano Performance from University of Colorado, and a bachelor's of Music in Piano Performance from Rio de Janeiro Federal University, Rio de Janeiro, Brazil. Her experience is as follows:

2020 – Present	Director of Operations and Public Relations Strut Learning, Chicago, IL
2017 – 2020	Consulting Associate, Executive, and Advanced Analytics Practice Areas; Chief of Staff for the CEO Grenzbach, Glier and Associates, Chicago, IL
2008 – 2017	Chair, Fine Arts Department and Professor of Music, Piano Joliet Junior College, Joliet, IL
2003 – 2008	Adjunct Instructor, Piano Moraine Valley Community College, Palos Hills, IL

This was an external search, with fifty-one (51) applications received; nine (9) candidates were interviewed.

Below is a summary of the Dean of Arts and Humanities position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A5	\$81,096.43	\$105,426.52	\$129,756.61	\$26,435.64	\$104,727.77	\$90,000

Classification: Administrator | Full-Time, Pay Grade A5, Exempt

Position Summary: The dean is the front-line student success champion supporting students and faculty within an academic division. The dean will assist with the leadership in the development and implementation of courses and programs of study designed to serve students and is responsible for aligning the division with the college-wide strategic plan.

Qualifications/Desired Qualifications:

- Appropriate qualifications from a regionally accredited institution to teach in one of the division's disciplines
- Evidence of increasing levels of administrative responsibilities

- Experience with employee evaluation
- Two years of leadership experience either in directly managing employees or in a project management role
- Doctorate or other advanced degree from a regionally accredited institution
- Three years teaching experience
- Three years' community college experience

➤ **Dean of Math and Science:** Position Refill

Maria Taydem's resignation from the position of Dean of Mathematics and Science, effective August 31, 2020, created a vacancy for the full-time administrative position of Dean of Mathematics and Science. Oneil Wright has been recommended to fill this position. Mr. Wright has a doctorate in Biology from University of Alabama-Graduate School of Arts and Sciences, Tuscaloosa, AL and a bachelor's of science in Biology from Stillman College-Department of Natural Science, Tuscaloosa, AL. His experience is as follows:

2020 – Present	Assistant Dean of Mathematics and Science Volunteer State Community College, Gallatin, TN
2018 – 2020	Director of Adult Education & Director of MIBEST East Mississippi Community College, Mayhew, MS
2016 – 2018	Biology Instructor East Mississippi Community College, Scooba, MS
2013 – 2015	Biology Instructor Bevill State Community College, Sumiton, AL
2010 – 2012	Assistant Professor of Biology/Assistant Department Chair Stillman College, Tuscaloosa, AL

This was an external search, with twenty-three (23) applications received; five (5) candidates were interviewed.

Below is a summary of the Dean of Math and Science position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A5	\$81,096.43	\$105,426.52	\$129,756.61	\$26,435.64	\$114,955.46	\$95,000

Classification: Administrator | Full-Time, Pay Grade A5, Exempt

Position Summary: The dean is the front-line student success champion supporting students and faculty within an academic division. The dean will assist with the leadership in the development and implementation of courses and programs of study designed to serve students and is responsible for aligning the division with the college-wide strategic plan.

Qualifications/Desired Qualifications:

- Appropriate qualifications from a regionally accredited institution to teach in one of the division's disciplines
- Evidence of increasing levels of administrative responsibilities
- Experience with employee evaluation

- Two years of leadership experience either in directly managing employees or in a project management role
- Doctorate or other advanced degree from a regionally accredited institution
- Three years teaching experience
- Three years' community college experience

➤ **Manager of Illinois Small Business Development Center:** Position Refill

Mark Butler's resignation on April 9, 2021 created a vacancy for the full-time, grant-funded administrative position of Manager of Illinois Small Business Development Center. Mark Piekos has been recommended to fill this position. Mr. Piekos has a bachelor's in Interdisciplinary Studies from Western Illinois University, Macomb, IL. His experience is as follows:

2011 – 2019	President/Dealer Principal Cycle Craft Yamaha, Woodstock, IL
2006 – 2010	Sound Manager/Engineer Westec Sound and Lighting, Macomb, IL

This was an external search, with twenty-one (21) applications received; five (5) candidates were interviewed.

Below is a summary of the Manager of Illinois Small Business Development Center position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A1	\$48,658.90	\$72,988.34	\$97,317.78	\$26,435.64	\$66,885.00	\$65,000

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

Position Summary: Responsible for management of the Illinois Small Business Development Program and administration of the Illinois Small Business Development Center Grant at the Shah Center facility, which is a component of the Workforce and Community Development Division.

Qualifications/Desired Qualifications:

- Bachelor's degree from a regionally accredited institution in Business, Economics or other relevant field
- Five years' experience in small business management or business consulting
- Two years of leadership experience either in directly managing employees or in a project management role
- Budget and program management experience
- Public relations experience involving public contact and public speaking engagements
- Demonstrated ability to get results within a team environment and foster productive working relationships at all levels of the organization
- Master's degree from a regionally accredited institution

➤ **Instructor of Paralegal Studies:** New faculty position, retirement substitution

The retirement of James Gould, Instructor of Philosophy, effective December 12, 2020, was substituted to create the Instructor of Paralegal Studies position. Robin Berry has been recommended to fill this position. Ms. Berry has a Juris Doctorate from Texas Tech University School of Law, Lubbock, TX and a bachelor's in Political Science and Criminal Justice from Stephen F. Austin State University, Nacogdoches, TX. Ms. Berry is currently licensed to practice law in the State of Illinois. Her experience is as follows:

2008 – Present	Adjunct Instructor McHenry County College, Crystal Lake, IL
2002 – Present	Owner/Attorney Law Office of Robin L. Berry, Dallas TX and Crystal Lake, IL
2011 – 2012	Associate Attorney Donahue & Walsh, P.C., McHenry, IL
2006 – 2008	Volunteer Judge City of Coppell Teen Court, Coppell, TX
1992 – 2002	Senior Prosecuting Attorney Dallas City Attorney's Office, Dallas, TX
1991 – 1992	Briefing Attorney Court of Appeals, State of Texas 5 th District, Dallas, TX

Ten (10) applications were received, nine (9) met the position minimum requirements, and the search committee interviewed six (6) candidates.

Below is a summary of the Instructor of Paralegal Services position:

Contract Placement	Benefit Value	Contractual 9-month Salary	Contract Salary of Previous Employee
Lane IV, Step 21	\$26,435.64	\$115,131.50	\$122,203.50

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

Position Summary MCC instructors are higher education professionals who champion student learning. They engage and inspire students and apply innovative teaching and learning pedagogies to reach a variety of learners. Our instructors assess student learning to ensure student success, staying abreast of current and emerging trends in their disciplines. They collaborate within the College as discipline experts and help the College to reach its strategic goals through active participation in college committees and promotion of the College to future students throughout our community. This position will be the full-time instructor in the small Department of Paralegal Studies, which provides instruction to degree-seeking students in the AAS in Paralegal Studies program, as well as students seek the Paralegal Studies certificate and the Legal Administration certificate. The courses in this program are primarily evening courses taught in the 8-week format. The instructor selected for this position will support their colleagues in teaching classes and will also help to support and revitalize the department's co-curricular programming.

Qualifications/Desired Qualifications:

- Juris Doctorate or master's level Paralegal/Legal degree with at least 2,000 hours of related work experience
- Experience teaching at a community college
- Experience using technology to enhance student learning

➤ **Instructor of Speech:** New faculty position, retirement substitution

The retirement of Katrine Poe, Instructor of English, effective December 12, 2020, was substituted to create the Instructor of Speech position. Lisa Roth has been recommended to fill this position. Ms. Roth is

completing her doctorate in Communication from University of Wisconsin, Milwaukee, WI, and has a MFA in Forensics from Minnesota State University, Mankato, MN, a master's in Communication Studies from Northern Illinois University, DeKalb, IL, a bachelor's in Rhetoric and Public Communication from Northern Illinois University, DeKalb, IL, and an associate's in Arts and Sciences from Illinois Central College, East Peoria, IL. Her experience is as follows:

2021 – Present	Adjunct Instructor Lakeshore Technical College, Cleveland, WI
2018 - 2020	Communication Assistant University of Wisconsin-College of Health Sciences, Milwaukee, WI
2017 – 2020	Graduate Teaching Assistant University of Wisconsin, Milwaukee, WI
2012 – 2017	Instructor Northern Illinois University, DeKalb, IL

This was an external search, with thirty-six (36) applications were received; and the search committee interviewed six (6) candidates.

Below is a summary of the Instructor of Speech position:

Contract Placement	Benefit Value	Contractual 9-month Salary	Contract Salary of Previous Employee
Lane VI, Step 7	\$26,435.64	\$79,926.00	\$125,056.50

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

Position Summary MCC instructors are higher education professionals who champion student learning. They engage and inspire students and apply innovative teaching and learning pedagogies to reach a variety of learners. Our instructors assess student learning to ensure student success, staying abreast of current and emerging trends in their disciplines. They collaborate within the College as discipline experts, and help the College to reach its strategic goals through active participation in college committees and promotion of the College to future students throughout our community. This position will be a part of the Department of Speech (introduction, interpersonal, intercultural, forensics), Journalism (broadcast, print, and film), and Theatre (appreciation, acting, and production). This department provides instruction to all degree-seeking students at the College. The instructor selected for this position will not only support their colleagues in teaching speech classes, but will help to support and revitalize the department's co-curricular programming that includes two annual theatrical productions and a competitive forensics team.

Qualifications/Desired Qualifications:

- Master's degree from a regionally accredited institution in speech, communication studies, or theater, or 18 graduate credit hours in speech, communication studies, or theater
- Experience teaching at a community college
- Experience using technology to enhance student learning

➤ **Instructor of Welding:** New faculty position, retirement substitution

The retirement of Gabe Decio, Instructor of English, effective May 16, 2020, was substituted to create the Instructor of Welding position. Gaylord Rodeman has been recommended to fill this position. Mr. Rodeman

has a master's equivalency in Career and Technical Education from Truckee Meadows Community College, Reno, NV, and a bachelor's in Secondary Education, Industrial Arts from University of Nevada, Reno, NV. Mr. Rodeman also has AWS Certified Welding Inspector and Educator credentials. His past experience is as follows:

2018 – Present	Adjunct Instructor McHenry County College, Crystal Lake, IL
2016 – Present	Manufacturing Instructor McHenry High School, McHenry, IL
2011 – 2016	Lead Fabricator/Shop Foreman Fall Line Motorsports, Buffalo Grove, IL
2009 – 2011	Adjunct Instructor Truckee Meadows Community College, Reno, NV
2005 – 2011	Metalworking Instructor Washoe County School District, Reno, NV
2007 – 2009	Fabricator Metal Masters, Sparks, NV
2004 – 2005	Shop Foreman Reno Truck and Equipment, Reno, NV

Three (3) applications were received, three (3) met the position minimum requirements, and the search committee interviewed three (3) candidates.

Below is a summary of the Instructor of Welding position:

Contract Placement	Benefit Value	Contractual 9-month Salary	Contract Salary of Previous Employee
Lane V, Step 19	\$26,435.64	\$104,189.25	\$126,891.75

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

Position Summary MCC instructors are higher education professionals who champion student learning. They engage and inspire students, applying innovative teaching and learning pedagogies to reach a variety of learners. They assess student learning to ensure student success, staying abreast of current and emerging trends in the discipline. Our instructors collaborate within the College as discipline experts, helping the College to reach its strategic goals through active participation in college committees and by promoting the College to future students throughout our community. McHenry County College is committed to career and technical education and has recently announced plans to construct the Foglia Center for Advanced Technology and Innovation which will include a state-of-the-art Welding and manufacturing labs. The successful candidate will be the leader of our welding program and is proficient in stick, MIG and TIG welding.

Qualifications/Desired Qualifications:

- Bachelor's degree in a technology related area and one-year work experience in welding or an Associate of Applied Science in Welding and four-year's work experience in welding.
- Demonstrated experience in technology enhanced instruction.

- A desire to interact with students, peers, and industry to develop and maintain a growing welding department.
- Demonstrated commitment to professional growth.
- Commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles.
- Commitment to working with beginning students.

Recommendation

It is recommended that the Board of Trustees approve the appointment of

- Daniela Broderick to the full-time administrative position of Dean of Arts and Humanities effective June 1, 2021, with a salary of \$90,000.00
- Oneil Wright to the full-time administrative position of Dean of Math and Science effective June 28, 2021, with a salary of \$95,000.00
- Mark Piekos to the full-time administrative position of Manager of Illinois Small Business Development Center effective June 14, 2021, with a salary of \$65,000.00
- Robin Berry to the full-time faculty position of Instructor of Paralegal Studies effective August 12, 2021, with a salary of \$115,131.50
- Lisa Roth to the full-time faculty position of Instructor of Speech effective August 12, 2021, with a salary of \$79,926.00
- Gaylord Rodeman to the full-time faculty position of Instructor of Welding effective August 12, 2021, with a salary of \$104,189.25



Clinton E. Gabbard
President

Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Rachel Boldman – 2nd Adjustment – FY 2021 Director of Crisis Intervention and Prevention	\$86,136.08	\$87,536.08

Recommendation

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



Clinton E. Gabbard
President

Board Travel Requests and Estimated Costs

Information

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

The following Trustee requests approval of travel costs:

Name of Traveler	Elizabeth Speros	
Conference	June 3-4, 2021 ICCTA Annual Meeting – Bloomington-Normal, IL	
Purpose of Trip	Attend Annual Conference and Receive Mandatory Trustee Training	
Estimated Cost of Trip	Trustee Conference Registration	\$198.00
	Hotel Cost (2 nights)	\$266.56
	Breakfast (2 mornings)	\$ 34.00
	Mileage 6/3/21 (338 miles round trip @ \$0.56-per mile)	<u>\$189.28</u>
	TOTAL:	\$687.84

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

Recommendation

It is recommended that the Board of Trustees approves the travel request from Elizabeth Speros at an estimated cost of \$687.84.



Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Sandra Swanson, Administrative Assistant III, has submitted her intent to retire with her last date worked as May 31, 2021. Sandra 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 she be granted the honorary designation of Legacy status and receive benefits awarded such personnel.

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

Clinton E. Gabbard
President

Agreement Between the Board of Trustees of McHenry County College
and the McHenry County College Staff Council

Information

The existing four-year McHenry County College Staff Council agreement, which took effect in July 2017, expires in June 2021. A team of four administrators and five Staff Council members met consistently, from January 2021 through early May 2021, to negotiate terms of a new contract. The attached contract incorporates all changes the two teams agreed to during the four months of negotiations. The new contract was ratified by the Staff Council membership.

The following is a list of key revisions/additions in the new contract:

1. The new contract duration is three years.
2. Salaries will increase by 2.9% in each of the fiscal years of the agreement. In addition, 1% of the staff member's annual wage will be made as a one-time payment on the second payroll of July 2021. Staff members whose salaries are over the maximum range for their pay grade will receive a bonus equal to the annual increase percentage until their annual wage drops below the maximum salary. Minimum salary ranges increase by 1.5%. State minimum wage impacts were addressed within the salary structure.
3. Employee contributions for healthcare insurance continue to be based on a percent contribution. The percentage remains the same as the previous contract.
4. Annual personal leave will be provided to part-time employees. Staff who are scheduled for 10-19 hours per week will receive four (4) hours and staff scheduled to work 20-29 hours per week will receive eight (8) hours of annual personal leave time.
5. Life and Accidental Death & Dismemberment Insurance benefit increased to \$50,000 for both full-time exempt and non-exempt staff.
6. Tuition Waiver for staff who work at least 20 hours per week was increased to nine (9) credit hours per semester.
7. Tuition Reimbursement increased to \$4,000/\$2,000 (FT/PT) per fiscal year.
8. Salary adjustment for college-level educational or professional CEUs was limited to one salary adjustment each fiscal year to a maximum of four salary adjustments during the staff member's employment with the College.
9. Language clarification was made to numerous sections of the contract. These changes were developed and agreed upon by both parties to remove ambiguities in the contract language.

If approved, the new contract will be effective July 1, 2021 and remain in effect until June 30, 2024.

Recommendation

It is recommended that the Board of Trustees approves the attached contract with the McHenry County College Staff Council, effective July 1, 2021 through June 30, 2024.



Clinton E. Gabbard
President

New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	4/26/2021	Jenna Downum	Office Assistant II (Academic Advising)	R
STA	4/26/2021	Brent Marnati	Network Specialist	R
ADM	5/3/2021	J.C. Paez	Chief of Police	R
STA	5/10/2021	Kimberly Sowinski	Student Farm Assistant	N
ADJ	5/10/2021	Misty Meiners	Adjunct Faculty-Academic Affairs	N
ADJ	5/16/2021	Brian Adcock	Adjunct Faculty-Mathematics and Sciences	N
ADJ	5/17/2021	Steven Knope	Adjunct Faculty-Arts and Humanities	N
ADM	5/17/2021	Angela Wallace	Manager of PTA Clinical Education	T

Through May 17, 2021

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

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
STA	4/16/2021	Franklin Ortega-Palaguachi	Coordinator of Multicultural Affairs
STA	5/4/2021	Troy Filwett	Desktop Technician
ADJ	5/5/2021	Doris Mangano	Adjunct Faculty-Career & Technical Education

Through May 17, 2021

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
STA	6/01/2021	Carl Eichberger	Building Maintenance Specialist HVAC
STA	6/06/2021	Carolyn Lemay-Strass	Office Assistant I (CTE)

Through May 17, 2021

May 2021 Committee Meeting Summary

Tuesday, May 18, 2021 – Committee of the Whole Meeting

- **Recognition of Visitors and Public Comments:** There were no public comments submitted for this meeting, held via videoconference.
- **President's Report:** Dr. Gabbard noted the many vaccination events locally and at MCC, open to employees and students.

With regard to MCC's Diversity, Equity, Belonging, and Inclusion (DEBI) efforts, he reported that a consultant has been identified to guide MCC in carrying out its planned initiatives. During interviews, it became clear that this individual has the experience, background, and the approach to create a trusting environment as the College continues to assess campus culture and carry out the deliverables the President's Task Force has identified.

Slides of the May 12 MCC Healthcare Industry Council Event were shared, with Dr. Gabbard remarking on the College's many great community partners. The event brought together educators, employers and community partners to aid in connecting students with opportunities.

Dr. Gabbard introduced MCC's new Chief of Police, J. C. Paez, sharing some background information about Chief Paez. Dr. Gabbard is pleased that Chief Paez' experience and the way he connects with people will serve MCC well.

Dr. Gabbard gave a brief update on the Foglia CATI project, noting progress can seem slow but it is a carefully thought process. Dr. Gabbard hopes to bring building concept pictures to the June Board meeting and will seek input from Trustees about potential design options.

He ended by mentioning upcoming events - the next *Experts and Insights* Speaker Series event, and the Foundation Golf Outing that has already surpassed sponsorships of last year.

- **Return to Full On-Campus Activities Planning:** Dr. Gabbard recapped plans for employees to return to a fully on-campus work schedule, with a target date of July 12.

On Monday, May 24, all campus entrances will reopen and thermal screenings will not be administered, though signage will be placed encouraging all staff, students and visitors to self-screen prior to entering campus. The reopening of campus services, including the Fitness Center and Conferences and Events meeting room rentals, is also planned for the week of May 24, with other services, including the MCC Store opening soon after. All sanitation efforts related to coronavirus will continue throughout MCC facilities. These plans and efforts focus on the goal to have more students on campus for the fall semester.

- **Student Success Series: Completions and Transfers:** Dr. Chris Gray, Vice President of Academic Affairs and Workforce Development, presented an overview of the fourth segment in the Student Success Series, *Completions and Transfers*. He explained the community college's important role in students' educational journeys and relayed good numbers related to completion and transfer-out

rates. Dr. Gray encourages Trustees to view information on www.mchenry.edu/advising, which clearly lay out steps for students as they work to achieve certificates and varying educational degrees. He added there is much great information at our fingertips – all developed to help students in the most efficient and cost-effective ways.

- **April Preliminary Financial Statements:** Mr. Tenuta provided updated information to the preliminary April financial statements. He reported the College forecasts being under budget, reiterating savings have occurred related to employee benefit costs during the pandemic.
- **Future Agenda Items/Summary Comments by Board Members:** Mr. Morton remarked the College has hit it out of the park with successful virtual events, most recently the May graduation. He thanks all involved in planning the graduation drive-by celebration on MCC's campus that meant so much to many graduates and their families.

Ms. Speros enjoyed several recent events - the graduation celebration, the MCC Healthcare Industry Council Event, and the virtual Employee Awards presentation.

Ms. Siddons looks forward to updates on the College's Diversity, Equity, Belonging and Inclusion efforts, as well as upcoming budget discussions.

Ms. Walsh asked that during budget discussions we include how administration envisions utilizing money received from the CARES Act.

Ms. Hoban would like a high-level update on the Center for Agrarian Learning, recapping where it started, where it is now and plans for moving forward. She also voiced appreciation for the graduation drive-by reception, expressing just how much fun it was for all involved.

Vice Chair Allen enjoyed the graduation drive-by, thanking all who showed up to celebrate MCC graduates. He also remarked how well done the Healthcare workshop was, noting the moderators were excellent.

- **Closed Session:** There was a closed session held during this meeting, held under 120/2(c), Exception #2, Collective Negotiations, and 120/2(c), Exception #21, Review of Closed Session Minutes.

Friends of MCC Foundation Update

Fall 2021 Scholarship Update

Scholarship applications for the Fall 2021 semester closed on April 1, 2021. A record-breaking 442 students submitted their general application. This is the highest number of applications the Foundation has ever received. For the first time, The Foundation has incorporated the Presidential Talent, Board of Trustee, Founding Faculty, and STEM grant scholarships into the Foundation's online application process. This included opening the applications early during winter break and collaborating with MCC Enrollment Services. Scholarship applications are currently being reviewed. All Foundation awards will be announced in early June.

Scot Success Scholarship Fund

Due to the tremendous success of the MCC Scot Success Scholarship Campaign, the Foundation will be awarding approximately \$110,000 of additional scholarships for Fiscal Year 2022, allowing us to impact over 150 students who demonstrate financial need. Thank you to all who supported this initiative.

Another Chance to Attend – Virtual Listening for a Cause

Due to the overwhelming success and positive feedback from our first Virtual Listening for a Cause Concert held on April 1, we will provide exclusive access to the concert again in June. For a \$20 donation to the Student Success Fund, an exclusive link to the concert will be provided. Attendees will be able to view the concert on their own schedule. All proceeds from this "exclusive access event" will go to support MCC's Student Success Fund that helps students who have unexpected, emergency expenses. Please watch for further details.

Education to Empowerment Update

Education to Empowerment (E2E) hosted a spring event, *What's Cooking with E2E*, for members on April 29. The evening was delivered via Zoom, and some members gathered in small groups at their homes. The event included a cooking lesson from Chef Tina Drzal of MCC's Culinary program, along with updates from E2E and all current scholarship recipients. Education to Empowerment continues to grow significantly with 74 members and 13 event sponsors. This event has already inspired four new members! E2E plans to award six \$10,000 scholarships for Fall 2021 and looks forward to hosting the annual scholarship event in person late this summer.

Alumni Activities

The Foundation hosted an Alumni Association table during Graduation Week. Alumni gifts were given to all graduates, and the Foundation sold Alumni Sweatshirts to raise money for the Alumni Association scholarship. Foundation team members also participated in the Drive-through Graduation Celebration on Saturday, May 15. Another special gift was given to all graduates who attended the event.

The Foundation also supported Graduation Week activities by supporting the Career Services Workshop: *Prepare for What's Next*. Four MCC alumni submitted videos to share their MCC experience and provide some advice for life after MCC. Special thanks to these alumni presenters who inspired our newest graduates:

- Dana Christopher – Regional HR Generalist, Gallagher
- Stephanie Dycha – Head of ColorWorks, Avient Corporation
- Nick Kachiroubas, Ph.D. – Associate Teaching Professor, DePaul University
- Steve Rankins – Senior Vice President, First Midwest Bank

2021 Annual Golf Invitational

The 2021 Friends of McHenry County College Foundation Golf Invitational is scheduled for Monday, June 7, 2021 at Crystal Lake Country Club (CLCC). The invitational will return to CLCC for a third year and will accommodate any social distancing requirements. The event has already exceeded its sponsorship goal and has over 90 golfer registered. Registration is still available at www.mchenry.edu/supportmcc/golf. Current sponsors include:

- Robbins Schwartz
- First Midwest Bank
- Home State Bank
- Coilcraft
- Northwest Herald
- Mary Beth Siddons
- Qubit Networks
- American Community Bank & Trust
- Eder, Casella, & Co.
- Working World Staffing Solutions
- Mercy Health
- Mars Insurance
- LeCoque Family Foundation
- Pacific Custom Components
- 20/10 Engineering Group, Inc.
- Heritage Title
- Duraflex, Inc.
- Demonica Kemper Architects
- 365 Equipment and Supply
- Pepper Construction
- HR Green
- Scot Forge
- Associated Electrical Contractors, LLC.
- TC Industries
- Chicago Title Insurance Company
- MLCV Investments
- Aptar
- The Harvard State Bank
- Prairie Community Bank
- Insight Financial Partners, LLC.
- Miller Verchota, Inc.
- Pavement Solutions
- Alliance Contractors
- Crystal Lake Chrysler Jeep Dodge Ram
- Snap-on Incorporated

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
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 free counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Catherine Jones, Associate Vice President of Workforce Development

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
DCEO Rebuild Illinois Regional Economic Development Grant	This grant program will provide partial funding to help renovate MCC's athletic facilities.	\$2 million	Pending	June
Motorola Solutions Foundation	MCC is developing a full proposal to support student scholarships. Please see "Grants Awarded" for more details.	\$25,000	Pending	August
Adult Volunteer Literacy (Illinois Secretary of State)	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 300 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,000	Pending	May
Community Project Funding – Improvement	These federal funds would provide professional development for high school instructors and MCC tuition remission for high school students, allowing for the expansion of dual credit/dual	\$822,690	Pending	October

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
of Postsecondary Education	enrollment programs through the county, helping to reduce the burden of student loans while addressing the skills gap.			
Illinois Board of Higher Education 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	Pending	August
McHenry County Board – Young Adult Essential Academic Skills	This program helps young adults earn a High School Equivalency (HSE), as well as providing them with career exploration activities and work readiness instruction.	\$43,082	Pending	June
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.	\$236,932	Pending	July
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.	\$645,404	Pending	July
Mexican Consulate of Chicago - IME Becas	This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to Hispanic/Latinx MCC 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	Pending	June

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Illinois Department of Agriculture Specialty Crop Grant Program	This grant will provide funding to help develop and expand MCC's student farm. The farm will provide a training site for Entrepreneurial Agriculture students, as well as demonstrations for workshops hosted by the Center for Agrarian Learning.	TBD	In progress	May 24, 2021
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.	\$40,000	In progress	June 4, 2021
Rethink Adult Ed Challenge	MCC was advanced to Stage 2 of this competition and will participate in a virtual accelerator designed to develop a strong pre-apprenticeship program for Adult Education students. At the end of Stage 2, a detailed application will be submitted.	\$250,000	In progress	June 14, 2021
Community Foundation for McHenry County Mission Grant	Mission Grants support McHenry County organizations by providing funds to positively impact the community through new or continuing programs or general operating support.	\$25,000	Under review	June 18, 2021
USDA Local Food Promotion Program	The Local Food Promotion Program (LFPP) funds projects that develop, coordinate and expand local and regional food business enterprises to help increase access to and availability of locally and regionally produced agricultural products. MCC is seeking planning funds for its food hub project.	TBD	In progress	June 21, 2021
First National Bank Impact Grants	Impact Grants support adult education and workforce development/employability skills training, particularly for low-income individuals.	\$25,000	Under review	June 25, 2021

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Gene Haas Foundation	The Foundation's primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC machine technology students as well as sponsorships of manufacturing skills competitions.	TBD	Planned	June 30, 2021

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
Community Foundation for McHenry County Transformational Grant	MCC submitted a proposal for an inclusive and diverse planning process for a potential food hub to help McHenry County farmers distribute their products locally and county residents' access to fresh, healthy food.	\$51,480	MCC was selected as a finalist but not awarded. We will continue to seek alternate funding sources, such as USDA LFPP (above).

Office of Marketing and Public Relations Update

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

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

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

- **COVID-19 Pandemic Communications:** OMPR continues to support the COVID-19 response team to provide up-to-date messaging to stakeholders through a variety of channels. Specific efforts include:
 - Signage, communications, and video messaging
 - Dedicated webpages for COVID-19 response and communications (www.mchenry.edu/welcomeback and www.mchenry.edu/coronavirus)
 - Remote learning messaging
 - Zoom tips
 - Communication regarding modes of delivery for Spring, Summer, and Fall 2021 semesters
 - 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:
 - Catalyst—Workforce, Community, and Business Programs at Shah Center
 - Noncredit Schedule and Related Sell Sheets
 - 2020 Annual Report

- **Integrated Marketing Campaigns:** Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Outdoor media/billboard campaign
 - Apprenticeship/internship publicity and marketing support
 - Transfer partnership awareness campaign
 - Joint Agreement tool
 - Adult Education promotional support
 - Guided Pathways marketing support, including updates to all program sell sheets and new dynamic/programmed web pages
 - Marketing campaign for adult learners
 - Marketing campaign for area employers
 - College and Career Readiness awareness and promotions
 - Kids and College awareness and promotions
 - Noncredit and Continuing Education program publicity
 - Noncredit mini video commercials for evergreen programming areas
 - Interactive content for specific target programs
 - Sponsored Content Campaign with NW Herald
 - Summer and Fall 2021 Radio Campaign (STAR 105.5 and WNIJ NPR)
 - Summer and Fall 2021 advising and registration promotion (fall registration campaign promoting increased student funding opportunities)
 - Purple Pride Relief Fund promotion
 - Twofer promotions (Learning Communities)
 - Student engagement and Purple Pride support and promotion
 - Student Planner
 - Workforce Solutions promotion (with Shah Center)
 - Center for Agrarian Learning Forefront speaker series, workshops promotion
 - *Experts and Insights* Faculty Speaker Series promotion
 - Dual Enrollment branding and identity work
 - Dual Degree marketing support
 - Upward Bound marketing support
 - Noncredit Premiere Day support and promotion
 - Foglia CATI support and promotion
 - CTE video for program promotion
 - Friends of MCC Foundation Marketing and Promotion Support
 - Student Success Fund appeal and *Listening for a Cause* exclusive pass promotion
 - Annual Golf Invitational promotion and support
 - Marketing efforts to push scholarship awareness and applications
 - MCC alumni engagement efforts
 - Education to Empowerment programming
 - Alumni 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
 - TV and streaming commercial production

- Production of general MCC awareness video commercials for social media
 - MCC virtual tour videos
 - Environmental awareness: Pole banner updates/replacements on circle drive, graphics in gym entryway from locker rooms.
- **Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:
 - New-Student Communication System for integrated messaging (text, voice, email)
 - MCC awareness campaign – programs and faculty
 - Social media campaign boosts to reach prospective students
 - Career Services awareness and promotion

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from April 13, 2021—May 18, 2021.

- McHenry County College Noncredit Courses on Display During Virtual Expo April 17
- Black Box Theatre at McHenry County College Premieres “Unstable Connections: A Collection of Zoom Plays” on April 30
- McHenry County’s Official 2021 Green Guide Now Available
- Friends of MCC Foundation Raises More Than \$1.4 Million for Student Scholarships
- McHenry County College Fall Class Lineup Includes New Course on Wine Culture
- McHenry County College Hosts 10th Annual Marketing Challenge for Area High School Students
- Local High School Students Apply Computer Programming Techniques in Battlesnake Competition
- MCC Speaker Series Explores the History of Fashion, Behavior, and Culture in the Palace of Versailles
- McHenry County College Names Robin Deak as 2021 Faculty Member of the Year
- MCC Nursing Program Announces Partnership with SIUE
- McHenry County College Recognizes Spring 2021 Graduates in Virtual Commencement Ceremony
- McHenry County College, University of Illinois Extension Master Gardeners to Host Annual Garden Walk on July

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

Sustainability Center Update

Current Initiatives

- The Sustainability Center gratefully acknowledges everyone who contributed to a wonderful 2021 Earth Month. Special thanks to Peter Lilly for helping with video editing and Megan Scanlan for helping publicize the events with students. Sessions included:
 - April 5 – GMOs and Organics – Elaine Whalen – Instructor, HFE
 - April 14 – MCC Student Farm Tour – Emily Zack, Farm Practicum Director
 - April 19 – Hanging in Horticulture – Garrett Beier – Horticulture Department Chair
 - April 21 – Compost Bin in Action – Rich Tobiaz – Adjunct Instructor, CTE
 - April 26 – Water Filtration: Adrian Coatzee, MCC Student
 - April 28 – Inside a Bee Hive: Tom Allen, MCC Trustee
- The McHenry County Recycling Directory (also known as the Green Guide) is currently in distribution, with hundreds of copies either mailed or delivered to area municipalities and interested citizens. The guide, available in both English and Spanish, is also available to download at www.mchenry.edu/green. Paper copies are distributed by request via email to sustainability@mchenry.edu.
- The Sustainability Director attended the Illinois Green Economic Network conference on April 8-9, 2021. This virtual conference included various sessions, including: An Introduction to the Illinois Environmental Protection Agency Office of Energy; Community College Efforts for Preparing the Green Workforce and in Sustainability; and Community College Energy Code Training. The Net Zero Collaborative, of which MCC is a member, was presented by Linda Larsen from the Smart Energy Design Assistance Center. An overview was provided of MCC's IGEN funded solar project to be installed May 2021.
- The MCC Sustainability Committee met on April 26, 2021, discussing the Bike-on-Demand program location and logistics, Earth Month events, Green Guide distribution, and brainstormed plans to reopen the Sustainability Center and ReUse It Corner. The committee is also researching environmental science classes offered at other community colleges.
- Work continues with the Foodshed Co-Op Sustainability Committee. The committee meets regularly and is currently working on a list of priorities for the interior and exterior of the site, including permeable pavers, recycled/recyclable packaging, and rain capture and energy-efficient equipment.
- Director Hankins was invited back to the Ridgfield Presbyterian Church for another presentation on recycling as part of their Earth day celebration. She met with the congregation on April 25, 2021 for a presentation on this year's Green Guide and recycling tips.
- Director Hankins is serving on a planning committee for the Kane County Circular Economy Forum. This regional, virtual event is currently schedule for September 9, 2021. The committee meets monthly to develop an educational forum highlighting businesses and organizations working to minimize the excess use of resources and creation of waste, pollution, and increased carbon emissions.

Student Environmental Action Club Update

- Student club member, Adrian Coetzee presented on water filtration on April 26, 2021, as part of Earth Month events.
- Students gathered in Parking Lot F on Earth Day (April 22) to decorate parking with chalk designs.
- The Sustainability Center team would like to recognize and thank all of this spring's graduates from the Environmental Action Club. Congratulations!

Workforce Development Update

This month's Workforce Development update highlights how the division has maintained relationships, built new partnerships, and continued to look for additional avenues of outreach with employers, educators, and alumni in our community.

Workforce Training Outreach

The Workforce Training team has launched a new outreach initiative to alert key stakeholder groups on educational and training opportunities available through MCC. Information was gathered and updated on key contacts from all the local school districts, at the Pre-K, grade school, middle school, and high school levels, and with the local municipalities that comprise McHenry County.

MCC Advisory Committees

Representatives from the Workforce Development division attended this spring semester's Career and Technical Education (CTE) Advisory Committee meetings during April and May. These meetings provided an opportunity to listen to employers' needs and highlight the importance of work-based learning.

Career and Technical Education Local Advisory Committee Meeting

As part of the Perkins Grant for McHenry County, Dr. Dan Bertrand, system director and program coordinator of McHenry County Cooperative for Employment Education, led a Career and Technical Education Local Advisory Committee (CTELAC) meeting on April 8. Catherine Jones attended the meeting with MCC dual credit and CTE leaders, as well as leaders from McHenry County high schools to give program updates and explore further collaboration.

Auto and Manufacturing Program Workshops

Supported by the Title III Innovative Bridge and Transition grant, Lisa Brncich and Amy Neff from Student Affairs hosted an Automotive and Manufacturing Instructor Training on April 8 for high school educators, guidance counselors, adult education instructors, and employers. Several MCC team members presented on programs and services, scholarship opportunities, financial aid, dual credit, the Fast Track program, transition services, career exploration and pathways, and apprenticeship and internship opportunities. Catherine Jones hosted a panel of industry professionals from Blain's Farm and Fleet, Buss Ford Lincoln, General Kinematics Corporation, Northtown Auto Service and Tire Center, Scot Forge, and Woodstock Sterile Solutions (formerly known as Catalent). The panelists discussed integrating employable skills training into the classroom and promoting professionalism, work ethic, and integrity.

Supported by the CTE Leadership grant funded through the Illinois Community College Board (ICCB), dean of career and technical education, Tom McGee, hosted a Manufacturing Industry Workshop on April 14 and an Automotive Industry Workshop on April 15. Each two-hour working session was designed to help us better understand the perspectives of high school educators, adult education instructors, and employers. The workshops included an overview of each academic program's certificates, degrees, internships or apprenticeship opportunities, career clusters, and dual credit information. Then, each afternoon the industry professionals, educators, and MCC team members discussed the skill proficiencies that high school students should have to prepare for college, as well as the training they should receive while at MCC. Additionally, the group talked about needs for those who

are in the workforce and may need to return to college for further training. Employers from AFC Materials Group, ASE Education Foundation, Fabrik Molded Plastics, ICATT, True Value Manufacturing, were in attendance along with the employers from the April 8 session. These workshops support the development of high school-to-college and workforce-to-college pathways and further establish dual credit programs, update existing curriculum, consider new courses or equipment, and develop training that more closely supports current industry needs. A total of nearly 60 individuals attended the three workshops.

Noncredit Premiere Day

On April 17, the first virtual Noncredit Premiere Day was presented as a two-hour virtual event. Attendees learned about nearly 20 topics during three rounds of breakout sessions. Each session also encouraged registration. Between breakout sessions, attendees had an opportunity to learn about credit programs and certificates, financial aid, academic planning, Career Services, Career Training, Center for Agrarian Learning, Community Education (includes Personal Development, Retired Adult Program, and Court-Mandated Programs), Illinois Small Business Development Center, Kids and College, and Workforce Training (Open Enrollment and Customized). The most popular topics that morning were: Microsoft Office Tips & Tricks, History Unveiled: The Truth about the Presidents, Online Learning, Understanding Yourself and Others, and The Bees and Me.

Main Stay Therapeutic Farm Leadership Experience

The Workforce Training Program hosted a small group of key client contacts for a complimentary leadership sampler training on May 6 at Main Stay Therapeutic Farm in Richmond, Illinois. This new partnership with Main Stay launches a leadership program on strategic coaching, combining traditional learning with hands-on work with the horses.

Healthcare Industry Forum

MCC virtually hosted 72 individuals at its first Healthcare Industry Forum on Wednesday, May 12 from 8–10 a.m. Similar in concept to the annual Manufacturing Breakfast, this industry event gathered educators, employers, and community partners to learn more about MCC healthcare programs and College services. Attendees participated in a panel discussion on telehealth, virtually toured MCC's healthcare instructional spaces, heard program updates, and participated in advisory discussions.

Work-Based Learning Presentation at SHRM Meeting

The MCC Workforce Training program collaborated with the Stateline chapter of the Society of Human Resource Professionals (SHRM) to design and virtually deliver a member meeting on May 13 titled *Building Your Workforce Through Work-Based Learning*. The session began by introducing internship, apprenticeship, and incumbent worker training as techniques to develop an existing workforce and recruit additional talent. Members then participated in round-table discussions that provided a deeper dive into each topic.

Career Services Workshops for New Graduates

During the week of May 10-14, MCC Career Services' team hosted a mix of both in-person and virtual career workshops at different times of day titled *Prepare for What's Next*. Each session was designed to offer new graduates tips on the next steps they will take after graduation and strategies for how to be successful after they move on from MCC. The graduates also heard advice from MCC distinguished alumni through video clips.

Center for Agrarian Learning Update

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

Center for Agrarian Learning Programs

In April, CAL offered three programs as part of the MCC Sustainability Center's Earth Month programs. All were virtual, which meant pre-recording sessions on composting, beekeeping, and a tour of the high tunnels, and then hosting "live" events on Zoom where attendees could watch the videos and then discuss.

We continue to devote most of our focus on two specific areas: 1) fundraising for both CAL and Entrepreneurial Agriculture program enhancements, and 2) guiding/supporting Entrepreneurial Agriculture program student events, outreach, and staffing.

Entrepreneurial Agriculture Degree Program and MCC Student Farm

What are our currently enrolled *Intro to Farm Practicum* students up to?

Two first-time events occurred mid-May to bring the semester to a close: A pop-up farm stand in the Commons on May 3, and MCC Student Farm Week May 10 – 13, which, this year, featured a plant sale for students and employees only, but next year is planned to also include student project displays and activities (and it will be open to the public).



Raising Awareness

Below are some of the placements from the publicity we received via the Illinois Farm Bureau:

- Great readable piece with short, four-minute video included on the Illinois consumer-facing Partners platform: <https://ilfbpartners.com/farm/jumpstart-your-food-and-farming-entrepreneurial-career/>
- Story with video and audio on our farmer-facing FarmWeeknow.com website: [Calling all agricultural entrepreneurs | General | farmweeknow.com](#)
- Print Edition – *FarmWeek* (73K Illinois farm owners) [Page A13 | e-Edition | farmweeknow.com](#)

Fundraising Efforts

- CAL did not receive Community Foundation of McHenry County Transformational Grant to develop a feasibility study and implementation plan regarding a potential food hub on campus - partnering with the Food Shed Coop and Harvard Public Schools. The next effort will be to apply to the USDA's Local Food Promotion Program.
- On Friday May 24, we will be submitting an Illinois Specialty Crop grant to help fund the MCC Student Farm expansion. The goals are to offer hands-on training for MCC students in fruit and nut production (in addition to vegetables) and also to welcome K-12 visits and develop public programs offered through the Center for Agrarian Learning.