

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

Thursday, August 26, 2021  
Regular Board Meeting  
6:00 p.m.



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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, June 24, 2021  
Special Board Meeting, July 20, 2021
7. OPEN FOR RECOGNITION OF VISITORS AND PUBLIC COMMENTS  
***Three (3) minutes per person or less.***
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. PRESENTATION  
Fund 03: Mr. Bob Tenuta
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 #21-93
    2. Treasurer's Reports, Board Report #21-94
    3. Ratification for Accounts Payable Check Register, Board Report #21-95
    4. Ratification for Accounts Payable Check Register, Board Report #21-96
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. Annual Microsoft Consortia Enterprise Agreement, Board Report #21-97
    2. Dell Laptops, Docking Stations and Monitors, Board Report #21-98
    3. Gordon Food Service Prime Vendor Distributor, Board Report #21-99
    4. Higher Education Emergency Relief Funds (HEERF) Student Laptops, Board Report #21-100
    5. Illinois Community College Risk Management Consortium, Board Report #21-101
    6. Online Database Services, Board Report #21-102
    7. Projectors, Board Report #21-103

8. Woodstock Center Lease Extension and Amendment, Board Report #21-104
- C. Personnel
  1. Ratification of Hires: New and Replacement Administrative and Faculty Appointments, Board Report #21-105
  2. Salary Adjustment, Board Report #21-106
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
13. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION, Board Report #21-107
14. FOR INFORMATION
  - A. New Employees
  - B. Employee Resignations and Retirement Notifications
  - C. August Committee Meeting Summary
  - D. Joint Agreement Summary Report for Fiscal Year 2021
  - E. Center for Agrarian Learning Update
  - F. Friends of McHenry County College Foundation Update
  - G. Grants Office Update
  - H. Office of Marketing and Public Relations Update
  - I. Sustainability Center Update
  - J. Workforce Development Update
15. FUTURE AGENDA ITEMS
16. SUMMARY COMMENTS BY BOARD MEMBERS
17. 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
18. ACCEPTANCE OF CLOSED SESSION MINUTES: June 24, 2021 Regular Board Meeting Closed Session minutes
19. 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

## MCC Student Trustee Report

### **MCC Athletics**

Volleyball, Men's Soccer, and Women's Tennis teams began practices August 1 with competitions to begin at the end of August. Athletics also hosted their Annual Welcome Back Orientation Night on Sunday, August 15. Rosters, schedules, scores, and pictures are posted on the MCC Athletics website. Student athletes continue to follow all MCC COVID-19 protocols and guidelines.

### **Fall 2021 Opening Day**

MCC hosted its annual Opening Day welcome event for all new students on Thursday, August 12 and had a record-high total of 325 students in attendance. Students were able to find out about student opportunities and express interest in student involvement in different areas. Students were also able to attend workshops, receive a Student ID, and engage with faculty and staff.

### **Fall Welcome Week Events**

During the week of August 17-26, Student Life hosted welcome events for students as they returned to campus. The week began with activities including Frisbee art, mini-golf, Party on the Patio, and a movie night showing the film, Jumanji. All of the activities were free for students to enjoy.

### **MCC Store Grand Opening**

The MCC Store celebrated their grand opening at MCC in July. The store expanded its space, added fitting rooms, and now sells a variety of new apparel items and gifts to improve the shopping experience. Students were excited to have the MCC Store open for in-person shopping, and were also excited about the giveaways and exclusive savings. Student traffic was very busy leading up to the start of the semester, especially during the first week of classes.

### **Purple Pride Relief Fund**

MCC's Purple Pride Relief helps MCC students who had economic challenges during the pandemic. Purple Pride Relief helped pay for students' tuition, fees, or other educational expenses this summer or fall. This summer, 1,203 students were awarded funds with a total amount of \$901,500 distributed throughout the term.

Executive Summary

Information

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

Recommendation

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

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

Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2022 is currently 8.2% complete with the year-to-date results ending July 31, 2021 being reported. In the Operating Funds, total revenue is 8.3% of budget, as compared with 7.7% at the same time last year. Total expenditures are 4.9% of budget, as compared with 3.6% 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 8.6% of budget and up \$103,169 (4.5%) from last year at this time. FY22 revenue is \$2,417,447 vs. FY21 revenue of \$2,314,278. For FY22, this revenue is derived from 50% of the 2020 tax levy (as approved by the Board in November 2020) and 50% of the 2021 tax levy (to be approved by the Board in November 2021).
- State government is 8.0% of budget and down \$7,946 (-2.4%) from last year at this time. FY22 revenue is \$317,627 vs. FY21 revenue of \$325,572.
- Federal government is 0% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$0 vs. FY21 revenue of \$0.
- Student tuition and fees is 20.6% of budget and up \$246,533 (10.3%) from last year at this time. FY22 revenue is \$2,642,557 vs. FY21 revenue of \$2,396,025. 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 15.0% of budget and up \$7,919 (100.0%) from last year at this time. FY22 revenue is \$7,919 vs. FY21 revenue of \$0. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 3.2% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$600 vs. FY21 revenue of \$600. 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 4.5% of budget and down \$8,395 (-26.7%) from last year at this time. FY22 revenue is \$23,034 vs. FY21 revenue of \$31,430.
- Nongovernmental gifts, scholarships, grants & bequests is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$0 vs. FY21 revenue of \$0. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 2.3% of budget and up \$156,711 (35.1%) from last year at this time. FY22 revenue is \$603,288 vs. FY21 revenue of \$446,577. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$596,971, Retiree Health contributions, which account for \$340, Other Misc. Income, which account for \$1,613 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$4,364. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY21 that "On-Behalf Payment" was \$20,487,712.

## Expenditures

- Salaries expenditures are 6.6% of budget and up \$691,076 (59.3%) from last year at this time. FY22 expenditures are \$1,856,454 vs. FY21 expenditures of \$1,165,379.
- Employee benefit expenditures are 2.6% of budget and up \$170,342 (27.0%) from last year at this time. FY22 expenditures are \$802,091 vs. FY21 expenditures of \$631,748. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$17-20 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 5.7% of budget and up \$138,166 (141.5%) from last year at this time. FY22 expenditures are \$235,815 vs. FY21 expenditures of \$97,649. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 7.7% of budget and up \$64,345 (45.4%) from last year at this time. FY22 expenditures are \$206,182 vs. FY21 expenditures of \$141,837.
- Travel and meeting expenditures are 7.9% of budget and up \$17,151 (466.3%) from last year at this time. FY22 expenditures are \$20,829 vs. FY21 expenditures of \$3,678.
- Fixed charges expenditures are 19.5% of budget and down \$76,906 (-19.6%) from last year at this time. FY22 expenditures are \$315,851 vs. FY21 expenditures of \$392,757. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 1.7% of budget and up \$6,347 (43.1%) from last year at this time. FY22 expenditures are \$21,059 vs. FY21 expenditures of \$14,712.
- Capital Outlay expenditures are 2.0% of budget and up \$149,249 (168.8%) from last year at this time. FY22 expenditures are \$60,851 vs. FY21 expenditures of -\$88,397. ***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 8.2% of budget and down \$94,669 (-56.1%) from last year at this time. FY22 expenditures are \$73,989 vs. FY21 expenditures of \$168,659. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY22 expenditures are \$0 vs. FY21 expenditures of \$0.

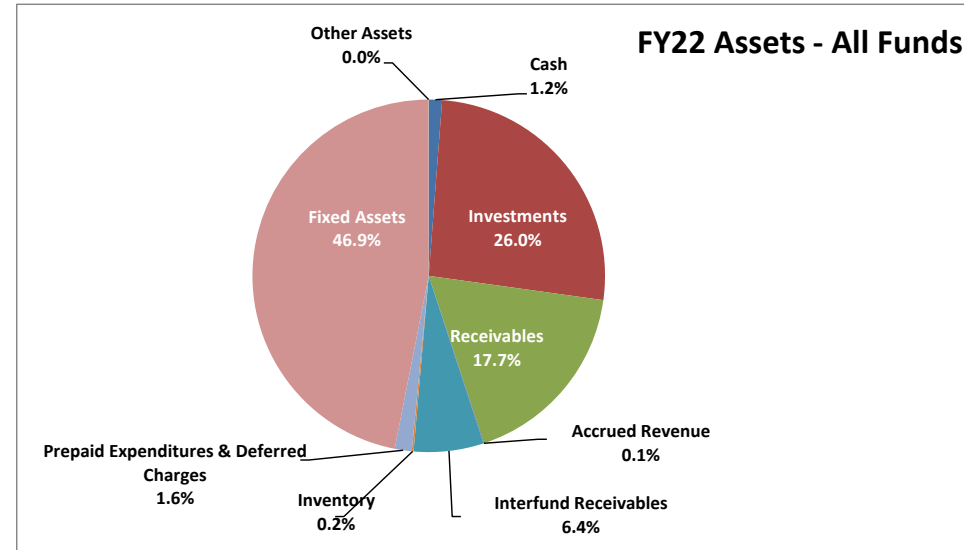
Clinton E. Gabbard  
President

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

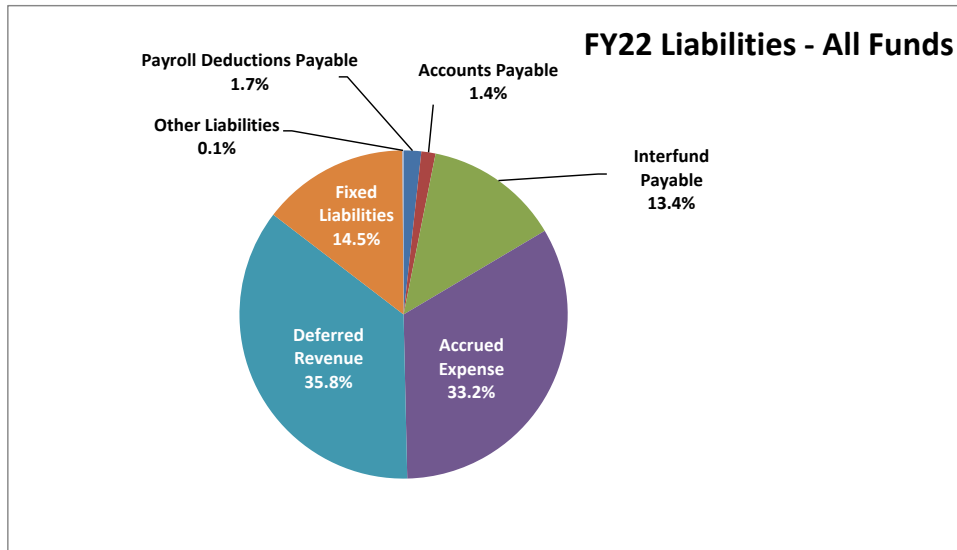
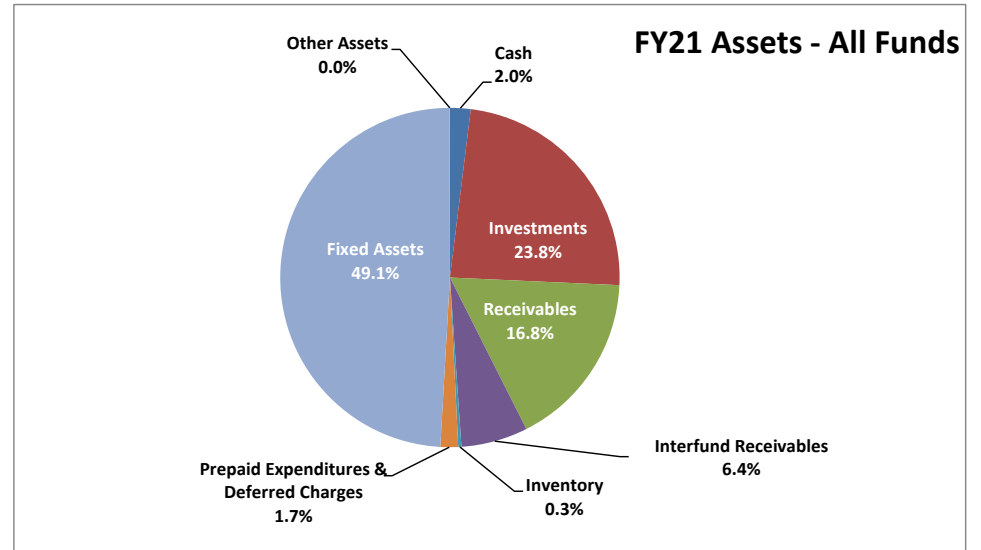
Funds Statement of Net Position (Balance Sheet)														
July 31, 2021														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,819,613	0.00	-	-	443,674.43	805,723	(0)	95,646	-	-	413,463	61,106	-	-
Investments	38,973,678	19,581,665	1,038,569	13,286,494	-	-	-	2,959,798	-	-	-	-	2,107,153	-
Receivables	26,562,776	23,114,711	1,956,330	-	-	28,602	1,102,927	-	-	-	-	34,763	325,443	-
Accrued Revenue	77,312	21,236	1,807	47,462	-	-	-	3,709	-	-	-	-	3,098	-
Interfund Receivables	9,609,899	2,307,880	7,388,194	(78,912)	-	(286,213)	(371,049)	-	-	-	0	0	(0)	650,000
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,340,160	1,338,303	28,949	16,426	-	19,663	-	-	-	119,183	-	-	223,954	593,681
Fixed Assets	70,315,532	-	-	-	-	-	-	-	70,315,532	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	149,970,760	46,363,794	10,413,849	13,271,470	443,674	815,206	731,878	3,059,153	70,315,532	143,541	413,463	95,869	2,659,647	1,243,681
Liabilities														
Payroll Deductions Payable	1,247,359	1,093,247	33,297	-	-	119,460	1,355	-	-	-	-	-	-	-
Accounts Payable	1,004,284	743,159	29,516	-	-	3,387	202,223	-	-	-	-	-	26,000	-
Interfund Payable	9,609,899	-	-	7,560,560	-	-	323,875	-	-	-	-	-	1,725,464	-
Accrued Expense	23,855,430	473,604	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	25,731,834	17,842,672	1,774,387	-	-	575	-	-	-	-	-	31,268	292,692	5,790,240
Fixed Liabilities	10,415,417	-	-	-	-	-	-	-	-	10,415,417	-	-	-	-
Other Liabilities	84,141	38,946	-	-	-	45,194	-	-	-	-	-	-	-	-
Total Liabilities	71,948,364	20,191,629	1,837,199	7,560,560	-	168,615	527,453	-	-	10,415,417	-	31,268	2,044,157	29,172,066
Designated Fund Balance	78,022,396	26,172,166	8,576,650	5,710,910	443,674	646,591	204,425	3,059,153	70,315,532	(10,271,876)	413,463	64,601	615,490	(27,928,385)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	18,703,815	16,521,311	2,182,504											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	76,026,442			5,710,910	0				70,315,532					
Liabilities, Protection, and Settlement	-37,728,312									-10,415,417			615,490	-27,928,385
Working Cash/Other Restricted	2,432,489						204,425	1,750,000			413,463	64,601		
Remaining Unassigned Balance	18,587,960	9,650,854	6,394,146	0	443,674	646,591	0	1,309,153	0	143,541	0	0	0	0

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

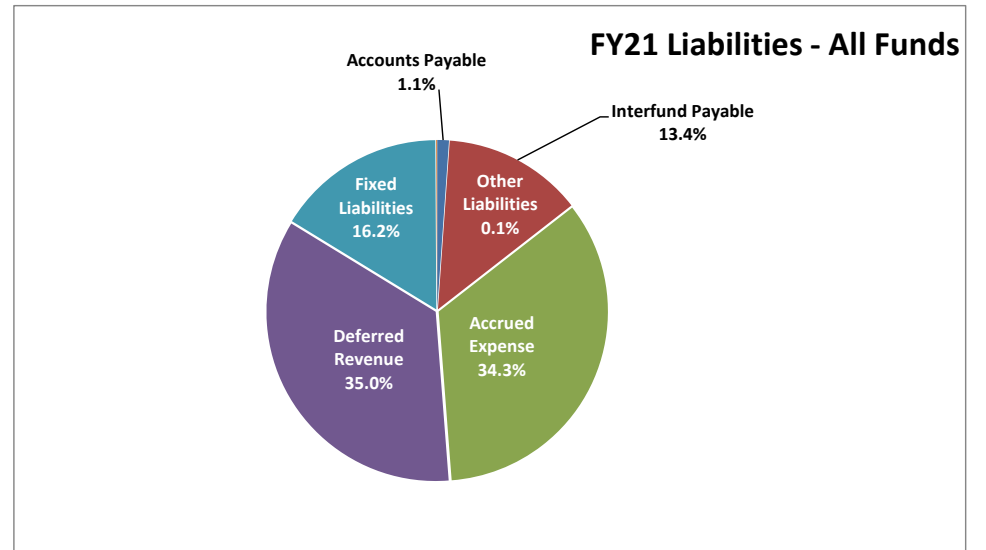
Total Assets = \$ 149,970,760



Total Assets = \$ 146,800,496



Total Liabilities = \$ 71,948,364



Total Liabilities = \$ 71,432,815



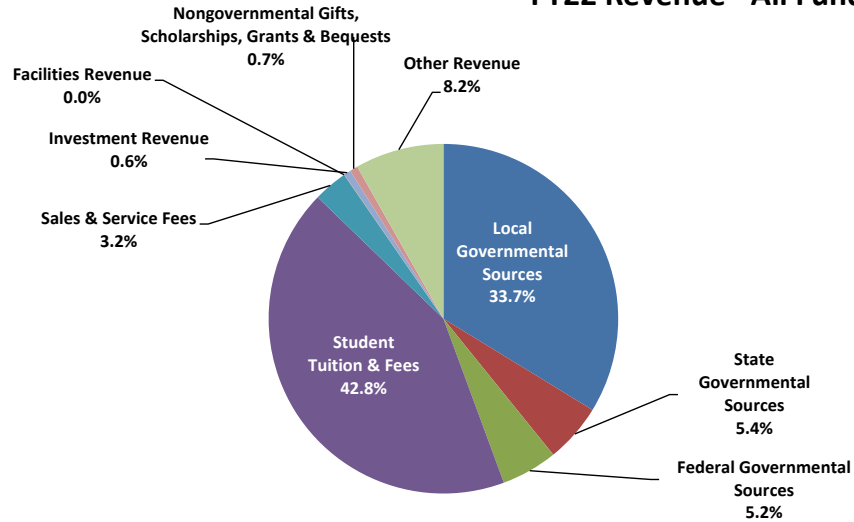
**All Funds Statement of Activities (Income Statement)**  
**July 31, 2021**

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	2,482,239	2,183,901	233,546	-	-	-	-	-	-	-	-	6,254	58,538	-
State Governmental Sources	400,335	245,532	72,094	-	-	-	82,708	-	-	-	-	-	-	-
Federal Governmental Sources	382,518	-	-	-	-	-	382,518	-	-	-	-	-	-	-
Student Tuition & Fees	3,151,971	2,438,088	204,469	39,363	367,388	102,663	-	-	-	-	-	-	-	-
Sales & Service Fees	232,371	7,919	-	-	-	224,452	-	-	-	-	-	-	-	-
Facilities Revenue	2,100	600	-	-	-	1,500	-	-	-	-	-	-	-	-
Investment Revenue	47,107	21,790	1,244	19,386	-	-	-	2,554	-	-	-	-	2,133	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	54,290	-	-	-	-	-	37,133	-	-	-	17,157	-	-	-
Other Revenue	604,188	603,288	-	-	-	-	-	-	-	-	900	-	-	-
<b>Total Revenue</b>	<b>7,357,119</b>	<b>5,501,119</b>	<b>511,353</b>	<b>58,749</b>	<b>367,388</b>	<b>328,615</b>	<b>502,359</b>	<b>2,554</b>	<b>-</b>	<b>-</b>	<b>18,057</b>	<b>6,254</b>	<b>60,671</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	2,063,447	1,812,484	43,970	-	-	131,815	75,178	-	-	-	-	-	-	-
Employee Benefits	917,643	789,701	12,389	-	-	32,149	27,190	-	-	-	-	-	56,213	-
Contractual Services	247,596	227,636	8,178	2,347	-	8,492	943	-	-	-	-	-	-	-
General Materials & Supplies	239,715	208,018	(1,835)	-	-	29,572	3,901	-	-	-	-	-	60	-
Travel & Conference/Meeting	27,051	17,821	3,008	-	-	2,775	3,447	-	-	-	-	-	-	-
Fixed Charges	40,079	312,503	3,348	-	145,600	-	-	-	-	(429,029)	-	-	7,656	-
Utilities	21,059	22,997	(1,938)	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	(0)	-	60,851	-	-	-	35,870	-	(96,721)	-	-	-	-	-
Other Expenditures	236,446	73,989	-	-	-	33	146,880	-	-	-	15,544	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,793,035</b>	<b>3,465,150</b>	<b>127,971</b>	<b>2,347</b>	<b>145,600</b>	<b>204,835</b>	<b>293,409</b>	<b>-</b>	<b>(96,721)</b>	<b>(429,029)</b>	<b>15,544</b>	<b>-</b>	<b>63,929</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,564,084</b>	<b>2,035,969</b>	<b>383,382</b>	<b>56,402</b>	<b>221,788</b>	<b>123,780</b>	<b>208,950</b>	<b>2,554</b>	<b>96,721</b>	<b>429,029</b>	<b>2,513</b>	<b>6,254</b>	<b>(3,258)</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,458,312	24,136,197	8,193,268	5,654,508	221,886	522,810	(4,525)	3,056,600	70,218,811	(10,700,904)	410,950	58,348	618,748	(27,928,385)
Ending Fund Balance	78,022,396	26,172,166	8,576,650	5,710,910	443,674	646,590	204,425	3,059,154	70,315,532	(10,271,875)	413,463	64,602	615,490	(27,928,385)

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

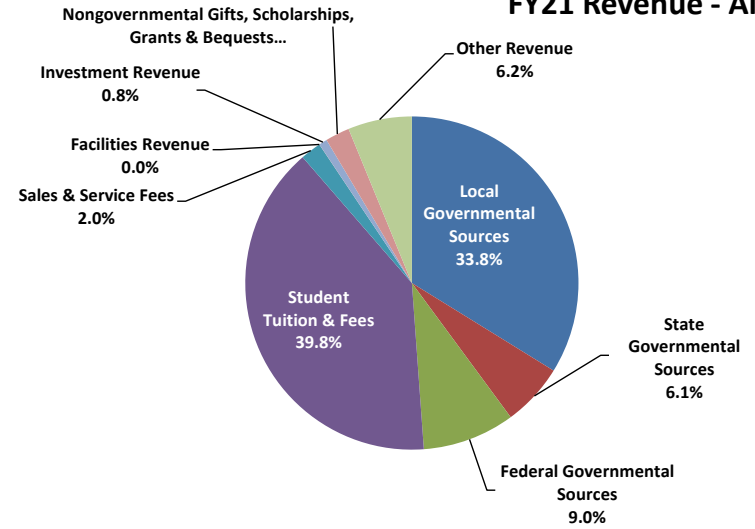
Total Revenue = \$ 7,357,119

**FY22 Revenue - All Funds**

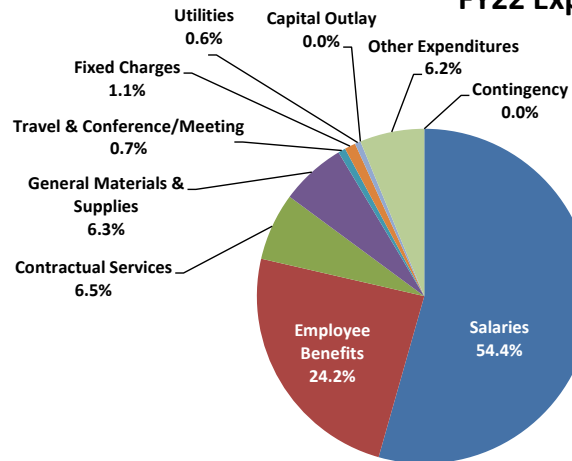


Total Revenue = \$ 7,209,829

**FY21 Revenue - All Funds**

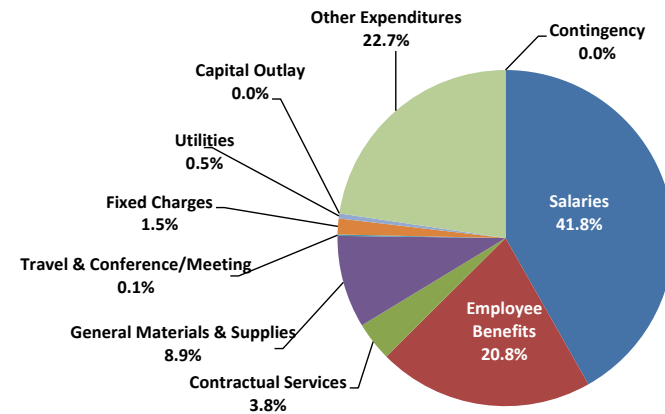


**FY22 Expenditures - All Funds**



Total Expense = \$ 3,793,035

**FY21 Expenditures - All Funds**



Total Expense = \$ 3,063,636

Operating Funds  
Net of SURS/Investments

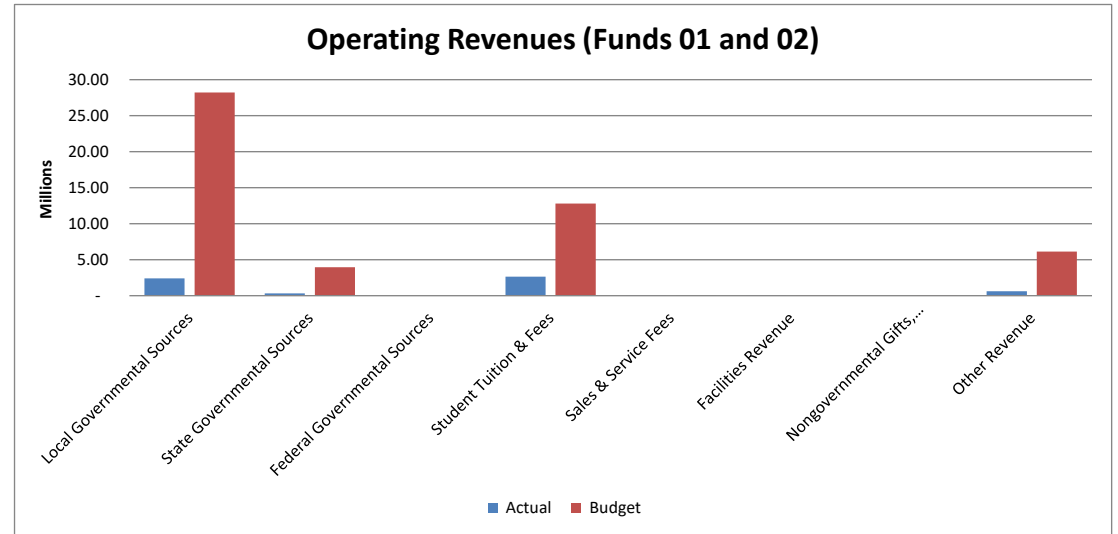
**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**

July 31, 2021

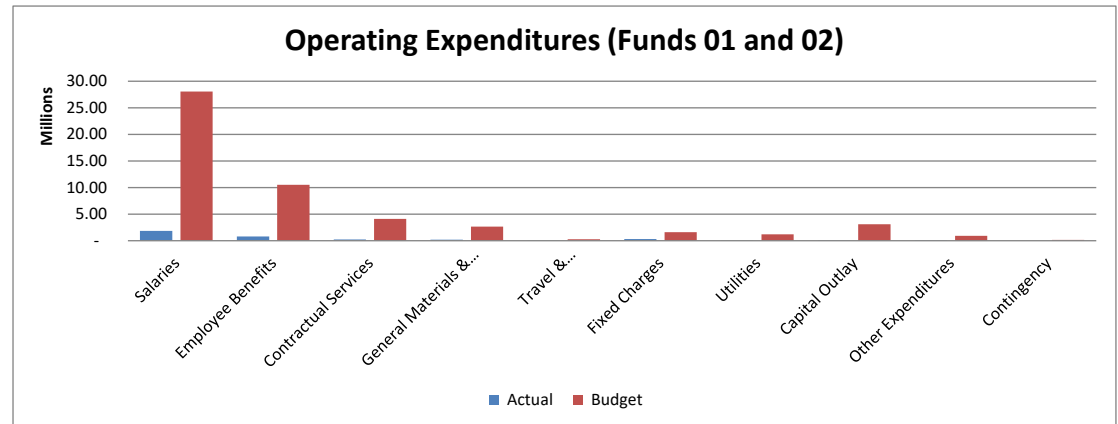
				FY21			FY22 Act.	
				YTD Actual to:			Change Over	
	YTD Actual	FY22 YTD Budget	Full Budget	YTD Bud.	Full Bud.	FY21 YTD Actual	FY21 Act.	
<b>Revenue</b>								
Local Governmental Sources	\$ 2,417,447	\$ 2,318,280	\$ 28,225,058	104.3%	8.6%	\$ 2,314,278	\$ 103,169	
State Governmental Sources	317,627	324,480	3,950,547	97.9%	8.0%	325,572	\$ (7,946)	
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	\$ -	
Student Tuition & Fees	2,642,557	1,146,776	12,798,499	230.4%	20.6%	2,396,025	\$ 246,533	
Sales & Service Fees	7,919	4,333	52,750	182.8%	15.0%	-	\$ 7,919	
Facilities Revenue	600	1,558	18,966	38.5%	3.2%	600	\$ -	
Nongovernmental Gifts	-	903	11,000	0.0%	0.0%	-	\$ -	
Other Revenue	603,288	502,821	6,121,850	120.0%	9.9%	446,577	\$ 156,711	
<b>Total Revenue</b>	<b>\$ 5,989,438</b>	<b>\$ 4,299,152</b>	<b>\$ 51,178,670</b>	<b>139.3%</b>	<b>11.7%</b>	<b>\$ 5,483,052</b>	<b>\$ 506,386</b>	
<b>Expenditures</b>								
Salaries	\$ 1,856,454	\$ 2,306,263	\$ 28,078,751	80.5%	6.6%	\$ 1,165,379	\$ 691,076	
Employee Benefits	802,091	864,783	10,528,730	92.8%	7.6%	631,748	\$ 170,342	
Contractual Services	235,815	338,310	4,118,929	69.7%	5.7%	97,649	\$ 138,166	
General Materials & Supplies	206,182	219,074	2,667,232	94.1%	7.7%	141,837	\$ 64,345	
Travel & Conference/Meeting	20,829	21,690	264,072	96.0%	7.9%	3,678	\$ 17,151	
Fixed Charges	315,851	132,777	1,616,557	237.9%	19.5%	392,757	\$ (76,906)	
Utilities	21,059	99,589	1,212,502	21.1%	1.7%	14,712	\$ 6,347	
Capital Outlay	60,851	254,641	3,100,250	23.9%	2.0%	(88,397)	\$ 149,249	
Other Expenditures	73,989	74,153	902,807	99.8%	8.2%	168,659	\$ (94,669)	
Contingency	-	12,320	150,000	0.0%	0.0%	-	\$ -	
<b>Total Expenditures</b>	<b>\$ 3,593,122</b>	<b>\$ 4,323,600</b>	<b>\$ 52,639,830</b>	<b>83.1%</b>	<b>6.8%</b>	<b>\$ 2,528,022</b>	<b>\$ 1,065,100</b>	
<b>Surplus/(deficit)</b>	<b>\$ 2,396,317</b>	<b>\$ (24,448)</b>	<b>\$ (1,461,160)</b>			<b>\$ 2,955,030</b>	<b>\$ (558,714)</b>	
Net Transfers Out/(In)	\$ -		\$ -			\$ -	\$ -	
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 2,396,317</b>	<b>\$ (24,448)</b>	<b>\$ (1,461,160)</b>			<b>\$ 2,955,030</b>	<b>\$ (558,714)</b>	
<i>Beginning Fund Balance</i>	<i>32,329,465</i>	<i>32,329,465</i>	<i>32,329,465</i>			<i>29,109,317</i>		
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>2,396,317</i>	<i>(24,448)</i>	<i>(1,461,160)</i>			<i>2,955,030</i>		
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>					
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 34,725,782</b>	<b>\$ 32,305,017</b>	<b>\$ 31,018,305</b>			<b>\$ 32,064,347</b>		

**Operating Funds - Statement of Activities**  
**July 31, 2021**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	2,417,446.80	28,225,058.00
State Governmental Sources	317,626.63	3,950,547.00
Federal Governmental Sources	-	-
Student Tuition & Fees	2,642,557.28	12,798,499.00
Sales & Service Fees	7,919.00	52,750.00
Facilities Revenue	600.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	11,000.00
Other Revenue	603,288.43	6,121,850.00
<b>Total Revenue</b>	<b>5,989,438.14</b>	<b>51,178,670.00</b>



<b>Expenditures</b>		
Salaries	1,856,454.40	28,078,751.00
Employee Benefits	802,090.69	10,528,730.00
Contractual Services	235,814.62	4,118,929.00
General Materials & Supplies	206,182.18	2,667,232.00
Travel & Conference/Meeting	20,828.70	264,072.00
Fixed Charges	315,851.04	1,616,557.00
Utilities	21,059.02	1,212,502.00
Capital Outlay	60,851.46	3,100,250.00
Other Expenditures	73,989.48	902,807.00
Contingency	-	150,000.00
<b>Total Expenditures</b>	<b>3,593,121.59</b>	<b>52,639,830.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>2,396,316.55</b>	<b>(1,461,160.00)</b>



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the months of June and July including details regarding the College's investments.

Recommendation

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

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

Clinton E. Gabbard  
President

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$162,831.09	\$356,763.78	\$361,706.25	\$157,888.62
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$53,572.64	\$12,201,243.51	\$12,227,121.07	\$27,695.08
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$42,081.17	\$42,081.17	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$2,124,269.40	\$2,124,269.40	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$44,166.96	\$17,628,446.08	\$16,156,736.89	\$1,515,876.15
Crystal Lake Bank & Trust <b>Operations</b>	\$132,728.07	\$3,279,756.57	\$3,297,809.05	\$114,675.59
Crystal Lake Bank & Trust <b>Payroll</b>	\$70,395.62	\$1,843,868.43	\$1,871,797.60	\$42,466.45

**McHenry County College**  
**June 30, 2021**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>06/30/21</b>	<b>05/31/21</b>	<b>06/30/21</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
		<b>Investments</b>	<b>Investments</b>	<b>% of Total Investments</b>			
Education	Illinois Funds	\$667,368	\$43,838	2%	see below	N/A	On Demand
Education	PFM Investments	21,074,998	10,592,578	51%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,039,256	1,040,260	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,078,406	7,090,334	17%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	PFM Investments	6,096,247	6,100,036	15%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	Home State Bank	141,390	141,214	0%	0.04%	N/A	On Demand
Working Cash	PFM Investments	2,961,208	2,963,268	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,108,330	2,110,051	5%	see below	N/A	Various
	<b>Total</b>	<b>\$41,167,203</b>	<b>\$30,081,579</b>	<b>100%</b>			

**Investment Revenue**

**Investment Revenue**

<b>College Fund</b>	<b>Jun-21</b>	<b>Fiscal YTD</b>
Education	(\$16,150)	\$82,621
Operations & Maintenance	(933)	4,684
Operations & Maintenance (Restricted)	(11,083)	55,668
Operations & Maintenance (Restricted CDB Project)	(3,789)	8,761
Working Cash	(1,915)	9,617
Liability, Protection and Settlement	(1,599)	8,033
<b>Total</b>	<b>(\$35,469)</b>	<b>\$169,384</b>

**Illinois Fund Rates - June 30, 2021**

Annualized rate - Money Market

Low	0.012%
High	0.030%
Average	0.023%

**PFM Investment Rates - June 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	0.170%	1.080%	0.170%
At Market	0.160%	0.620%	0.170%

\*Currently there are no investments in these categories.

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$157,888.62	\$1,151,872.85	\$702,296.26	\$607,465.21
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$27,695.08	\$538,271.41	\$474,961.99	\$91,004.50
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$30,627.18	\$30,627.18	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$96,671.40	\$96,671.40	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$1,515,876.15	\$3,976,779.48	\$4,621,511.14	\$871,144.49
Crystal Lake Bank & Trust <b>Operations</b>	\$114,675.59	\$2,569,395.12	\$2,491,963.46	\$192,107.25
Crystal Lake Bank & Trust <b>Payroll</b>	\$42,466.45	\$2,021,716.83	\$2,021,716.83	\$42,466.45



**McHenry County College**  
**July 31, 2021**

**Investments**

<b>College Fund</b>	<b>Financial Institution</b>	<b>07/31/21</b>	<b>06/30/21</b>	<b>07/31/21</b>	<b>Interest</b>	<b>No. of Days</b>	<b>Maturity</b>
		<b>Investments</b>	<b>Investments</b>	<b>% of Total Investments</b>			
Education	Illinois Funds	\$8,287	\$667,368	0%	see below	N/A	On Demand
Education	PFM Investments	19,594,613	21,074,998	50%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,040,376	1,039,256	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,091,715	7,078,406	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	PFM Investments	6,100,851	6,096,247	16%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	Home State Bank	141,390	141,390	0%	0.04%	N/A	On Demand
Working Cash	PFM Investments	2,963,507	2,961,208	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,110,251	2,108,330	5%	see below	N/A	Various
<b>Total</b>		<b>\$39,050,990</b>	<b>\$41,167,203</b>	<b>100%</b>			

**Investment Revenue**

**Investment Revenue**

<b>College Fund</b>	<b>Jul-21</b>	<b>Fiscal YTD</b>
Education	\$21,790	\$21,790
Operations & Maintenance	1,244	1,244
Operations & Maintenance (Restricted)	14,782	14,782
Operations & Maintenance (Restricted CDB Project)	4,604	4,604
Working Cash	2,554	2,554
Liability, Protection and Settlement	2,133	2,133
<b>Total</b>	<b>\$47,107</b>	<b>\$47,107</b>

**Illinois Fund Rates - July 31, 2021**

Annualized rate - Money Market

Low	0.020%
High	0.021%
Average	0.020%

**PFM Investment Rates - July 31, 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	0.160%	1.080%	0.170%
At Market	0.130%	0.570%	0.120%

\*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 \$2,213,340.76. Please note that the expenses are not segregated into the respective funds.

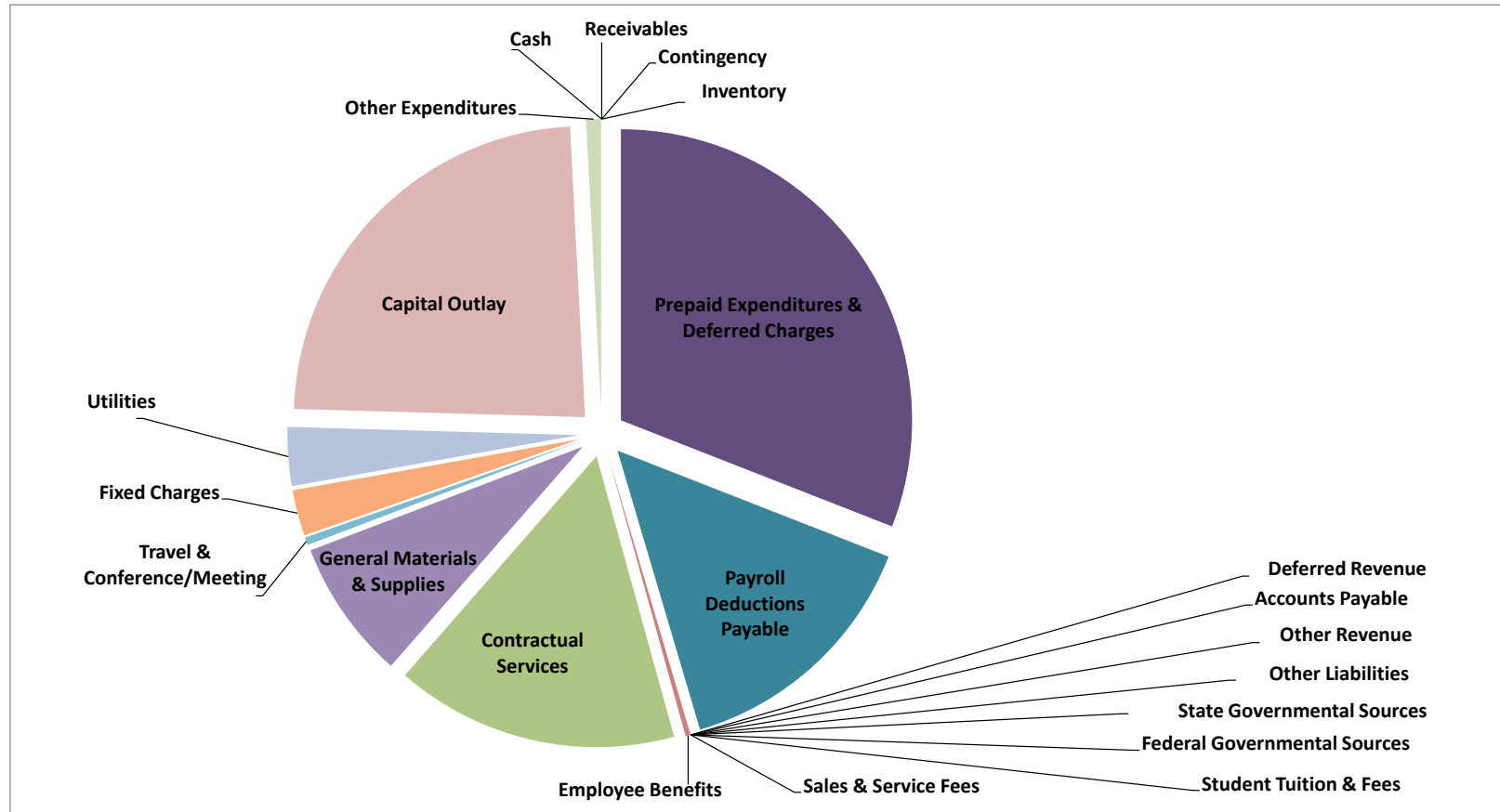
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of June 1 - June 30, 2021 totaling \$2,213,340.76.

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

Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 6/1/21 through 6/30/21



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	269.50	0.01%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	6,031.79	0.27%
Prepaid Expenditures & Deferred Charges	684,778.64	30.94%	Contractual Services	348,098.41	15.73%
Payroll Deductions Payable	320,533.89	14.48%	General Materials & Supplies	172,119.43	7.78%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	9,575.81	0.43%
Deferred Revenue	0.00	0.00%	Fixed Charges	56,498.25	2.55%
Other Liabilities	0.00	0.00%	Utilities	72,115.76	3.26%
State Governmental Sources	0.00	0.00%	Capital Outlay	525,082.34	23.72%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	18,236.94	0.82%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>2,213,340.76</b>	<b>100.00%</b>

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (1-Jan)	FY21: (2-Feb)	FY21: (3-Mar)	FY21: (4-Apr)	FY21: (5-May)	FY21: (6-Jun)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$ 3,272.50			\$ 2,805.00	\$ 467.50		
Engineering	53	Contractual Services	0402264	HR Green Inc	\$ 587.25						\$ 587.25
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$ 8,590.03		\$ 1,010.60		\$ 6,577.19	\$ 1,002.24	
Engineering	58	Capital Outlay	0402264	HR Green Inc	\$ 1,205.50		\$ 587.00	\$ 618.50			
Engineering	58	Capital Outlay	0418836	2010 Engineering Gr	\$ 2,200.00			\$ 2,200.00			
<b>Engineering Total</b>						\$ -	\$ 1,597.60	\$ 5,623.50	\$ 7,044.69	\$ 1,002.24	\$ 587.25
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$ 910.36	\$ 35.82	\$ 215.54	\$ 183.58	\$ 132.28	\$ 139.32	\$ 203.82
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$ 21,514.94	\$ 1,810.04	\$ 3,386.57	\$ 3,460.09	\$ 4,415.94	\$ 4,477.81	\$ 3,964.49
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$ 369.84					\$ 38.64	\$ 331.20
<b>Food Vendor Total</b>						\$ 1,845.86	\$ 3,602.11	\$ 3,643.67	\$ 4,548.22	\$ 4,655.77	\$ 4,499.51
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$ 1,500.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$ 1,351.41						\$ 1,351.41
<b>Landscaping Total</b>						\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,601.41
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$ 2,617.50	\$ 705.00	\$ 150.00		\$ 262.50	\$ 262.50	\$ 1,237.50
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$ 36,479.78	\$ 1,687.50	\$ 3,027.50	\$ 12,137.50	\$ 7,611.03	\$ 3,891.25	\$ 8,125.00
Legal	54	General Materials & Supplies	0396460	ROBBINS SCHWARTZ	\$ 8,129.44	\$ 8,129.44					
<b>Legal Total</b>						\$ 10,521.94	\$ 3,177.50	\$ 12,137.50	\$ 7,873.53	\$ 4,153.75	\$ 9,362.50
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$ 33,560.37		\$ 1,883.67	\$ 8,411.86	\$ 10,785.98	\$ 5,045.20	\$ 7,433.66
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$ 105,119.04	\$ 12,733.16	\$ 21,232.63	\$ 22,642.28	\$ 27,908.27	\$ 11,377.60	\$ 9,225.10
<b>Temporary Staffing Total</b>						\$ 12,733.16	\$ 23,116.30	\$ 31,054.14	\$ 38,694.25	\$ 16,422.80	\$ 16,658.76
<b>Grand Total</b>					\$ 227,407.96	\$ 25,350.96	\$ 31,743.51	\$ 52,708.81	\$ 58,410.69	\$ 26,484.56	\$ 32,709.43

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,198,797.43. Please note that the expenses are not segregated into the respective funds.

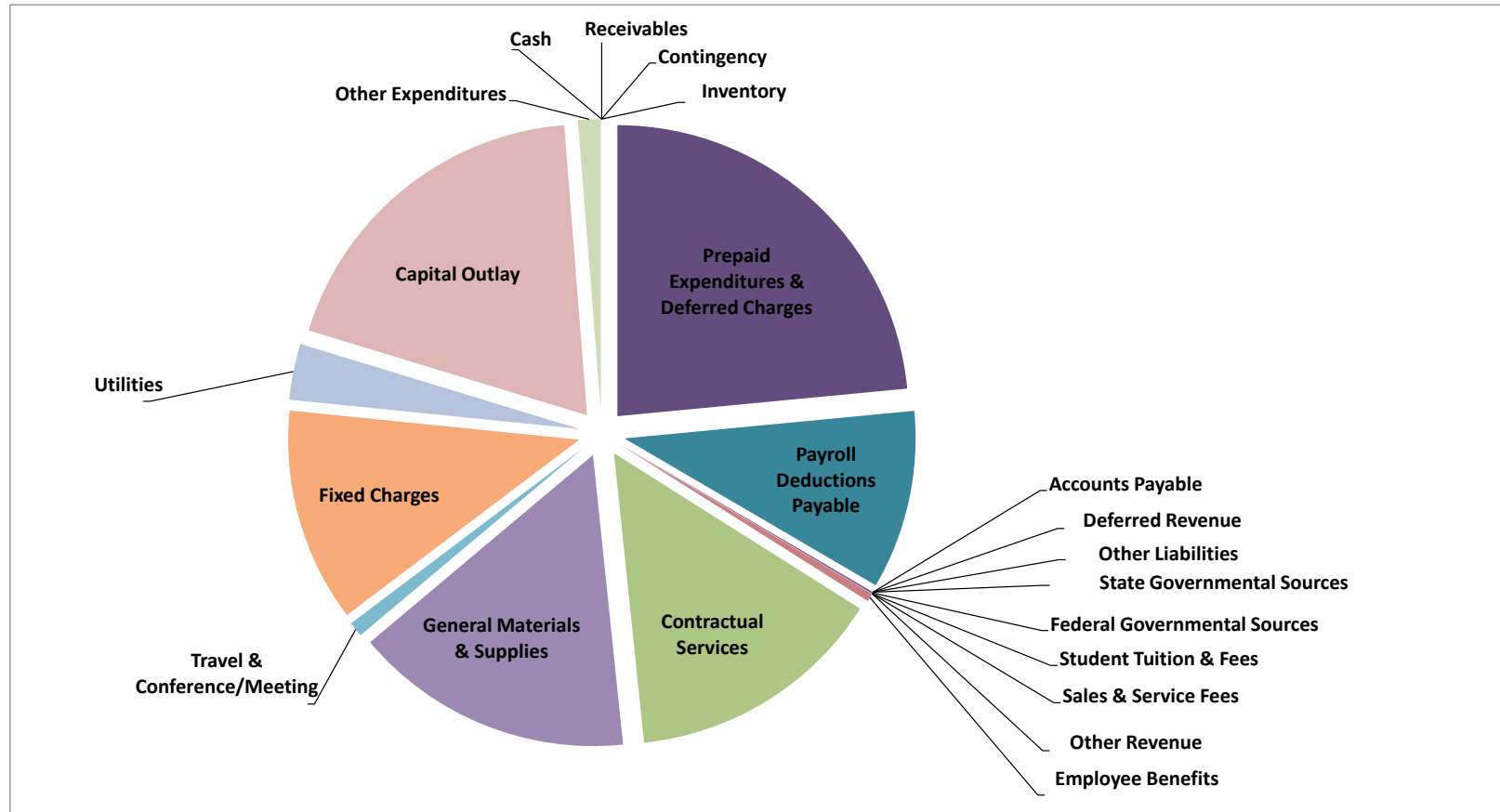
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of July 1 - July 31, 2021 totaling \$2,198,797.43.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 7/1/21 through 7/31/21



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	9,841.19	0.45%
Prepaid Expenditures & Deferred Charges	516,431.31	23.49%	Contractual Services	316,298.45	14.39%
Payroll Deductions Payable	218,393.54	9.93%	General Materials & Supplies	341,411.72	15.53%
Accounts Payable	104.75	0.00%	Travel & Conference/Meeting	18,241.40	0.83%
Deferred Revenue	0.00	0.00%	Fixed Charges	261,467.30	11.89%
Other Liabilities	0.00	0.00%	Utilities	68,418.95	3.11%
State Governmental Sources	0.00	0.00%	Capital Outlay	418,515.23	19.03%
Federal Governmental Sources	2,075.25	0.09%	Other Expenditures	27,598.34	1.26%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>2,198,797.43</b>	<b>100.00%</b>

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (2-Feb)	FY21: (3-Mar)	FY21: (4-Apr)	FY21: (5-May)	FY21: (6-Jun)	FY22: (7-Jul)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$3,272.50		2805	467.5			
Engineering	53	Contractual Services	0402264	HR Green Inc	\$587.25					587.25	
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$8,590.03	1010.6		6577.19	1002.24		
Engineering	58	Capital Outlay	0402264	HR Green Inc	\$1,205.50	587	618.5				
Engineering	58	Capital Outlay	0418836	2010 Engineering Gr	\$2,200.00		2200				
<b>Engineering Total</b>					\$ 15,855.28	\$ 1,597.60	\$ 5,623.50	\$ 7,044.69	\$ 1,002.24	\$ 587.25	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$972.80	215.54	183.58	132.28	139.32	203.82	98.26
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$26,655.08	3386.57	3460.09	4415.94	4477.81	3964.49	6950.18
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$369.84				38.64	331.2	
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$3,522.50						3522.5
<b>Food Vendor Total</b>					\$ 31,520.22	\$ 3,602.11	\$ 3,643.67	\$ 4,548.22	\$ 4,655.77	\$ 4,499.51	\$ 10,570.94
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	250	250	250	250	250	250
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$1,351.41					1351.41	
<b>Landscaping Total</b>					\$ 2,851.41	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,601.41	\$ 250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$4,541.22	150		262.5	262.5	1237.5	2628.72
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$39,688.53	3027.5	12137.5	7611.03	3891.25	8125	4896.25
<b>Legal Total</b>					\$ 44,229.75	\$ 3,177.50	\$ 12,137.50	\$ 7,873.53	\$ 4,153.75	\$ 9,362.50	\$ 7,524.97
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$35,560.37	1883.67	8411.86	10785.98	5045.2	7433.66	2000
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$100,760.88	21232.63	22642.28	27908.27	11377.6	9225.1	8375
<b>Temporary Staffing Total</b>					\$ 136,321.25	\$ 23,116.30	\$ 31,054.14	\$ 38,694.25	\$ 16,422.80	\$ 16,658.76	\$ 10,375.00
<b>Grand Total</b>					\$ 230,777.91	\$ 31,743.51	\$ 52,708.81	\$ 58,410.69	\$ 26,484.56	\$ 32,709.43	\$ 28,720.91

Request to Renew  
Annual Microsoft Consortia Enterprise Agreement

Information

McHenry County College has relied on Microsoft-based technologies for many years and continues to leverage Microsoft products to deliver superior technology services for students, faculty, and staff. These services support a wide array of technologies such as desktop computing, servers, database, and security systems.

Microsoft products are typically licensed to organizations based on organizational size and usage. As higher volumes of licenses are needed, the greater the discount offered by Microsoft. In prior years, Microsoft licensed their products to the College using a count of existing FTE staff at our institution. Five years ago, Microsoft altered its licensing program to enable the College to leverage its participation in the IPHEC (Illinois Public Higher Education Cooperative) using an Enterprise Agreement. Since the College participates in IPHEC, Microsoft licensing is now based on the cumulative count of staff and students for all colleges in the Consortium. This positions the College as a much larger entity, which drives larger discounts. It enables the College to save approximately 35% or more on its annual Microsoft licensing costs compared to independently acquiring the licenses without the Consortium. This year's total cost for licensing all Microsoft products campus-wide is \$246,812.48. The current Microsoft agreement expires August 31, 2021.

The College participates in the IPHEC (Illinois Public Higher Education Cooperative) which leverages the purchasing power of government and educational institutions across the state. Through IPHEC, Microsoft has named CDW-G as the sole source provider for all qualifying institutions in the state of Illinois. This consortium pricing is based on a 4000+ FTE staff employee count and allows for superior pricing not available through any other source. The Agreement provides for the following number of technologies and services:

<u>Qty.</u>	<u>Description</u>
800	License and Software Assurance for Remote Desktop CAL
200	License and Software Assurance for Visio Professional
150	License and Software Assurance for Project Professional
1000	Microsoft 365 A3 Subscription License per user
1000	Microsoft 365 A5 Subscription License per user
20	License and Software Assurance for Visual Studio Professional with MSDN
4	License and Software Assurance for Exchange Server Enterprise
6	License and Software Assurance for SharePoint Server Enterprise
80	License and Software Assurance for Core Based Server Standard Edition
895	License and Software Assurance for Core Based Data Center Edition
225	License and Software Assurance for Virtual Desktop Application Support
40,000	License and Software Assurance for Office 365 Pro Plus Educational <b>(Free version)</b>
40,000	Microsoft 365 A5 Subscription License per user Educational <b>(Free version)</b>
44	License and Software Assurance for Core Based SQL Server Enterprise Edition



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

This expense is budgeted in the FY 2022 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the Microsoft Consortia Enterprise Agreement through IPHEC (Illinois Public Higher Education Cooperative) contract with CDW-G, Inc., Vernon Hills, IL, for \$246,812.48.

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

Clinton E. Gabbard  
President

Request to Purchase  
Dell Laptops, Docking Stations & Monitors

Information

McHenry County College needs to continue to be a more mobile and flexible campus due to recent environmental issues, such as COVID-19. Therefore, in order to maximize efficient operations, augment our remote learning capabilities, and increase the flexibility for employees, the College is recommending the acquisition of Dell laptops and docking stations. This update to more mobile-ready equipment allows MCC employees to perform their duties on campus, as well as in other environments if it becomes necessary. With this adjustment, the College will not have to issue duplicate equipment (desktop and laptop) for both on campus and remote learning scenarios.

The laptops come in two configurations: 1) standard user option; 2) and high-end user option. High-end users currently have a higher-end desktop that will be replaced with the higher-end laptop, while the majority of users will receive the standard configuration. The extra monitors are to equip employees with two monitors in their workspace.

Equipment	Units	Price
Dell Latitude 3420	300	\$281,535.00
Dell 5560	50	\$116,595.50
Dell Thunderbolt Dock	350	\$88,392.50
Dell 22 Monitor – P2422H	50	\$12,959.50
<b>Total Cost</b>		<b>\$499,482.50</b>

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 Fund 06 Restricted Purposes and funded through CRRSAA: Higher Education Emergency Relief Fund (HEERF II and HEERF III).

Recommendation

It is recommended that the Board of Trustees approves the purchase of the above hardware from Dell Technologies, One Dell Way, Round Rock, TX 78682 for the not to exceed amount of \$499,482.50.



Clinton E. Gabbard  
President

Status Update  
Gordon Food Service Prime Vendor DistributorInformation

Since April 2007, the MCC Food Services Department has been participating in the Entegra Procurement Services group purchasing program made available through McHenry County College's participation with the Illinois Community College System Procurement Consortium (ICCSPC), now known as National IPA. Gordon Food Service has been Entegra's approved primary distributor of food and supplies for food service operations. After a review of our top 100 most purchased food, beverage, and supply items that MCC obtains from Gordon Food Service for the Food Services Department, it is noted that prices have increased from February 2020 to June 2021 at a rate of 4.64%. This is to be expected as the industry emerges from the COVID-19 pandemic.

Quantity	Description	Cost
Cases	Top 100 Items January/February 2020	\$25,036.18
Cases	Top 100 Items June 2021	\$26,198.62
	Price Change	\$1,162.44
	Percentage Change	4.64%

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

This expense is budgeted in the Food Services account in the Auxiliary Enterprises Fund 05.

Recommendation

It is recommended that the Board of Trustees approves the continued non-binding purchase of food and beverages from Gordon Food Service of Grand Rapids, Michigan, and the Entegra Procurement Program. It is estimated that the annual purchases will not exceed \$350,000.00 for food and \$90,000.00 for supplies, with additional budgeted dollars for replacement of minor and major equipment to be identified on an annual basis.



Clinton E. Gabbard  
President

Request to Purchase  
Higher Education Emergency Relief Funds (HEERF) Student Laptops

Information

In Fall 2020, McHenry County College implemented five new delivery modes for course instruction as a result of the COVID-19 pandemic. Students are able to choose: 1) in person; 2) flexible lecture; 3) blended; 4) scheduled online; or 5) flexible online. These delivery modes have greatly increased the need for students to have reliable computer access with webcams and microphones so that they may fully participate in class.

The COVID-19 pandemic has also caused a great deal of financial instability for our students. Both federal and state governments continue to provide higher education institutions funding to support student emergency grants and institutional expenses related to the pandemic. With previous funding, MCC has purchased laptops for those students experiencing difficulty accessing technology; this has continued to be a significant barrier to accessing education for our students. Therefore, additional HEERF monies will be used to purchase 150 Dell Latitude model 3310 laptops to distribute to students. Student laptop awards are determined through an application process.

This expense is budgeted in Fund 06 Restricted Purposes and funded through CRRSAA: Higher Education Emergency Relief Fund (HEERF II and HEERF III).

Recommendation

It is recommended that the Board of Trustees approve the purchase of 150 Dell Latitude 3310 laptops from Dell EMC of Round Rock, TX for \$77,250.00.



Clinton E. Gabbard  
President

Renewal  
Illinois Community College Risk Management Consortium

Information

The Illinois Community College Risk Management Consortium (ICCRMC) is a cooperative agency voluntarily established by contracting Illinois community colleges as defined in the Illinois Constitution of 1970 pursuant to Article VII, Section 10 of the 1970 Constitution of the State of Illinois, and various sections of the Illinois Compiled Statutes for the purpose of seeking the prevention or lessening of risks or claims against members of the Consortium. The purpose of the ICCRMC is to provide all necessary property, casualty, liability, and workers compensation insurance needs for each of its members. Currently, the ICCRMC is comprised of 13 Illinois Community Colleges throughout the state. The Board of Trustees voted to join the ICCRMC June 26, 2014.

The benefit of joining the ICCRMC lies within the purchasing power of the members. Each college pools their respective resources to negotiate favorable coverage for all of the consortium's insurance needs. The objective of "risk management" is to mitigate the liability exposure of an entity. By joining the consortium, each member also benefits from the experience of the other colleges in order to enhance its risk management capabilities. Additionally, after five years of membership, individual members are eligible for dividends based on the performance of the ICCRMC and individual claims experience. The dividend is applied against the annual renewal for insurance thereby reducing the annual cost and MCC will participate in the dividend declaration this year.

Since joining the consortium in FY 2015, McHenry County College has saved a cumulative total of \$1,435,720 vs. the cost of the FY 2014 non-ICCRMC year. The College has also seen its rates decline in six of the eight years of being a member.

The table below illustrates the avoided annual cost since joining ICCRMC when compared to the FY 2014 renewal, the benchmark. Prior to joining, the College individually brokered out general liability coverage and was unable to enjoy the purchasing power of a consortium.

	Renewals	Dividends	Net Premium	Annual Cost Avoidance vs FY14 Non-ICCRMC	ICCRMC Cost/(Savings) Year Over Year Change
FY14 (non-ICCRMC)	\$495,624.50		\$495,624.50	-	-
FY15 (ICCRMC)	\$382,466.00		\$382,466.00	(\$113,158.50)	(\$113,158.50)
FY16 (ICCRMC)	\$365,074.00		\$365,074.00	(\$130,550.50)	(\$17,392.00)
FY17 (ICCRMC)	\$334,692.00		\$334,692.00	(\$160,932.50)	(\$30,382.00)
FY18 (ICCRMC)	\$344,774.00		\$344,774.00	(\$150,850.50)	<b>\$10,082.00</b>
FY19 (ICCRMC)	\$342,725.00		\$342,725.00	(\$152,899.50)	(\$2,049.00)
FY20 (ICCRMC)	\$326,443.00		\$326,443.00	(\$169,181.50)	(\$16,282.00)
FY21 (ICCRMC)	\$382,681.00		\$382,681.00	(\$112,943.50)	<b>\$56,238.00</b>
FY22 (ICCRMC)*	\$411,089.00	\$34,455.00	\$376,634.00	(\$84,535.50)	(\$6,047.00)
Total FY15 to FY22		\$34,455.00		(\$1,075,052.00)	(\$118,990.50)

\* First year participation in dividends

The expense for insurance coverage is budgeted in the General Institutional account in the Education Fund 01 and in the General Institutional account in the Liability, Protection, and Settlement Fund 12.

Recommendation

It is recommended that the Board of Trustees approves the FY 2022 renewal with the Illinois Community College Risk Management Consortium for property, casualty, liability, and worker compensation insurance coverage for a net premium of \$376,634.00.

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

Clinton E. Gabbard  
President

Request to Purchase  
Online Database ServicesInformation

This is an annual renewal for online database services provided by the Consortium of Academic Research Libraries in Illinois (CARLI). CARLI was formed by consolidating three existing Illinois academic Library consortia: the Illinois Cooperative Collection Management Program (ICCMP), the Illinois Digital Academic Library (IDAL), and the Illinois Library Computer Systems Organization (ILCSO). CARLI was formed to improve the efficiency and cost effectiveness of services, increase the effectiveness of consortia and member library staff efforts, and create opportunities to pursue new programs and services that the three constituent consortia would not have been able to provide on their own.

The McHenry County College Library uses the services of CARLI to provide the EBSCO online database service and electronic access to the Chronicle of Higher Education.

Vendor	Database	Cost
Chronicle of Higher Education	<i>Chronicle of Higher Education</i>	1,438.52
Credo Reference	<i>Credo Reference – Academic Core</i>	4,494.00
EBSCO	<i>CINAHL Complete</i>	9,636.65
	<i>Nursing Reference Center Plus</i>	4,258.28
	<i>PsycArticles</i>	5,106.46
	<i>eBook Community College Collection</i>	3,696.52
Gale Group	<i>Gale OneFile: Fine Arts</i>	1,203.59
Oxford University Press	<i>Oxford English Dictionary</i>	634.90
	<i>Grove Music Online</i>	2,860.26
	<i>Oxford Handbooks Online: Philosophy</i>	404.48
	<i>Oxford Handbooks Online: Religion</i>	404.48
ProQuest	<i>Women &amp; Social Movements</i>	250.00
	<i>Black Thought &amp; Culture</i>	250.00
	Total	\$ 34,638.14

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

This expense is budgeted in the Library Support Services Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the one-year contract for services for \$34,638.14 from CARLI, Champaign, IL.



Clinton E. Gabbard  
President

Request to Purchase  
ProjectorsInformation

McHenry County College is able to enhance the teaching environment by upgrading classrooms through the acquisition of 25 new projectors. This purchase will upgrade classroom technologies by replacing projectors that have been in place for more than three years, providing a higher-quality image that is both brighter and sharper. This clearer imagery will allow student seating to be dispersed more within the classroom for better distancing, without reducing the student's ability to view the images displayed. Bids were received from the following vendors:

Vendor	Price
B&H	\$76,525.00
CDW	\$77,109.00
Adorama	\$96,560.00

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 Fund 06 Restricted Purposes and funded through CRRSAA: Higher Education Emergency Relief Fund (HEERF II and HEERF III).

Recommendation

It is recommended that the Board of Trustees approves the purchase of the above hardware from B&H Photo & Videos, 420 Ninth Avenue, New York, NY 10001 for the amount of \$76,525.00.



Clinton E. Gabbard  
President



Request for  
Woodstock Center Lease Extension and Amendment

Information

On August 24, 2006, The Board of Trustees approved a five-year lease agreement with Northern Prairie Properties, LLC for the Woodstock Center at 912 Trakk Lane in Woodstock, Illinois. This 4,800 square foot facility includes a classroom, utility room, shop area, and two restrooms. It has been used for the College's Welding Boot Camp, Artistic Welding, Electrical Code Training, and Manufacturing Essentials classes.

On September 22, 2011, The Board of Trustees approved an extended lease that included two five-year lease terms with Northern Prairie Properties, LLC for the Woodstock Center at 912 Trakk Lane in Woodstock, Illinois.

Because the current lease is set to expire on October 1, 2021, the administration negotiated a third extension for two years through October 31, 2023 with Northern Prairie Properties, LLC. The agreement also includes two additional five-year extensions, but may be cancelled by MCC for any reason with 180 days prior notice. The College does not anticipate going beyond the two-year extension, as the Foglia Center for Technology and Innovation Center may be able to house the welding program when it is constructed and ready for occupancy.

The new rent will be \$2,700.00 per month or \$32,400.00 per year. The renegotiated monthly rent of \$2,700.00 is increased from the current monthly payment of \$2,500.00 and is for the entire length of the lease. This lease will expire on October 31, 2023.

The funding for the lease payments is budgeted in the Welding Account in the Auxiliary Fund and is offset by revenue generated from programs listed above.

Recommendation

It is recommended that the Board of Trustees approves the Woodstock Center lease extension and amendment for a two-year term of the 4,800 square foot facility at 912 Trakk Lane in Woodstock, IL, with Northern Prairie Properties, LLC, of McHenry, IL for \$32,400.00 per year.



Clinton E. Gabbard  
President

Ratification of Hires  
New and Replacement Administrative and Faculty Appointments

Information

At the June 2021 Board Meeting, the Board of Trustees authorized MCC President, Dr. Gabbard, to approve full-time administrative and faculty personnel appointments through August 25, 2021. The following appointments have been approved.

➤ **Instructor of Graphic Arts:** New Position

At the May 2021 Board Meeting, the Board of Trustees approved the new full-time Faculty position of Instructor of Graphic Arts. Violet Luczak has been approved to fill this position effective August 12, 2021. Ms. Luczak has a Master's in Graphic Design and Painting and a Bachelor's in Graphic Design from Elmhurst University, Elmhurst, IL. Her experience is as follows:

2020-2021	Illustrator Cuna Mutual Group, Chicago IL
2018-2019	Design Intern VSA Partners, Chicago, IL
2017-2018	Illustrator UL, LLC, Northbrook, IL

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

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane II, Step 2	\$26,435.64	N/A	\$53,284.00

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

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

**Qualifications/Desired Qualifications:**

- Bachelor's degree from a regionally accredited institution in graphic design or a closely related field and 2,000 hours of related experience
- Master's degree from a regionally accredited institution in graphic design or a closely related field; or a master's degree in art with 18 graduate credit hours in graphic design
- Experience teaching at a community college
- Experience using technology to enhance student learning
- A record of ongoing employment as a graphic designer

➤ **Chief Information Officer:** Replacement Position

The departure of Al Butler effective June 30, 2021 created a vacancy for the administrative position of Chief Information Officer. Timothy Hopkins has been approved to fill this position effective September 7, 2021. Mr. Hopkins has a Master's from the University of Michigan State, East Lansing, MI, and a Bachelor of Special Education - Learning Disabilities from the University of Michigan State, East Lansing, MI. His experience is as follows:

2018-2021	Chief Information Officer Benedictine University, Lisle IL
1999- 2018	Assistant Vice President, Technology Infrastructure and Operations Roosevelt University, Chicago, IL

Twenty-four applications were received, twenty-four met the position minimum requirements, and the search committee interviewed ten candidates.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Previous Salary	12-Month Salary
Cabinet Level	\$147,030.00	N/A	N/A	\$26,435.64	\$186,259.84	\$170,000.00

**Classification:** Administrative/Full-Time, Pay Grade Cabinet Level, Exempt

**Position Summary:** The Chief Information Officer (CIO) is the senior technology administrator for the College, responsible for academic and administrative technology planning, implementation, and support. This information technology visionary provides innovative strategic leadership, and must translate vision into action by applying, developing, and implementing information technologies and related services in support of both current and future institutional needs. The CIO is responsible for a multi-million dollar budget and leading strategic planning efforts in the areas of academic, administrative, and communication technologies, research computing and support, campus commerce, IT architecture and networking, IT policy, and IT security. All campus IT decisions are coordinated by, and flow through, the office of the CIO, including, but not limited to, purchase of information technologies and policy decisions relating to academic and campus IT. The CIO meets regularly with college leadership, governing bodies, faculty, staff, and students to develop a collaborative, cooperative, supportive, and forward-looking technology environment.

**Qualifications/Desired Qualifications:**

- Bachelor's Degree from a regionally accredited institution in related field. An equivalent combination of education and experience may be considered
- Minimum of five (5) years of experience in higher education technology management
- Minimum five (5) years at a significant level of management in information technology at a public institution or corporate structure that is comparable in size and complexity
- Demonstrated success in hiring, training, and leading a professional technology staff in the delivery of academic and educational technologies to support students, faculty, and staff
- Proven ability to provide visionary and collaborative leadership which instills confidence and trust across the IT department and the College as a whole
- Experience with higher education enterprise resource programs (e.g. Ellucian Colleague, Banner, Workday)
- Master's degree preferred
- ITIL certification or ability to acquire within two (2) years

➤ **Director of Adult Education:** Replacement Position

The departure of Julio Capeles-Delgado effective July 22, 2021 created a vacancy for a full-time administrative position of Director of Adult Education. Delia Rodriguez has been approved to fill this position effective August 9, 2021. Ms. Rodriguez has a Master of Science in Education from Benedictine University, Lisle, IL, and a Bachelor of Science in Education from Northern Illinois University, DeKalb, IL. Her experience is as follows:

2020-2021	Coordinator of College and Career Readiness McHenry County College, Crystal Lake, IL
2019 - 2020	Life Insurance Agent PHP Agency, Oakbrook, IL
2019-2019	Financial Representative MassMutual of Illinois, Downers Grove, IL

One application was received, one met the position minimum requirements, and the search committee interviewed one candidate.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Previous Employee	12-Month Salary
A3	\$65,785.96	\$90,456.67	\$115,127.38	\$26,435.64	\$100,520.23	\$86,000.00

**Classification:** Administrative/Full-Time, Pay Grade A3, Exempt

**Position Summary:** Provide leadership and supervision for adult education programs, instruction, staff, and curriculum for all department courses, grant-funded projects, and services to include: ABE, ASE, ESL, GED and Citizenship, Career Pathway Programs, bridge transition projects, Adult Volunteer Literacy, English Language-Civics, as well as department registration, testing, data entry, and advising, ensuring that they are consistent with the overall mission and plan of the College.

**Qualifications/Desired Qualifications:**

- Master's Degree from a regionally accredited institution in Adult Education, Education, or related field
- Three years of administrative experience in Adult Education or similar program, to include experience in supervision of staff, grant management at the state and/or federal level, and program management
- Desired Qualifications
- Community College experience

Recommendation

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



Clinton E. Gabbard  
President

## Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Rachel Boldman – 2 <sup>nd</sup> Adjustment – FY 2022 Director of Crisis Intervention & Prevention Services	\$90,074.63	\$91,474.63
Angela Wallace – 1 <sup>st</sup> Adjustment – FY 2022 Manager of PTA Clinical Education	\$79,681.00	\$81,081.00

Recommendation

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



Clinton E. Gabbard  
President

Agreement Between the Board of Trustees of McHenry County College  
and the  
McHenry County College Adjunct Faculty Association

Information

The current three-year adjunct faculty contract took effect in July 2018 and expires at the end of the Summer 2021 semester. Therefore, the Board of Trustees and Adjunct Faculty Association negotiation teams, headed by the Vice President of Academic Affairs and Workforce Development and the President of the Adjunct Faculty Association respectively, have been meeting to negotiate terms of a new contract. The attached contract incorporates the changes that were agreed upon during negotiations, which include a 3.0% salary increase in the first year, and a 3.0% salary increase in the second year. The salary increase is reflected in the tables throughout Appendix A of the contract.

If approved, the new contract would take effect on August 16, 2021 and remain in effect until the end of the Summer 2023 semester.

Recommendation

It is recommended that the Board of Trustees approves the attached contract with the McHenry County College Adjunct Faculty Association, effective August 16, 2021 until the end of the Summer 2023 semester.



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	6/21/2021	Megan Eling	Office Assistant III (Human Resources)	R
ADJ	6/18/2021	Charisse Fugate	Adjunct Faculty-Academic Affairs	R
STA	7/6/2021	Derrick Maturno	Building Maintenance Specialist-HVAC	R
STA	7/12/2021	Trevor Power	Art Gallery Curator	R
ADM	7/12/2021	O'Neil Wright	Dean of Mathematics and Sciences	R
STA	8/2/2021	Bianca Lopez	Student Success Coach	A
ADM	8/9/2021	Delia Rodriguez	Director of Adult Education	T
FAC	8/12/2021	Lisa Roth	Instructor, Speech	R
FAC	8/12/2021	Violet Luczak	Instructor, Graphic Arts	R
FAC	8/12/2021	Gaylord Rodeman	Instructor, Welding	T
FAC	8/12/2021	Robin Berry	Instructor, Paralegal Studies	T
FAC	8/12/2021	Laura Power	Instructor, English	T
ADJ	8/12/2021	Randolph Carlson	Adjunct Faculty, Arts and Humanities	R
ADJ	8/12/2021	Thomas Yi	Adjunct Faculty, Mathematics & Sciences	R
ADJ	08/12/2021	Colleen Hately	Adjunct Faculty, Academic Affairs	R
ADJ	08/12/2021	Marjorie Kersten	Adjunct Faculty, Arts and Humanities	R
ADJ	08/12/2021	Leah Hagel-Kahmann	Adjunct Faculty, Arts and Humanities	R
ADJ	8/12/2021	Jeffery Malik	Adjunct Faculty, Mathematics & Sciences	R
STA	8/16/2021	Brian Aquino	Help Desk Specialist	R
ADJ	8/16/2021	Gary Andresky	Adjunct Faculty-Career & Technical Education	R
ADJ	8/16/2021	Catherine Matson	Adjunct Faculty-Social Science & Public Services	R

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	08/30/2021	Denisa Shallo	Executive Assistant to the President	R

***Through August 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.

<b>Classification</b>	<b>End Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
STA	7/8/2021	Ina Hall	New Student Enrollment Coach
ADM	7/12/2021	Christopher Gray	Vice President Academic Affairs and Workforce Development
ADM	7/15/2021	Sandra Moll	Director of Talent Management
STA	7/22/2021	Sebastian Drywa	Information Security Manager
STA	7/22/2021	Paty Valdivia	Executive Administrative Assistant (Academic Affairs)
ADM	7/22/2021	Julio Capeles-Delgado	Executive Director of Adult Education
STA	7/26/2021	Jennifer Murphy	Duplication Center Specialist
STA	7/29/2021	Kathryn Bortell	Culinary Management Program Assistant
ADJ	8/5/2021	Andrea Murray	Adjunct Faculty - CTE
FAC	8/6/2021	Jacek Brzezinski	Instructor, Computer & Digital Media
STA	8/13/2021	Brittany McCafferty	Manager of Wellness and Leave Administration
STA	8/16/2021	Colleen Rinn	Coordinator of Data, Instruction and Program Compliance
STA	8/20/2021	Jose Zamora-Arcos	Academic Advisor
STA	8/20/2021	Amanda McManaman	Administrative Assistant I (Library)
STA	8/20/2021	Su Britton	Coordinator Lab - Biology

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

<b>Classification</b>	<b>Retirement Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
STA	9/24/2021	Jill McDonald	Coordinator Testing Center

***Through August 17, 2021***

August 2021 Committee Meeting Summary

**Tuesday, August 17, 2021 – Committee of the Whole Meeting**

- **Recognition of Visitors and Public Comments:** There were no visitors or public comments.
- **President's Report:** Dr. Gabbard reported on the fall semester being underway, with large numbers of students physically on campus. The College continues its health and safety protocols, and requires masks/face coverings on campus whether vaccinated or not. The MCC portal, myMCC, will also post weekly campus updates on any confirmed cases of COVID-19; though MCC continues to experience much lower incidences than the county as a whole, the College has in place quarantine requirements for any exposure.

Dr. Gabbard was excited to share that pending Board approval in August, the College will welcome its new Chief Information Officer, and is excited for his leadership in IT.

He then reported on enrollment numbers for Fall 2021, which show continued growth over the prior year. He gave a brief recap on MCC's Fall Opening Day, noting a fantastic turnout of students. More students attended than were registered for the event, and were excited and thankful to be in person on campus, once again. Related to students, the College has been busy awarding both Federal and State emergency relief funds, in addition to Purple Pride Relief Funds to students financially impacted by the pandemic.

Dr. Gabbard then recapped the revised Foglia CATI Expedited Schedule, created with collaboration by both Ross Barney Architects and the CDB making commitments to reduce the design schedule timeline which will shave off 12 weeks of that process. In addition, both firms have committed to reducing the construction phase from 18 to 15 months. This is exciting news as the College pushes forth with plans to build the technology and innovation center.

Dr. Gabbard mentioned upcoming events – the Fall 2021 Faculty Speaker Series: Experts and Insights will begin in September, the 2021 College Fair will be held on October 7, 2021, and the 2021 President's Dinner will be held Friday, October 29, 2021, returning as an in-person event this year.

- **June Preliminary Financial Statements:** Mr. Tenuta provided a recap of the preliminary June financial statements, noting closing entries are being made as the College closes out the FY21 budget. Despite COVID-19 being the biggest variable during the year, there were no surprising results, and Mr. Tenuta shared that we ended fairly close to budget.
- **PACE Survey Results:** Dr. Gabbard shared the 2021 PACE Survey results. The PACE survey is implemented every three years with the goal of measuring employee satisfaction. Dr. Gabbard was pleased to report significant improvement in nearly every category since the last survey was done in 2017, and noted very strong percentages of participation by employees taking this survey. Dr. Gabbard stated the College gained valuable insight in many areas, and that despite such all-over improvement being made, administration will continue to use information gathered by the survey, working to continually improve in all areas.

- **CampusWorks Update:** Ms. Michelle Skinder highlighted updates to the College's IT Transformation during this past year. Improvements were made in so many areas with the help and direction of consultants from CampusWorks. Together, challenges were identified and ways to push forward student-centered projects were accomplished. Ms. Skinder went on to state that the College has identified a new Chief Information Officer and the College looks forward to building the IT team under his leadership.
- **Future Agenda Items/Summary Comments by Board Members:** Mr. Morton congratulated the College on the 2021 PACE Survey results, noting the improvements are a reflection of administration's focus on students.

Ms. Hoban enjoyed participating at the Fall Opening Day for students.

Ms. Siddons felt the PACE Survey reflects excellent results, and shared she is happy the College has hired a Chief Information Officer. She then remarked that cybersecurity is an important focus and asks what the College is doing to continually improve in this area, and what MCC's disaster recovery plan may be.

Ms. Speros remarked on how proud she is of Student Trustee Edith Sanchez, after hearing Ms. Sanchez speak recently at three different events. Ms. Speros also noted that on Opening Day she enjoyed sitting in on sessions with instructors Laura Power and Judi Cameron, among other activities she attended during that event.

Ms. Walsh mentioned having time to walk the campus outdoors recently, and asks whether we may be able to have some of the native plantings identified in the gardens. Also, once ready, she will be interested in a report about Diversity, Equity, Belonging and Inclusion/DEBI efforts.

Vice Chair Allen urges all Trustees to attend the various events held on campus in order to get their own sense on how students feel about MCC. He suggests that Trustees identify themselves to students, to sit in on classes, and ask questions. He was also pleased with the 2021 PACE Survey results recapped this evening.

Ms. Evertsen reflected on the transition through these past several years to more online course offerings. As the College increased these opportunities, greatly due to the COVID-19 pandemic, Ms. Evertsen commended all who stepped up to make this happen for our students.

- **Closed Session:** There was no closed session held during this meeting.

Joint Agreement Summary Report  
For Fiscal Year 2021

Area community college students sometimes find that the college in their district does not offer the program in which they wish to enroll. The community college system provides such students the opportunity to enroll in a college outside the student's resident district under joint agreement provisions.

A joint agreement is an agreement between McHenry County College and other institutions to allow students to enroll in an approved career and technical education degree or certificate program not offered at MCC. The student attends another college and is charged at that institution's in-district rate. Under this arrangement, no money is exchanged or reimbursed between the institutions.

The following report summarizes joint agreement activity for the 2021 fiscal year.

## McHenry County College district students attending other colleges on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2020	31	131
Fall 2020	88	833.5
Spring 2021	83	831
<b>Total</b>	<b>202</b>	<b>1,795.5</b>

## Out-of-district students attending McHenry County College on Joint Agreement:

Semester	Number of students	Number of Credit Hours
Summer 2020	13	58
Fall 2020	23	194
Spring 2021	26	231
<b>Total</b>	<b>62</b>	<b>483</b>

### Center for Agrarian Learning Update

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

#### **Entrepreneurial Agriculture Degree Program and MCC Student Farm**

This is the first peak growing season on MCC's Student Farm. While it is wonderful to have been supplying select produce to the MCC Café all summer, the biggest success is to see how the farm has functioned as an outdoor classroom for courses the College has offered for some time. There are nine students enrolled in the Fall 2021 Introduction to Agriculture course, which was offered for the first time in Fall 2020.



*Pictured above: MCC adjunct instructor, Rich Tobiasz, and his summer course on "Fruits and Vegetables". This course is offered each summer, but here for the first time, students are using hand tools and planting tomato plants in one of our new high tunnels.*

#### **Recent Outreach, Tours, and Community Event Participation**

- Woodstock Farmers Market (Late July)  
*Full table and tent at two markets in late July. Excellent community engagement.*
- McHenry County Fair (August 3 – 8, 2021)  
*Full table every day of the fair, with in-person presence roughly 75% of the time. Great collaboration between Horticulture and Entrepreneurial Agriculture programs.*

### Upcoming Programs

- **Saturday, September 11 – Soil Health Workshop and Field Day.** This is a two-part educational event in collaboration with the Collaborative Regional Alliance for Farmer Training (CRAFT). Classroom instruction in soil biology and soil health in the morning at MCC, followed by a visit to Grace Farm Studio in Woodstock to tour their “no dig” soil maintenance practices.
- **Sunday September 26 – McHenry County Farm Stroll.** CAL Director, Sheri Doyel is on the Farm Stroll Board and helping to plan the event, sponsored by the McHenry County Farm Bureau and University of Illinois Extension. This is a self-guided tour of 12 farms which showcase the diversity of farm operations in the county. CAL will likely take on some form of sponsorship in the future.
- **Farm-to-Table Dinner – October.** This event will be hosted for select friends of the College, featuring MCC Student Farm produce and products from multiple local farms, Chef Zak Dolezal of Duke’s Ale House providing dinner.
- **Saturday October 16 – The State of Hemp in Illinois.** An all-day event providing information on industrial hemp - the production of CBD, fiber and grain varieties, as well as regulatory updates from state and federal agencies.
- **Thursday November 11 – Hearts of Glass Film Screening.** Documentary film on an indoor vertical farm enterprise in Wyoming that is successfully employing people with disabilities. Presented in partnership with MCC’s Access and Disabilities Service.

### Fundraising Efforts

The following proposals were submitted in collaboration with the MCC Grants Office – we should hear about these proposals by early October. The projects these grants would fund were listed in the June Information Report.

- USDA Local Food Promotion Program to seek funds for planning an aggregation and/or process food hub at MCC
- Illinois Specialty Crop Grant to help fund the MCC Student Farm expansion

Friends of MCC Foundation Update

**Fall 2021 Scholarship Update**

A total of 345 scholarships were awarded totaling over \$290,000 for the Fall 2021 semester. In addition to student scholarships, \$55,000 in scholarship funds were awarded to 11 MCC alumni to support their continuing education at a four-year institution. Scholarship applications for the Spring 2022 semester will open on September 1, 2021 and close on October 6, 2021.

**New Scholarship – Cynthia K. Roth COTA Memorial Fund**

The Cynthia K. Roth COTA Memorial Fund was established by an MCC alumna in August 2021 to support students in MCC's Occupational Therapy Assistant (OTA) program. This scholarship will award \$500 to one student each fall.

**Education to Empowerment Summer Event Recap**

Education to Empowerment (E2E) hosted its Summer Scholarship Event at MCC on Thursday, July 29. This garden party themed event welcomed 100 E2E members, scholarship recipients, and guests to celebrate and honor six new 2021 scholarship recipients. The event featured a program highlighting the recipients, as well as the benefits of E2E, and an MCC update. E2E now has a record 79 members.





**“Ride to Leave a Light On” Benefit Bike Ride**

The Friends of MCC Foundation was selected as a beneficiary for a new community fundraiser called *Ride to Leave a Light On*. This new bike ride event is on Saturday, September 11 on the Woodstock Square. Riders will adorn themselves and/or bikes with strings of LED fairy size lights. Those riding to represent the Friends of MCC Foundation will have green lights. This is an easy 45-minute bike ride that starts at 7:25 p.m. and ends with live music on the square until 9 p.m.

For event information or to purchase lights, please contact Julie Arndt in the Foundation at [jarndt472@mchenry.edu](mailto:jarndt472@mchenry.edu) or (815) 479-7529. 100% of our green light sales will go to the Friends of MCC Foundation to support the Student Success Fund.

**Save the Date: Education to Empowerment Fall Luncheon**

*Growing a Community of Strength and Support: An Education to Empowerment Fall Luncheon* is on Thursday, September 30 at The Venue at Goebbert's. This first-annual luncheon will feature an exclusive opportunity to connect with other women in the community, as well as hear inspiring messages about educational impact. All proceeds will support women students at McHenry County College through the Education to Empowerment (E2E) Scholarship program. Tickets are available at <https://E2ELuncheon.givesmart.com>.

**Save the Date: 2021 President's Dinner**

The 2021 President's Dinner will be on Friday, October 29 at MCC. Additional event details coming soon. Current sponsors include The Foglia Family Foundation as the Presenting Sponsor and Advocate Good Shepherd as the Distinguished Alumni Sponsor. Programmatic Sponsors include: American Community Bank & Trust, Crystal Lake Bank & Trust, First Midwest Bank, Miller Verchota, Inc., MercyHealth, Pepper Construction, Shaw Media, Sikich and Woodstock Sterile Solutions.



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**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Funded</b>	<b>Project Director</b>
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	Delia Rodriguez, Director of Adult Education
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. MCC has been notified it will receive funding but the exact award amount is still pending.	\$645,000 (exact award amount pending)	Delia Rodriguez, Director of Adult Education
McHenry County Workforce Network Board – Young Adult Essential Academic Skills	This program helps young adults earn a High School Equivalency (HSE) certificate, as well as providing them with career exploration activities and work readiness instruction.	\$43,082	Delia Rodriguez, Director of Adult Education
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, equipment, and supplies.	\$236,932	Gina McConoughey, Associate Vice President of Academic Affairs
Illinois Board of Higher Education Cooperative Work Study Program	The Illinois 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.	\$44,642	Catherine Jones, Associate Vice President of Workforce Development

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Funded</b>	<b>Project Director</b>
Community Project Funding – Fund for the Improvement of Postsecondary Education (FIPSE)	These federal funds will provide professional development for high school instructors and MCC tuition remission for high school students, allowing for the expansion of dual credit/dual enrollment programs through the county, helping to reduce the burden of student loans while addressing the skills gap.	\$825,000	Mike Kennedy, Director of College and Career Readiness
Community Foundation for McHenry County Mission Grant	This grant will fund a Kids and College Career Exploration Camp for students in grades 1-9 during the 2022 spring break, with an emphasis on enrolling low-income students.	\$20,000	Mike Kennedy, Director of College and Career Readiness
Illinois Green Economy Network (IGEN)	MCC received reimbursement funding to offset the cost of new, more energy efficient boilers in Building B.	\$105,812	Kim Hankins, Director of Sustainability
Patriot Run 5K	The Patriot Run raises funds to support veterans' programs. MCC requested funding to allow Student Veterans of America club members to travel to the national conference.	\$1,500	Gerardo Banuelos, Student Veterans Resource Center Assistant

**PENDING APPLICATIONS**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
DCEO Rebuild Illinois Regional Economic Development Grant	This grant program will provide partial funding to help renovate MCC's athletic facilities.	\$2 million	Pending	October
Motorola Solutions Foundation	MCC developed a full proposal to fund scholarships for students studying public safety (Criminal Justice, Emergency Medical Services, Fire Science), particularly those who are currently underrepresented.	\$25,000	Pending	August

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
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.	\$17,801	Pending	September
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. MCC's VITA Clinic served more than 1,100 taxpayers in 2021.	\$41,970	Pending	October
Rethink Adult Ed Challenge	MCC was selected as one of 95 finalists nationwide and participated in a virtual accelerator program to strengthen its pre-apprenticeship program. MCC submitted a detailed Stage 2 application and is now eligible for an award of up to \$250,000.	\$250,000	Pending	September
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 increase access to and availability of locally and regionally produced agricultural products. MCC is seeking planning funds for its food hub project.	\$95,920	Pending	October
First National Bank Impact Grant	Impact Grants support adult education and workforce development/employability skills training, particularly for low-income individuals. These funds would provide career training opportunities and financial literacy activities, with a focus on Adult Education students.	\$24,000	Pending	September
Gene Haas Foundation	The Foundation's primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC	TBD	Pending	September

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	machine technology students. Exact award amount is determined by the grantor based upon the number of qualified applicants.			
Gerry and Bill Cowlin Foundation	Funds from the Gerry and Bill Cowlin Foundation will help support the Student Success Fund, which provides emergency financial support to help students facing unexpected expenses that may prevent them from remaining enrolled at MCC.	\$5,000	Submitted	December

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Chicago Community Trust – Food:Land: Opportunity Initiative	This grant will provide renewed operational support for the Center for Agrarian Learning. Food:Land:Opportunity is a multi-year initiative that aims to create a resilient local food economy that protects and conserves land and other natural resources while promoting market innovation and building wealth and assets in the Chicago region's communities.	\$200,000	Planned	Mid-September
Upward Bound - U.S. Department of Education	MCC will submit an application to renew its Upward Bound grant, which provides enrichment services to 60 low-income, first generation Harvard High School students annually. Students receive support to help them complete a rigorous course of study in high school, followed by enrolling in and completing post-secondary education.	\$1,350,000 over five years	Planned	Fall/TBD

**APPLICATIONS DENIED**

None

## McHenry County College Grants Office Year-End Report – Fiscal Year 2021

The Grants Office (GO) at McHenry County College (MCC) supports all institutional goals by developing, pursuing, and attaining grant funding to support strategic initiatives. The GO has long provided pre-award support, such as identifying and evaluating potential funding sources, facilitating the grant development process, and finalizing and submitting grant applications. Recently, the office has increased its post-award services by implementing kick-off meetings for all new grants, offering guidance on grant reporting requirements, and providing compliance support and advice on best practices to grant managers. The GO also works to increase awareness of grant opportunities and to develop a culture of grant seeking throughout the college community.

### Summary of Grant Efforts for FY 2021

A total of **45** grants were submitted in FY 2021, totaling **\$7,281,801**. As of June 30, 2021:

**23** grants were awarded totaling **\$2,728,614**, including:

- 7 grants from federal sources totaling \$1,512,830
- 12 grants from state sources totaling \$1,188,384
- 4 grants from foundation or private sector sources totaling \$27,400

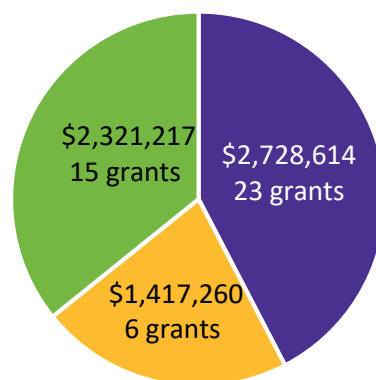
**7** proposals were denied or withdrawn totaling **\$2,231,970**, including:

- 1 grant from federal sources totaling \$1,250,000
- 0 grants from state sources
- 5 grants from foundation or private sector sources totaling \$167,260

**15** proposals were pending, totaling **\$2,321,217**, including:

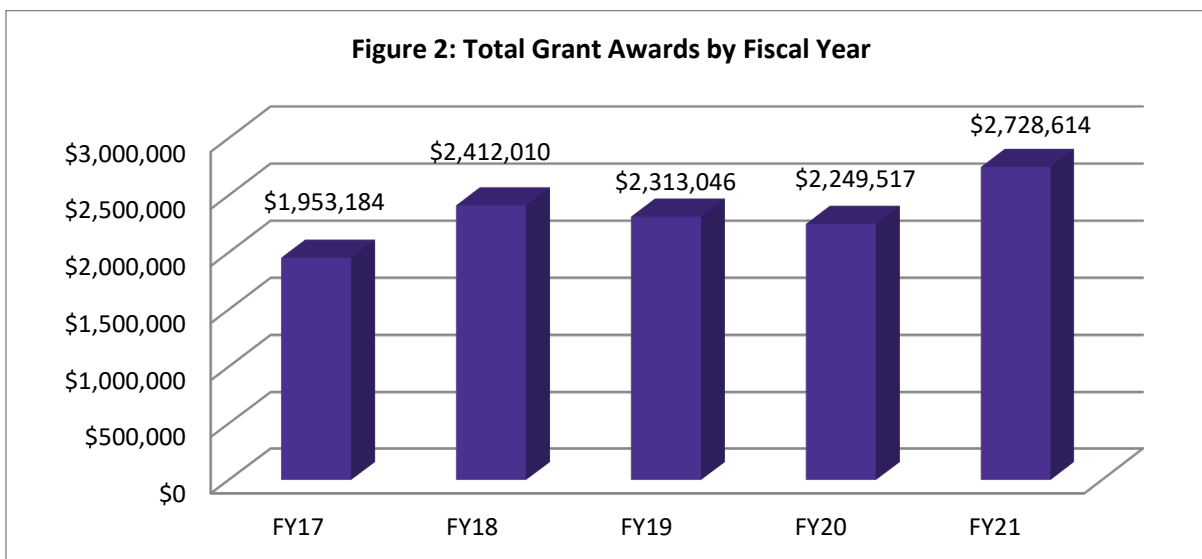
- 5 grants from federal sources totaling \$1,447,512
- 5 grants from state sources totaling \$798,205
- 5 grants from foundation or private sector sources totaling \$75,500

**Figure 1: FY 2021 Summary**

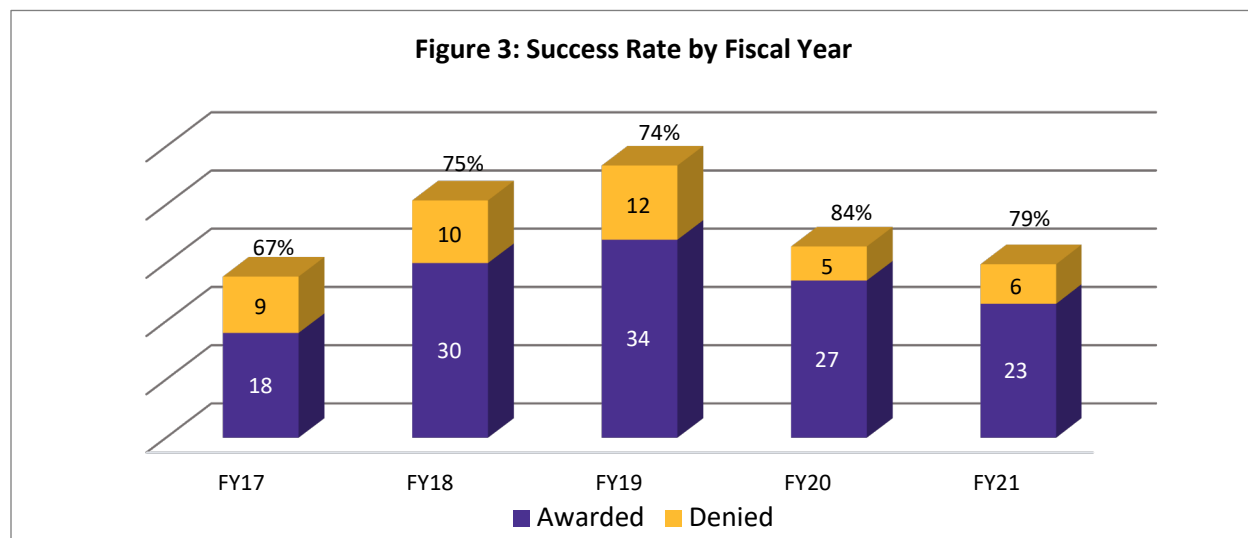


■ Awarded ■ Denied ■ Pending

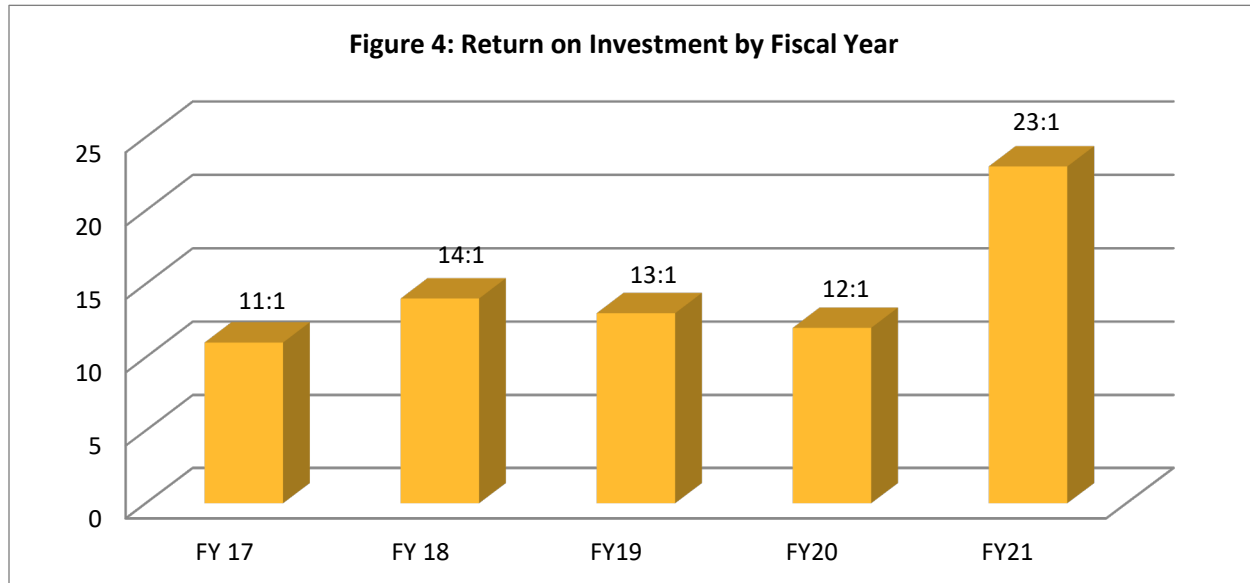
As shown in **Figure 2** below, the GO has consistently raised more than \$2 million in each of the past four fiscal years. FY 2021 was the most successful year to date, with revenue increasing 21% compared to the previous year and by nearly 40% from five years ago. Note that some of the FY 2021 increase is attributable to awards that were delayed from FY 2020 due to the COVID-19 pandemic and to the availability of pandemic-specific funding. Regardless, the increase demonstrates MCC's continuing commitment to securing grant funding, as well as providing an indication that grant revenues are poised to grow in future years.



**Figure 3** shows MCC's grant application success rate over the past five fiscal years, with the number of awarded grants shown in purple, and the number of denied grants shown in yellow. MCC's overall success rate compares favorably with other organizations. The 2021 State of Grantseeking Report, which includes responses from 3,476 organizations across all sectors nationally, found that most organizations of MCC's size and scope had a success rate of 40-80%. MCC's combined success rate over the past five years is approximately 76%, indicating that MCC is submitting high quality applications to funding sources that are a good fit. Please note that Figure 3 shows only those grants for which a decision was received in FY 2021. Grants that were still pending a decision as of June 30, 2021, are not included.



In FY 2021, over \$2.7 million was secured in grant awards, while the operating expenditures for the Grants Office were \$119,958. As shown in **Figure 4**, for every dollar expended in the operation of the grants department, \$23 dollars were generated in grant awards. This ratio is higher than in past years due to the retirement of the previous director in September. A new director was hired in November, but the office was only partially staffed for the remainder of the fiscal year.



### **COVID-19 Pandemic Funding**

In FY 2021, MCC received **five grants** totaling **\$432,264** with pandemic-specific funding:

1. **Title III Higher Education Emergency Relief Funding (federal funds) - \$225,137**  
*This award was added to MCC's existing Title III award and helped to fund additional support services for students affected by COVID-19.*
2. **CURES Act Funding (federal funds passed through the Illinois Community College Board to MCC's Adult Education department) - \$25,688**  
*This award funded technology to support remote instruction, including laptops and hotspots for Adult Education students.*
3. **CARES Act Funding (federal funds passed through the Illinois Department of Commerce and Economic Opportunity to MCC's Small Business Development Center and carried over from FY 2020) - \$10,000**  
*This award funded training to help small business owners develop strategies for success during the pandemic.*
4. **Governor's Emergency Education Relief Funding (federal funds passed through the ICCB) - \$122,801**  
*This award provided direct funding to nearly 250 students facing pandemic-related hardship.*
5. **Pandemic Health Navigator Program (state funds from the Illinois Public Health Association sub-granted to MCC from the Family Health Partnership Clinic) - \$48,638**  
*This award funded expanded contact tracing services as well as additional support for students affected by COVID-19.*

*NOTE: The GO also submitted one unsuccessful application totaling \$49,280 to the Chicago Region Food System. That award would have funded the development of a food hub to help farmers diversify their income streams to better weather the challenges of the pandemic.*

## **Highlights of Select New Awards**

### **Scholarship Funding to Increase Hispanic Student Success**

The Mexican Consulate of Chicago awarded the Friends of McHenry County College Foundation (FMCCF) two grants totaling \$17,900 under the IME Becas program. This funding was fully matched by the FMCCF Board, resulting in \$37,000 in available scholarship funding for 35 students of Mexican origin, with a particular focus on previous Upward Bound or Adult Education students. One scholarship recipient reported: *"You have lightened my financial burden which allows me to focus on my classes. I hope that someday I can also help students achieve their goals just as you have helped me."*

### **Enhancing Developmental Education through a Professional Learning Community**

MCC was awarded \$25,000 through the ICCB Developmental Education Innovation grant program. Funding supported six workshops open to faculty from MCC and other area community colleges, attendance at the virtual National Organization for Student Success conference, and a mini-conference hosted by MCC. Twenty-one faculty from seven area colleges were selected as Developmental Education Fellows, focusing on collaborative partnerships to empower instructors to create, share, and model best practices in teaching. Nearly 230 instructors or tutors completed at least one training workshop.

### **A Solar-Powered Project for Hands-on Student Learning**

The Illinois Green Economy Network (IGEN) awarded MCC \$32,775 for the installation of a photo-voltaic solar system. The system powers the vents and fans regulating airflow in the high tunnels, extending the growing season and providing a working example of a small-scale solar project. Beyond providing a training site for future and current McHenry County farmers interested in exploring solar power, students in MCC's Horticulture Mechanics, Introductory Agriculture Practicum, Advanced Agriculture Internship, Energy Resources, Global Environment, and eight other classes will benefit.

### **Support for Dual Credit and Adult Education Students as They Transition to Credit Classes**

MCC received \$90,000 through the ICCB Innovative Bridge and Transition grant. Funds supported a new College Transition Specialist, who helped students with barriers to enrollment develop strategies for success, as well as referring them to additional wraparound services. Participating students received individualized career guidance and scholarships to help ease financial burdens and make it possible for them to enroll and persist to completion, achieving their educational and career goals.

### **Stronger Pathways from High School to Career and Technical Education at MCC**

The Illinois Community College Board (ICCB) awarded MCC \$100,000 through the CTE Improvement grant program to develop and enhance career pathways for dual credit students. Funding supported training for high school instructors resulting in additional dual credit programs, employer focus groups to ensure students gain relevant skills, and working committees to review and align dual credit, High School Equivalency, and MCC's CTE curriculum to improve student transitions from secondary to postsecondary learning. Despite the challenges presented by the pandemic, the grant team remained committed to creative solutions to achieving project goals.



## 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](http://www.mchenry.edu/welcomeback) and [www.mchenry.edu/coronavirus](http://www.mchenry.edu/coronavirus))
  - Social media messaging supporting student needs and frequently asked questions
  - Response communications and signage for campus access
  - Student email and text message communications surrounding class changes, support, and pandemic response
  - Promotion of financial assistance resources to help students in need
  - Promotion of Student Success Fund to help students in need
  - COVID-19 reporting and updates, online reporting tools
- **Publications:** OMPR is currently working on these important publications:
  - Catalyst—Workforce, Community, and Business Programs at Shah Center
  - Noncredit Schedule and Related Sell Sheets
  - 2020-2021 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
  - Noncredit and Continuing Education program publicity
  - Noncredit mini video commercials for evergreen programming areas
  - Interactive content for specific target programs
  - Fall 2021 Radio Campaign (STAR 105.5 and WNIJ NPR)
  - Fall 2021 advising and registration promotion (fall registration campaign promoting increased student funding opportunities)
  - 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
  - Foglia CATI support and promotion
  - CTE videos for program promotion
  - Friends of MCC Foundation Marketing and Promotion Support
    - Marketing efforts to push scholarship awareness and applications
    - MCC alumni engagement efforts
    - Education to Empowerment programming
    - Alumni event support
    - President's Dinner event planning and 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 June 15, 2021—August 9, 2021.

- MCC Offers Students Increased Financial Assistance Through Expanded Resources
- DUO Program Delivers Opportunities, Head Start for High School Students
- (Re-Send) McHenry County College, University of Illinois Extension Master Gardeners to Host Annual Garden Walk on July 10
- President Biden Visits McHenry County College to Promote American Families Plan, Show Support for Community Colleges
- MCC Store Celebrates Renovations, Expanded Space with Grand Re-Opening Event July 26
- McHenry County College Names 2021 Education to Empowerment Scholarship Recipients
- MCC's Entrepreneurial Agriculture Program Reflects on Successful First Year, Ready to Welcome New Students this Fall
- McHenry County College Children's Learning Center Accepting Registrations for Fall Semester
- Friends of McHenry County College Foundation Golf Invitational Raises More Than \$87,000 for Student Scholarships
- MCC Workforce Training Offers Emotional Intelligence Program with Main Stay Therapeutic Farms

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

## Sustainability Center Update

### **Current Initiatives**

- The solar array at the high tunnels project is complete. Four solar panels are mounted on one pole in front of the north high tunnel. The array is currently generating approximately 6-8kWh of energy per day. This small array will generate enough energy to power the stationary high tunnel. Any additional energy will help power the pole barn. Plans to display this information for the campus community are currently being developed. This project was fully funded by the IL Green Economy Network (IGEN).
- The 2021 McHenry County bike on demand program has launched. Five bicycles will be housed at the station on the sidewalk outside MCC's Gym. These bikes will be available to anyone by downloading the Koloni app and following the directions. The bikes were on available for test rides at the employee picnic in July. There are currently five additional stations in McHenry County with plans for many more.
- The 2021 McHenry County Recycling Directory metrics from Shaw Media showed over 60,000 impressions recorded in a variety of methods. The Guide is currently in its third printing with over 5,000 paper copies distributed to area municipalities, recycling centers, businesses, and organizations.
- Thanks to the help from the Phi Theta Kappa student honor society, the popular ReUse It Corner will re-open for "shopping" and donations beginning August 24. Students and staff are encouraged to come to Room C-122A, Monday-Thursday, 9 a.m.-3 p.m., or by request at [sustainability@mchenry.edu](mailto:sustainability@mchenry.edu). The space provides gently used office supplies for repurpose at no cost for MCC students and employees.
- Videos from the MCC Earth Month celebration are now available at [www.mchenry.edu/green](http://www.mchenry.edu/green). A tour of the MCC greenhouse, high tunnels, beekeeping, and composting are the topics available for viewing.
- IGEN approved a reimbursement grant for MCC's FY 2021 purchase of four new boilers for Building B. The new boilers have a 96% thermal efficiency rating. IGEN granted MCC \$105,812.03.

### **Community Connections and Conferences**

The Sustainability Center's director, Kim Hankins attended the Sustainability Curriculum Colloquium on June 16-18, 2021. This online conference was sponsored by the Association for the Advancement of Sustainability in Higher Education. Information from this event was shared to the MCC Sustainability Committee and will be made available to other interested faculty.

The 2021 McHenry County Water Forum was held online June 16, 2021. The event was sponsored by McHenry County Planning & Development and led by Scott Kuykendall, County Water Resources Specialist. The Forum focused on the details of the completed county water resources action plan (WRAP). The WRAP was recently approved by the McHenry County Board. It describes the county's water resources, identifies threat to these resources, and recommends Best Management Practices (BMPs) to protect them. Ms. Hankins served on the Task Force that created the plan.

MCC student and local business owner, John Henry, partnered with the MCC Sustainability Center to hold a paint collection drive at MCC on June 19, 2021. Over 700 gallons of paint was collected from the community. The event was a partnership with Global Paints for Charity, the largest provider and exporter of latex paints to communities in need around the world. Global Paints is based in Atlanta, GA.

The Sustainability Center partnered with the University of IL Extension and the Wonder Lake Neighbors pantry to provide reusable bags for meal bundles their clients. Former MCC employee, Kathy Hayhurst, works with the pantry and suggested the partnership.

The Sustainability Center and the Environmental Defenders of McHenry County co-sponsored a movie night in the Luecht Auditorium on July 26, 2021. The film, The Guardians, is part of the Defenders Green Screen film series. The Guardians film shows the intersection between the lives of the iconic monarch butterfly with an indigenous community in Mexico. Questions and answers with a monarch butterfly expert were offered following the film.

## Workforce Development Update

This month's Workforce Development Update highlights career development preparation and resources for students, alumni, and community residents through MCC's Career Services office. This includes the opportunity to meet one-on-one (either in person, over the phone, or via Zoom) with a Career Services team member to obtain advice on job search strategies and career assessment tools, develop and refine a résumé, and practice for an interview.

The department also works closely with local employers to coordinate internships, develop apprenticeships, and meet their part-time and full-time hiring needs.



*Pictured above: Linda Gurley and Demetrius Robinson, MCC Career Services team*

### Internship Program

Internships, which may be paid or unpaid, provide hands-on work experience within any designated field of study. Students apply what they learn in the classroom through practical work experience, create a network of professional contacts, jump-start their career of choice, and may earn college credit. Employers benefit by increasing their visibility on campus while demonstrating their support for the local community's workforce. It is a wonderful opportunity to mentor new professionals and cultivate potential employees. While permanent employment is not guaranteed to the student at the end of the internship, many employers use the experience as a way to train and evaluate future employees.



*Pictured above: MCC Student Tatiana Arriola and Dr. Jennifer Pishotta from TLC Chiropractic.*

The Illinois Board of Higher Education (IBHE) has chosen to support MCC's internship efforts again with a renewal of support from their Illinois Cooperative Work Study Grant. MCC was awarded \$44,642, the largest amount received for this initiative to date, which will be used to offset employers' cost of internship wages. Last year, the grant offset 65% of the cost of internship wages for 14 MCC students. ICWS interns typically work at least 10-20 hours per week for a duration of 12-14 weeks. Thanks to the wage contributions, this grant program makes internship possible for employers who would otherwise be unable to afford the full cost of intern wages.

### Apprenticeship Program

MCC's apprenticeship program brings the classroom and career together, combining job-related credit courses with structured on-the-job training. Apprentices work with a designated company mentor to apply classroom learning on the job site as they become a true industry professional. Students "earn as

they learn,” and graduate with no debt and a high-skill job. The apprenticeship program is available for both degree and certificate programs.



As of July 2021, MCC continued to expand apprenticeship opportunities and is now recognized as a Department of Labor (DOL) Registered Apprenticeship Sponsor as well as serving as a related technical instruction provider. Providing this additional option was in response to hearing from several partner employers who were looking for a local and affordable sponsorship choice. The Career Services team promptly moved through the DOL approval process for both CNC (Computerized Numerical Control) Machining Professional and Industrial Maintenance Technician occupational profiles. Now MCC can quickly respond to employer needs by registering additional occupational profiles in manufacturing and across other industry sectors. Participating companies contribute \$500 to cover the cost of DOL coordination and mentor training. Currently, there are five apprentice candidates scheduled to begin the program this fall. MCC will also continue the existing apprenticeship partnership with DOL intermediary and sponsor ICATT (Industry Consortium for Advanced Technical Training) for those companies who wish to continue this option. Two

current apprentices met President Joe Biden during his July 9 visit to MCC as he toured the manufacturing lab. *Pictured above: Steel Blew, an apprentice for TEQ/Sonoco and Patrick Casper, an apprentice with Scot Forge.*

### **Career Exploration Events, Seminars, Workshops, and Tools**

- **Career Coach** – The discovery website provides anyone the chance to take a short career assessment, browse careers based on those interests, review educational pathways that lead to certain careers, and build a résumé. The site is currently being upgraded to achieve more integration with MCC campus services, pathways, and curriculum alignment. The Career Services team will also present about Career Coach, resume writing, and cover letters to MCC 101 classes and other classrooms (as requested) again this year.
- **Hire A Scot** – MCC’s job board connects local businesses with local talent. It is a free resource for both job seekers (who do not have to be a MCC student or alumnus) to set up an account and upload a résumé and employers to post open job positions and review résumés.
- **Interview Stream** – This software allows anyone to practice mock interviews from built interviews from a database of thousands of questions. Specific interviews can be assigned to students as part of their coursework. The interviews are recorded which allows students to conduct self-assessments and request feedback from mentors, coaches, and instructors.
- **Job and Internship Fair** – On Wednesday, October 20, 11 a.m. – 2 p.m., all job seekers are welcome to attend this in-person event, hosted in partnership with the McHenry County Workforce Network, in the MCC Gym. Collaborating with the MCC Business Club, a schedule of seminars (both in person and virtual) will be offered in the days and weeks leading up to the event on a variety of career and job search topics.