

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

Thursday, September 23, 2021
Regular Board Meeting
Immediately Following the Budget Hearing



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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. COLLEGE MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Regular Board Meeting, August 26, 2021
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. PRESIDENT'S REPORT: Dr. Clinton Gabbard
8. 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
9. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. [Executive Summary, Board Report #21-108](#)
 2. [Treasurer's Report, Board Report #21-109](#)
 3. [Ratification for Accounts Payable Check Register, Board Report #21-110](#)
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. [Cleared4 Software, Board Report #21-111](#)
 2. [Carpet Replacement in Math Faculty Office Suite, Board Report #21-112](#)
 3. [Zoom Licenses, Board Report #21-113](#)
 4. [Curriculum Software, Board Report #21-114](#)
 5. [Student Transportation Initiative, Board Report #21-115](#)
10. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
11. [REQUEST TO GRANT HONORARY LEGACY STATUS, Board Report #21-116](#)
12. FOR INFORMATION
 - A. [New Employees](#)
 - B. [Employee Resignations and Retirement Notifications](#)
 - C. [September Committee Meeting Summary](#)
 - D. [Friends of McHenry County College Foundation Update](#)

- E. [Grants Office Update](#)
- F. [Office of Marketing and Public Relations Update](#)
- G. [Sustainability Center Update](#)
- H. [Workforce Development Update](#)

13. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

14. CLOSED SESSION

- A. 120/2(c), Exception #1, Personnel (President's Evaluation)
- B. 120/2(c) Exception #21, Review of Closed Session Minutes
- C. Other matters as pertain to the exceptions of the Open Meetings Act

15. ADJOURNMENT

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

Mary Beth Siddons
Chair

Student Trustee Report

Student Involvement Fair

On September 1, MCC Student Life and student organizations held an event to recruit more student involvement. Students were able to stop by to get information about opportunities at MCC. All students who attended entered a raffle to win a \$50 Amazon gift card. Most organizations have started to meet weekly and have all seen student involvement growth.

Frida Kahlo Exhibit

Students had a successful first field trip of the year on September 3, visiting the largest private collection of original Frida Kahlo artwork, on display at the College of DuPage. Students had the opportunity to listen to a presentation of the life and works of the artist. Students also were provided transportation and meals.

MCC Student Farm

MCC horticulture students operate the newly created Farm Market Mondays. All produce is organically grown on the MCC Farm. All fresh produce is located in coolers in the MCC Café area. Students also had 30-minute tours of the high tunnels on September 8 and 9, learning where all of MCC's fresh produce and vegetables come from.

Scholarship Days

The Friends of MCC Foundation held an event on September 8-9 to help students apply for scholarships for the Spring 2022 semester. Students were able to apply on the spot, get one-on-one assistance, questions answered, and find out about other opportunities to pay for college.

Student Leadership Retreat

MCC's Student Leadership Retreat gave students the opportunity to further develop their leadership skills. Held on September 17 at Main Stay Therapeutic Farm, the retreat gave students the opportunity to work closely with animals and in and out of the barn. The \$5 fee included transportation and meals.

Athletics

Fall sports include Women's Volleyball, Men's Soccer, and Women's Tennis. This fall, there are a total of 145 student-athletes on the roster. Volleyball is currently ranked #7 in the national NJCAA poll. Men's Soccer is 2-2 overall (as of 9/13), and Women's Tennis will wrap up their conference season this month with regionals held in October. All athletes follow MCC COVID-19 guidelines and protocols.

Executive Summary

Information

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

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 positioned above the printed name.

Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2022 is currently 16.7% complete with the year-to-date results ending August 31, 2021 being reported. In the Operating Funds, total revenue is 14.4% of budget, as compared with 14.0% at the same time last year. Total expenditures are 10.2% of budget, as compared with 9.3% 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 16.8% of budget and up \$139,840 (3.0%) from last year at this time. FY22 revenue is \$4,755,406 vs. FY21 revenue of \$4,615,566. 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 17.0% of budget and up \$26,072 (4.0%) from last year at this time. FY22 revenue is \$670,743 vs. FY21 revenue of \$644,670.
- 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 30.2% of budget and up \$210,169 (5.8%) from last year at this time. FY22 revenue is \$3,860,501 vs. FY21 revenue of \$3,650,332. 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 19.2% of budget and up \$10,124 (100%) from last year at this time. FY22 revenue is \$10,134 vs. FY21 revenue of \$10. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 6.3% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$1,200 vs. FY21 revenue of \$1,200. 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 4.3% of budget and down \$24,709 (-53.2%) from last year at this time. FY22 revenue is \$21,714 vs. FY21 revenue of \$46,423.
- 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 3.9% of budget and up \$6,687 (0.6%) from last year at this time. FY22 revenue is \$1,049,223 vs. FY21 revenue of \$1,042,536. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$1,037,897, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$3,734 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$7,211. 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 13.6% of budget and up \$157,154 (4.3%) from last year at this time. FY22 expenditures are \$3,813,625 vs. FY21 expenditures of \$3,656,471.
- Employee benefit expenditures are 4.9% of budget and up \$196,204 (14.8%) from last year at this time. FY22 expenditures are \$1,517,626 vs. FY21 expenditures of \$1,321,422. ***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 15.0% of budget and up \$221,687 (55.9%) from last year at this time. FY22 expenditures are \$618,397 vs. FY21 expenditures of \$396,710. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 22.9% of budget and up \$188,778 (44.7%) from last year at this time. FY22 expenditures are \$611,121 vs. FY21 expenditures of \$422,343.
- Travel and meeting expenditures are 12.0% of budget and up \$22,049 (229.8%) from last year at this time. FY22 expenditures are \$31,642 vs. FY21 expenditures of \$9,593.
- Fixed charges expenditures are 30.5% of budget and down \$8,204 (-1.6%) from last year at this time. FY22 expenditures are \$492,738 vs. FY21 expenditures of \$500,941. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 9.8% of budget and up \$62,776 (112.4%) from last year at this time. FY22 expenditures are \$118,628 vs. FY21 expenditures of \$55,852.
- Capital Outlay expenditures are 2.3% of budget and up \$142,229 (202.4%) from last year at this time. FY22 expenditures are \$71,948 vs. FY21 expenditures of \$-70,282. ***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 21.2% of budget and down \$91,925 (-32.5%) from last year at this time. FY22 expenditures are \$191,346 vs. FY21 expenditures of \$283,271. 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.

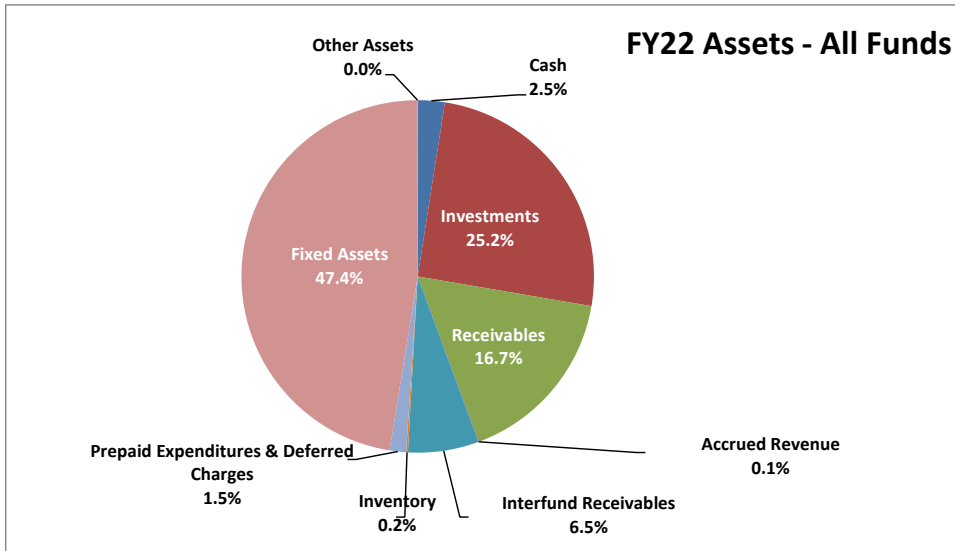
Clinton E. Gabbard
President

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

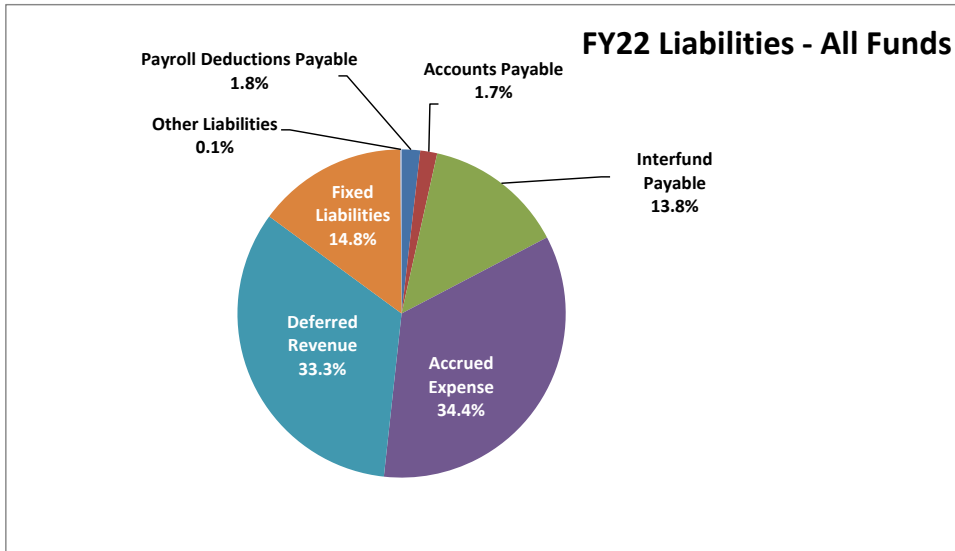
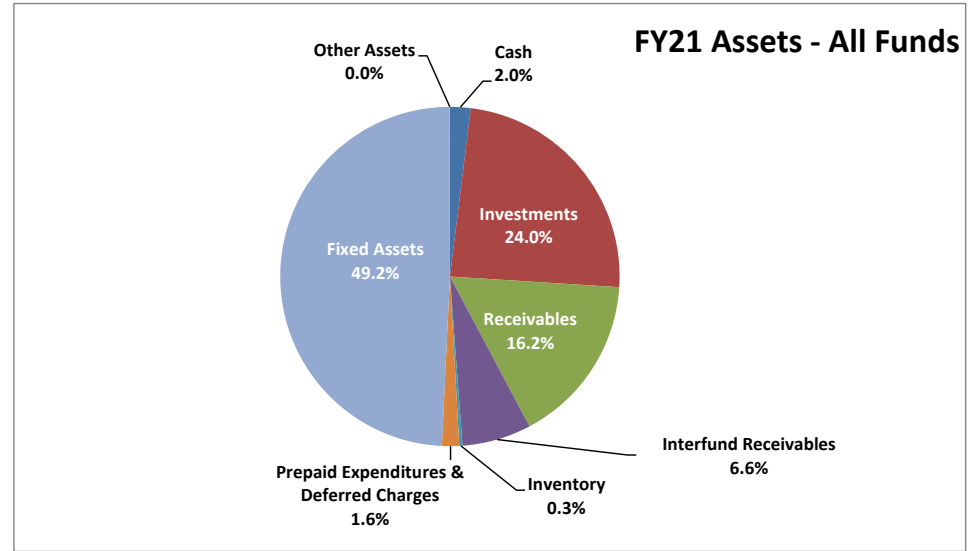
Funds Statement of Net Position (Balance Sheet)														
August 31, 2021														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	3,668,985	-	966,660	-	506,738.52	962,556	(0)	95,646	-	-	423,542	63,843	-	650,000
Investments	37,410,312	18,028,462	1,038,514	13,276,592	-	-	-	2,959,685	-	-	-	-	2,107,059	-
Receivables	24,701,568	21,071,196	1,698,850	-	-	20,030	1,579,642	-	-	-	-	32,026	299,824	-
Accrued Revenue	86,105	20,945	1,790	56,625	-	-	-	3,675	-	-	-	-	3,069	-
Interfund Receivables	9,609,321	4,520,459	6,354,752	(78,912)	-	(295,380)	(891,598)	-	-	-	0	0	(0)	-
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,232,453	1,227,084	25,086	14,080	-	37,898	11,847	-	-	119,183	-	-	203,594	593,681
Fixed Assets	70,355,245	-	-	-	-	-	-	-	70,355,245	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	148,335,780	44,868,145	10,085,653	13,268,385	506,739	972,535	699,890	3,059,007	70,355,245	143,541	423,542	95,869	2,613,546	1,243,681
Liabilities														
Payroll Deductions Payable	1,265,866	1,111,308	33,297	-	-	119,460	1,801	-	-	-	-	-	-	-
Accounts Payable	1,157,579	899,546	29,516	-	-	24,152	204,365	-	-	-	-	-	-	-
Interfund Payable	9,609,321	-	-	7,553,804	-	-	323,875	-	-	-	-	-	1,731,642	-
Accrued Expense	23,883,925	502,099	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	23,157,278	15,601,273	1,506,022	-	-	575	-	-	-	-	-	25,014	234,154	5,790,240
Fixed Liabilities	10,282,536	-	-	-	-	-	-	-	-	10,282,536	-	-	-	-
Other Liabilities	83,213	39,424	-	-	-	43,788	-	-	-	-	1	-	-	-
Total Liabilities	69,439,719	18,153,650	1,568,835	7,553,804	-	187,975	530,041	-	-	10,282,536	1	25,014	1,965,796	29,172,066
Designated Fund Balance	78,896,061	26,714,496	8,516,819	5,714,580	506,739	784,560	169,850	3,059,007	70,355,245	(10,138,995)	423,541	70,855	647,750	(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	76,069,826			5,714,580	0				70,355,245					
Liabilities, Protection, and Settlement	-37,563,171									-10,282,536			647,750	-27,928,385
Working Cash/Other Restricted	2,414,245						169,850	1,750,000			423,541	70,855		
Remaining Unassigned Balance	19,271,346	10,193,184	6,334,315	0	506,739	784,560	0	1,309,007	0	143,541	0	0	0	0

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

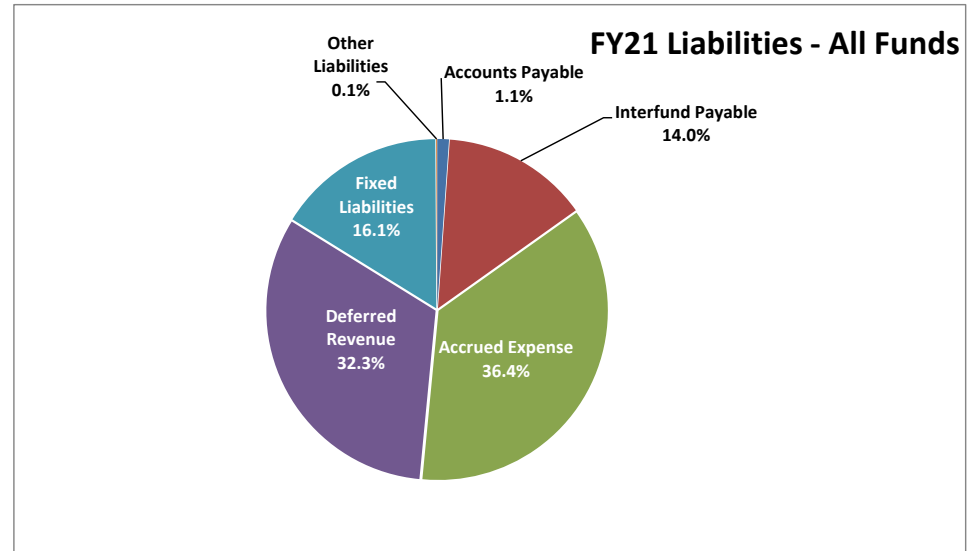
Total Assets = \$ 148,335,780



Total Assets = \$ 144,324,672



Total Liabilities = \$ 69,439,719



Total Liabilities = \$ 69,025,566

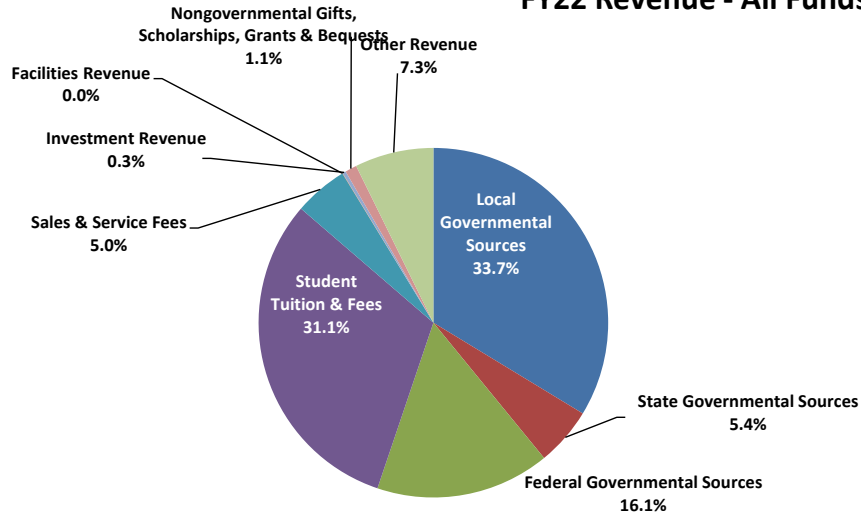
All Funds Statement of Activities (Income Statement)
August 31, 2021

		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
Revenue														
Local Governmental Sources	4,884,990	4,320,850	434,556	-	-	-	-	-	-	-	-	12,507	117,077	-
State Governmental Sources	782,451	526,554	144,188	-	-	-	111,708	-	-	-	-	-	-	-
Federal Governmental Sources	2,334,490	-	-	-	-	-	2,334,490	-	-	-	-	-	-	-
Student Tuition & Fees	4,514,022	3,508,817	351,684	46,119	430,452	176,950	-	-	-	-	-	-	-	-
Sales & Service Fees	720,371	10,134	-	-	-	710,238	-	-	-	-	-	-	-	-
Facilities Revenue	4,875	1,200	-	-	-	3,675	-	-	-	-	-	-	-	-
Investment Revenue	44,778	20,541	1,173	18,647	-	-	-	2,407	-	-	-	-	2,010	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	157,043	-	-	-	-	-	81,802	-	-	-	75,241	-	-	-
Other Revenue	1,056,852	1,049,173	50	-	-	-	-	-	-	-	7,629	-	-	-
Total Revenue	14,499,872	9,437,269	931,652	64,766	430,452	890,862	2,528,000	2,407	-	-	82,870	12,507	119,087	-
Expenditures														
Salaries	4,275,042	3,731,066	82,559	-	-	268,212	193,205	-	-	-	-	-	-	-
Employee Benefits	1,697,159	1,497,377	20,249	-	-	54,769	49,991	-	-	-	-	-	74,773	-
Contractual Services	670,307	454,896	163,501	4,693	-	27,360	19,857	-	-	-	-	-	-	-
General Materials & Supplies	909,042	413,804	197,317	-	-	274,399	23,522	-	-	-	-	-	-	-
Travel & Conference/Meeting	63,191	28,512	3,130	-	-	3,385	28,163	-	-	-	-	-	-	-
Fixed Charges	91,825	486,514	6,223	-	145,600	85	-	-	-	(561,909)	-	-	15,312	-
Utilities	118,628	44,359	74,269	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	622,677	11,096	60,851	-	-	-	687,164	-	(136,434)	-	-	-	-	-
Other Expenditures	1,614,251	191,346	-	-	-	902	1,351,724	-	-	-	70,279	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	10,062,122	6,858,970	608,101	4,693	145,600	629,112	2,353,626	-	(136,434)	(561,909)	70,279	-	90,085	-
Excess/(deficit) of revenues over expenditures	4,437,750	2,578,299	323,551	60,073	284,852	261,750	174,375	2,407	136,434	561,909	12,591	12,507	29,002	-
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	78,896,062	26,714,496	8,516,819	5,714,581	506,738	784,560	169,850	3,059,007	70,355,245	(10,138,995)	423,541	70,855	647,750	(27,928,385)

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

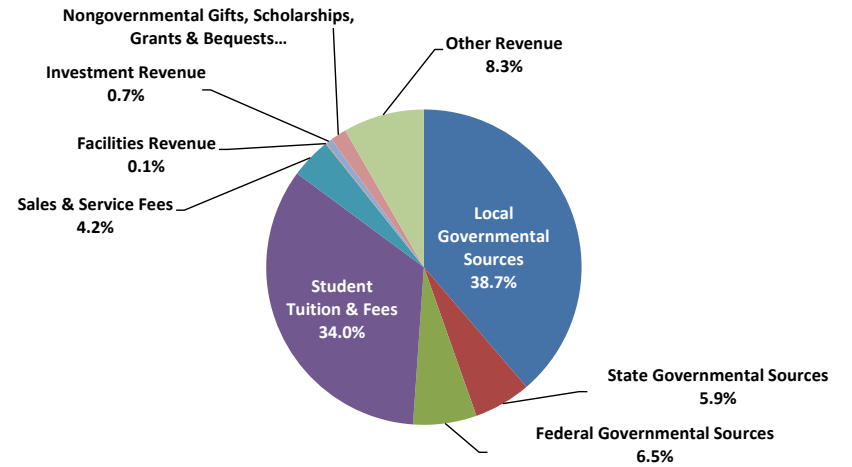
Total Revenue = \$ 14,499,872

FY22 Revenue - All Funds

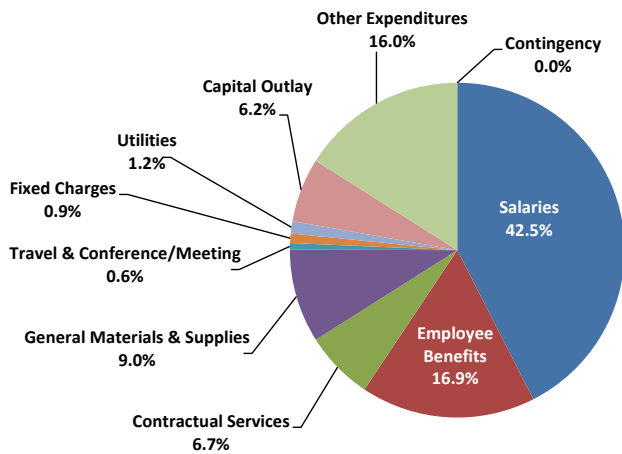


Total Revenue = \$ 12,556,660

FY21 Revenue - All Funds

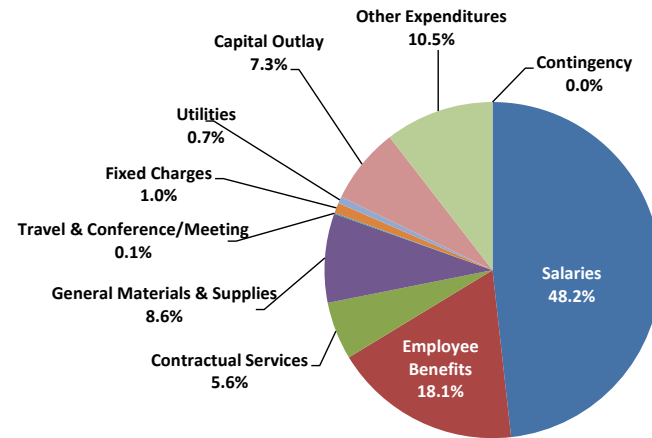


FY22 Expenditures - All Funds



Total Expense = \$ 10,062,122

FY21 Expenditures - All Funds



Total Expense = \$ 8,523,429

Operating Funds
Net of SURS/Investments

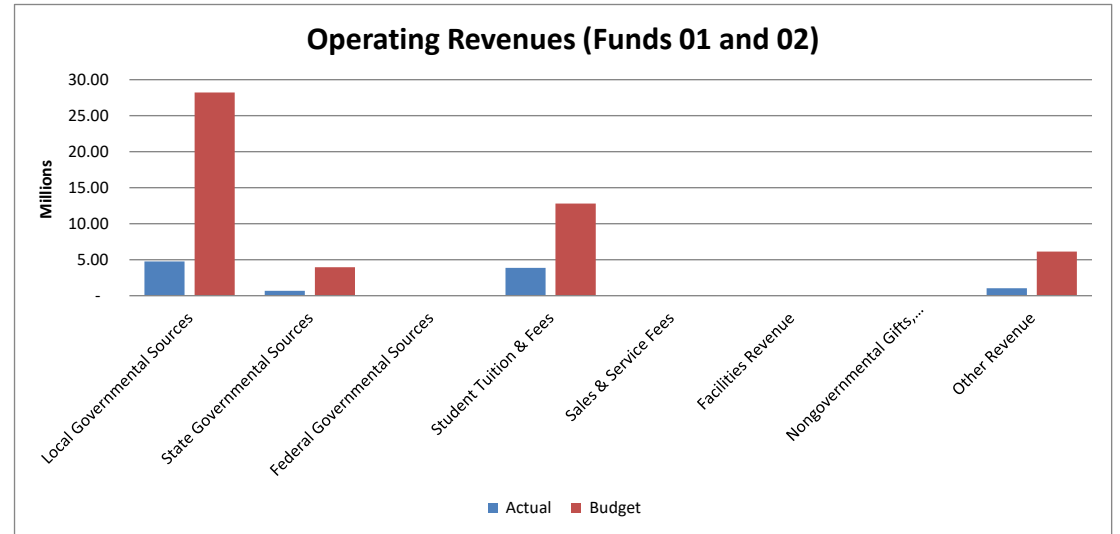
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

August 31, 2021

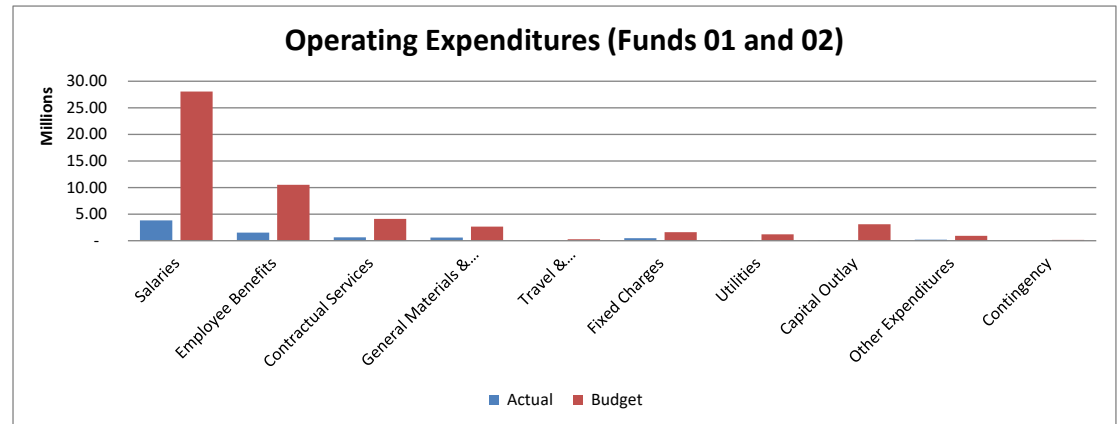
				FY21			FY22 Act.	
				YTD Actual to:			Change Over	
	YTD Actual	FY22 YTD Budget	Full Budget	YTD Bud.	Full Bud.	FY21 YTD Actual	FY21 Act.	
Revenue								
Local Governmental Sources	\$ 4,755,406	\$ 4,713,836	\$ 28,225,058	100.9%	16.8%	\$ 4,615,566	\$ 139,840	
State Governmental Sources	670,743	659,777	3,950,547	101.7%	17.0%	644,670	\$ 26,072	
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	\$ -	
Student Tuition & Fees	3,860,501	2,331,778	12,798,499	165.6%	30.2%	3,650,332	\$ 210,169	
Sales & Service Fees	10,134	8,810	52,750	115.0%	19.2%	10	\$ 10,124	
Facilities Revenue	1,200	3,167	18,966	37.9%	6.3%	1,200	\$ -	
Nongovernmental Gifts	-	1,837	11,000	0.0%	0.0%	-	\$ -	
Other Revenue	1,049,223	1,022,403	6,121,850	102.6%	17.1%	1,042,536	\$ 6,687	
Total Revenue	\$ 10,347,207	\$ 8,741,608	\$ 51,178,670	118.4%	20.2%	\$ 9,954,314	\$ 392,893	
Expenditures								
Salaries	\$ 3,813,625	\$ 4,689,401	\$ 28,078,751	81.3%	13.6%	\$ 3,656,471	\$ 157,154	
Employee Benefits	1,517,626	1,758,392	10,528,730	86.3%	14.4%	1,321,422	\$ 196,204	
Contractual Services	618,397	687,898	4,118,929	89.9%	15.0%	396,710	\$ 221,687	
General Materials & Supplies	611,121	445,451	2,667,232	137.2%	22.9%	422,343	\$ 188,778	
Travel & Conference/Meeting	31,642	44,102	264,072	71.7%	12.0%	9,593	\$ 22,049	
Fixed Charges	492,738	269,979	1,616,557	182.5%	30.5%	500,941	\$ (8,204)	
Utilities	118,628	202,499	1,212,502	58.6%	9.8%	55,852	\$ 62,776	
Capital Outlay	71,948	517,769	3,100,250	13.9%	2.3%	(70,282)	\$ 142,229	
Other Expenditures	191,346	150,777	902,807	126.9%	21.2%	283,271	\$ (91,925)	
Contingency	-	25,051	150,000	0.0%	0.0%	-	\$ -	
Total Expenditures	\$ 7,467,071	\$ 8,791,320	\$ 52,639,830	84.9%	14.2%	\$ 6,576,322	\$ 890,748	
Surplus/(deficit)	\$ 2,880,136	\$ (49,712)	\$ (1,461,160)			\$ 3,377,991	\$ (497,855)	
Net Transfers Out/(In)	\$ -		\$ -			\$ -	\$ -	
Net Operating Funds Surplus/(Deficit)	\$ 2,880,136	\$ (49,712)	\$ (1,461,160)			\$ 3,377,991	\$ (497,855)	
<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>2,880,136</i>	<i>(49,712)</i>	<i>(1,461,160)</i>			<i>3,377,991</i>		
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>					
<i>Calculated YTD Ending Fund Balance (b)</i>	<i>\$ 35,209,601</i>	<i>\$ 32,279,753</i>	<i>\$ 31,018,305</i>			<i>\$ 32,487,308</i>		

Operating Funds - Statement of Activities
August 31, 2021

	Actual	Budget
Revenue		
Local Governmental Sources	4,755,406.12	28,225,058.00
State Governmental Sources	670,742.53	3,950,547.00
Federal Governmental Sources	-	-
Student Tuition & Fees	3,860,501.08	12,798,499.00
Sales & Service Fees	10,133.85	52,750.00
Facilities Revenue	1,200.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	11,000.00
Other Revenue	1,049,223.08	6,121,850.00
Total Revenue	10,347,206.66	51,178,670.00



Expenditures		
Salaries	3,813,625.04	28,078,751.00
Employee Benefits	1,517,626.03	10,528,730.00
Contractual Services	618,396.83	4,118,929.00
General Materials & Supplies	611,120.96	2,667,232.00
Travel & Conference/Meeting	31,642.32	264,072.00
Fixed Charges	492,737.57	1,616,557.00
Utilities	118,628.14	1,212,502.00
Capital Outlay	71,947.71	3,100,250.00
Other Expenditures	191,345.92	902,807.00
Contingency	-	150,000.00
Total Expenditures	7,467,070.52	52,639,830.00
Excess/(deficit) of revenues over expenditures	2,880,136.14	(1,461,160.00)



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of August including details regarding the College's investments.

Recommendation

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

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

Clinton E. Gabbard
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$607,465.21	\$1,039,390.13	\$1,524,297.06	\$122,558.28
Crystal Lake Bank & Trust Direct Pay	\$91,004.50	\$572,691.90	\$594,264.79	\$69,431.61
Crystal Lake Bank & Trust Employee Benefits	\$0	\$27,008.19	\$27,008.19	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$1,396,327.50	\$1,396,327.50	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$871,144.49	\$6,638,008.37	\$4,244,140.82	\$3,265,012.04
Crystal Lake Bank & Trust Operations	\$192,107.25	\$2,139,566.83	\$2,181,543.01	\$150,131.07
Crystal Lake Bank & Trust Payroll	\$42,466.45	\$1,898,946.32	\$1,895,531.61	\$45,881.16

McHenry County College
August 31, 2021

Investments

College Fund	Financial Institution	08/31/21	07/31/21	08/31/21	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$256,046	\$8,287	1%	see below	N/A	On Demand
Education	PFM Investments	17,793,361	19,594,613	47%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,040,305	1,040,376	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,090,866	7,091,715	19%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project)	PFM Investments	6,100,961	6,100,851	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	2,963,360	2,963,507	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,110,128	2,110,251	6%	see below	N/A	Various
Total		\$37,496,417	\$39,050,990	100%			

Investment Revenue

Investment Revenue

College Fund	Aug-21	Fiscal YTD
Education	\$1,207	\$22,997
Operations & Maintenance	69	1,313
Operations & Maintenance (Restricted)	817	15,599
Operations & Maintenance (Restricted CDB Project)	110	4,714
Working Cash	141	2,695
Liability, Protection and Settlement	118	2,251
Total	\$2,462	\$49,569

Illinois Fund Rates - August 31, 2021

Annualized rate - Money Market

Low	0.020%
High	0.022%
Average	0.020%

PFM Investment Rates - August 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%	1.040%	0.170%
At Market	0.130%	0.590%	0.130%

*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 \$2,012,142.30. Please note that the expenses are not segregated into the respective funds.

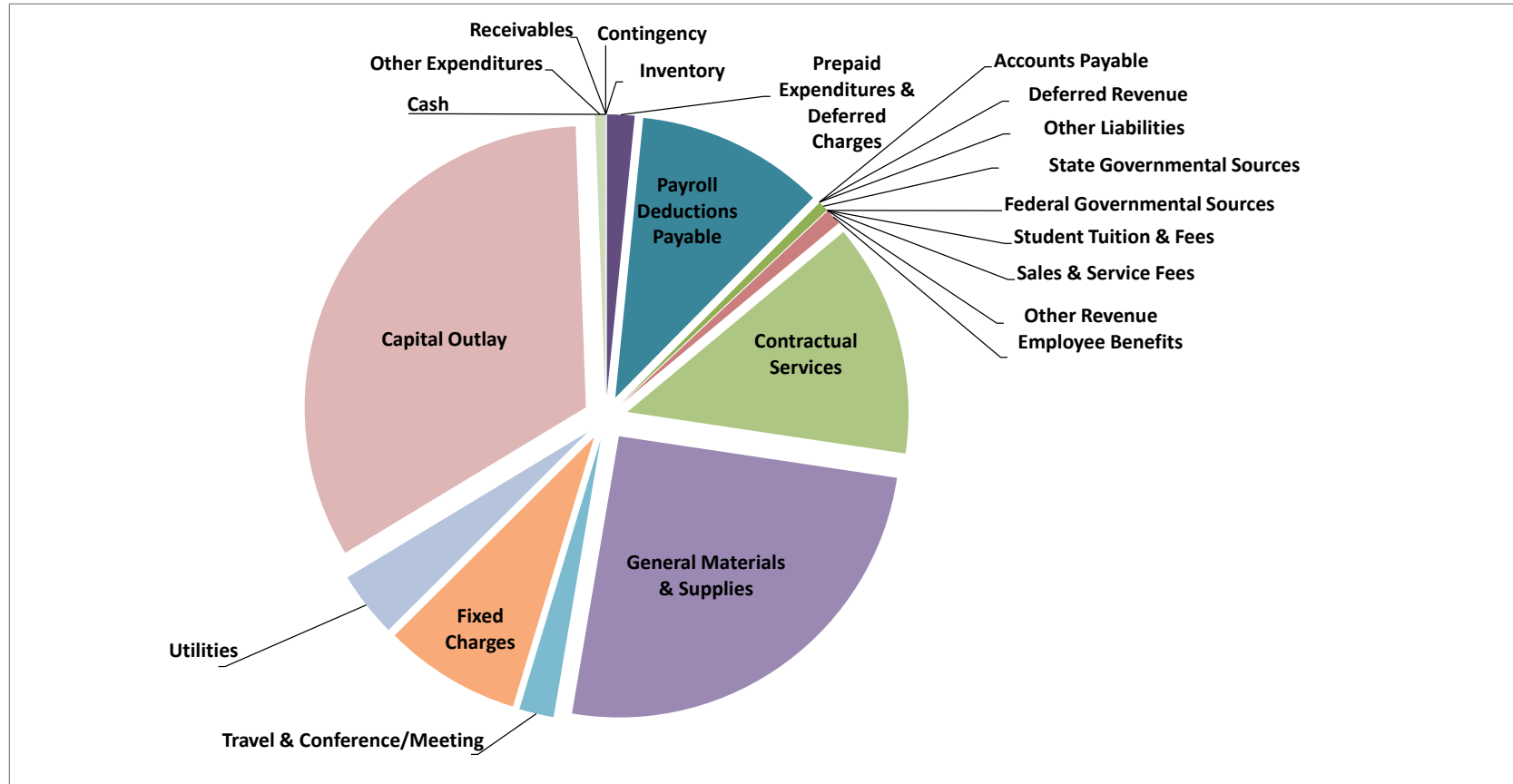
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of August 1- August 31, 2021 totaling \$2,012,142.30.

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 8/1/21 through 8/31/21



Category	Amount	Percent	Category	Amount	Percent
Cash	200.00	0.01%	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	18,719.59	0.93%
Prepaid Expenditures & Deferred Charges	31,690.74	1.58%	Contractual Services	269,988.67	13.42%
Payroll Deductions Payable	217,966.13	10.83%	General Materials & Supplies	509,122.67	25.30%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	40,117.56	1.99%
Deferred Revenue	0.00	0.00%	Fixed Charges	158,725.31	7.89%
Other Liabilities	0.00	0.00%	Utilities	76,257.60	3.79%
State Governmental Sources	12,036.66	0.60%	Capital Outlay	665,500.27	33.08%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	11,717.10	0.58%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	2,012,042.30	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (3-Mar)	FY21: (4-Apr)	FY21: (5-May)	FY21: (6-Jun)	FY22: (7-Jul)	FY22: (8-Aug)
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	\$7,579.43		6577.19	1002.24			
Engineering	58	Capital Outlay	0402264	HR Green Inc	\$618.50	618.5					
Engineering	58	Capital Outlay	0418836	2010 Engineering Gr	\$2,200.00	2200					
Engineering Total					\$ 14,257.68	\$ 5,623.50	\$ 7,044.69	\$ 1,002.24	\$ 587.25	\$ -	\$ -
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$1,115.93	183.58	132.28	139.32	203.82	98.26	358.67
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$30,275.00	3460.09	4415.94	4477.81	3964.49	6950.18	7006.49
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$463.44			38.64	331.2		93.6
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$3,522.50					3522.5	
Food Vendor Total					\$ 35,376.87	\$ 3,643.67	\$ 4,548.22	\$ 4,655.77	\$ 4,499.51	\$ 10,570.94	\$ 7,458.76
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		
Landscaping Total					\$ 2,851.41	\$ 250.00	\$ 250.00	\$ 250.00	\$ 1,601.41	\$ 250.00	\$ 250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$5,218.97		262.5	262.5	1237.5	2628.72	827.75
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$41,763.43	12137.5	7611.03	3891.25	8125	4896.25	5102.4
Legal Total					\$ 46,982.40	\$ 12,137.50	\$ 7,873.53	\$ 4,153.75	\$ 9,362.50	\$ 7,524.97	\$ 5,930.15
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$39,355.30	8411.86	10785.98	5045.2	7433.66	2000	5678.6
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$84,778.25	22642.28	27908.27	11377.6	9225.1	8375	5250
Temporary Staffing Total					\$ 124,133.55	\$ 31,054.14	\$ 38,694.25	\$ 16,422.80	\$ 16,658.76	\$ 10,375.00	\$ 10,928.60
Grand Total					\$ 223,601.91	\$ 52,708.81	\$ 58,410.69	\$ 26,484.56	\$ 32,709.43	\$ 28,720.91	\$ 24,567.51

Request to Purchase CLEARED4 Software

Information

The Governor's Executive Order 2021-20 (COVID-19 Executive Order No. 87) requires COVID-19 vaccinations for all higher education employees and students beginning September 19, 2021. Employees and students who are not fully vaccinated are required to undergo COVID-19 testing on a weekly basis until they are fully vaccinated. In order to facilitate the collection of vaccination status and to identify those employees and students who will need to test on a weekly basis, McHenry County College, would like to purchase a health and safety platform called CLEARED4. This platform provides a user-friendly software platform that secures a consent from employees and students and stores COVID-19 vaccination and testing data. It is HIPAA, FERPA, and GDPR compliant, and is conveniently accessible via the Internet on a computer, laptop, phone, or tablet.

Once employees and students receive their personal link to MCC's CLEARED4 platform, they will be asked to complete their registration and submit consent information quickly so that MCC can quickly determine how many individuals will require weekly testing. Upon collecting all consent information, we will be able to begin our weekly testing process, using the MCC CLEARED4 system to generate Entry Passes that employees and students will show when entering campus.

The cost of this software has been collectively negotiated by several Illinois community colleges in order to maximize our purchasing power. By doing so, we were able to secure a 50 cent-per-user per month cost and a waived implementation cost of \$5,000.00 so long as it was prepaid. The monthly cost is \$5,000.00, for an annual cost of \$60,000.00.

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). This software will help prevent the contraction and spread of COVID-19 by the active monitoring of students and staff and the encouragement of getting vaccinations for ease of entry on the campus per the HEERF funding guidelines.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the above software from CLEARED4, 17250 Dallas Parkway, Dallas, TX 75248 for the amount of \$60,000.00.



Clinton E. Gabbard
President

Request to Purchase
Carpet Replacement in Math Faculty Office Suite

Information

Over the past year, various areas of the College's Crystal Lake main campus have been remodeled to become more conducive to the dynamic and interactive teaching and learning taking place in these spaces. In addition, the College regularly budgets to replace outdated and damaged carpeting.

Existing carpet in some spaces has faded considerably over the years. In an effort to continue to keep these areas looking fresh for students and visitors, the carpet will need to be replaced. The College has partnered with the Mohawk Group and is using the Sourcewell Consortium Purchasing Agreement, Contract 121715MCD, which includes Exceed Floors as the labor provider, to the lowest cost option for the carpet purchase and installation, meeting all College guidelines for purchasing and labor activities.

The consortium pricing includes removal of the existing carpet, preparation of the existing flooring by applying a cementitious skim coat to the surface, installation of the new carpet, and the installation of new vinyl baseboard at the perimeters.

This expense is budgeted in the Physical Facilities Capital Outlay account in the Operations and Maintenance Fund.

Carpet Replacement	Cost
Math Faculty Offices B252A-I	
TOTAL PROJECT COST	\$31,377.60

Recommendation

It is recommended that the Board of Trustees approves the material and labor for the carpet replacement in the following areas: Math Faculty Office's Suite, including rooms B252A, B252B, B252C, B252D, B252E, B252F, B252G, B252H, and B252I from Exceed Floors of Crystal Lake, IL, for \$31,377.60.



Clinton E. Gabbard
President

Request to Renew
Zoom Licenses

Zoom is an audio- and video-conferencing service used by McHenry County College faculty, staff, and students. It was made available to the community in 2020 and subsequently evidenced widespread adoption. Since January 1, 2021, more than 488,000 online interactions have been conducted via Zoom (including classes, meetings, and webinars). It has quickly become a critical online collaboration tool.

The annual service renewal fee is due on October 31, 2021. Zoom has proposed a three-year licensing agreement that will contain our costs over the lifetime of the agreement. The three-year commitment also results in an increase of licenses to 14,000 and storage space for recordings to 10.5TB. The three-year cost is \$101,397.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total
Zoom Licenses	Zoom (sole source)	\$101,397

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

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of Zoom covering the period October 31, 2021 through October 30, 2024 from Zoom of San Jose, CA for an amount not to exceed \$101,397.



Clinton E. Gabbard
President

Request to Purchase Curriculum Software

Information

Curriculum serves as the foundation of education at McHenry County College. Curriculum includes everything from new programs and certificates, course and program additions and changes, course objectives and outlines, and program course sequencing. Curriculum affects many departments including Pathways, Academic Advising, Financial Aid, Admissions, Student Records, Articulation, and Institutional Research. It is imperative that the College has an accurate and up to date source in which to store curriculum records, enact curriculum changes, provide transparency and communication to departments and faculty, and streamline the process of curriculum development and review.

Currently, curriculum records are stored in several outdated technology systems. By purchasing curriculum software, which integrates with MCC's online catalog software, MCC can ensure the curriculum process is streamlined from the moment a faculty member submits a proposal all the way through to the publication in the online catalog. Faculty will be able to import directly from the catalog as they make curriculum changes, custom work flows will be in place to gain approval at each step, transparency for faculty and departments will be greatly improved, and communication will be instant with notifications built into each work flow. Reporting features allow faculty and departments to search curriculum records and pending proposals. Curriculum software will also provide ADA 508 Compliance standards for accessibility.

In October 2019, MCC was awarded a Title III: Strengthening Institutions Grant and has since implemented a Guided Pathways model. There currently is no standardized process for changes to Pathways sequencing and there is a need for clear alignment of Pathways and curriculum. With curriculum software, Pathways can be integrated into the process allowing changes to program sequencing simultaneously as curriculum changes are completed.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total
Curriculum Software	DIGARC (Digital Architecture, LLC)*	\$34,074.00

*MCC has already purchased catalog software from Digital Architecture, LLC. Their curriculum software integrates with the catalog software.

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

This expense will be funded from the Pathways to Success Equipment: software systems and licensing fees account within the Title III: Pathways to Persistence grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of curriculum software from Digital Architecture, LLC for the cost of \$34,074.00.

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

Clinton E. Gabbard
President

Request to Purchase
McHenry County Student Transportation Initiative

Information

MCC continues to learn from students that transportation is a barrier to enrollment and/or engagement on campus. Many students feel that they need on-campus classes to remain focused on their studies, however they must take online classes due to lack of consistent transportation. For others, the lack of transportation to campus hinders them from receiving services and attending events that would enrich their educational experience.

McHenry County has a Pace Fixed Route, which has a regular stop at McHenry County College, but the schedule leaves large portions of the day and evening uncovered. Pace and McHenry County partner to provide MCRide, a Dial-a-Ride/Paratransit service advertised to cover the hours fixed routes are not running. It is a curb-to-curb service that requires individuals to call and schedule rides in advance and also has limited capacity. Students also utilize other transportation services including Uber, Lyft, and taxi companies.

MCRide and Pace agreed to partner with MCC to assist with removing the transportation barrier for students. MCC students will be able to use McHenry County Transportation Services to or from campus at no cost to them. MCC will be billed monthly for rides taken during the previous month at the Universal Fare rate, \$3.00 per ride, no matter the distance traveled. This partnership will start on October 1, 2021.

This expense will be funded from the Pathways to Success, HEERF II fund, SIP Emergency Relief Fund: Student Assist-Transportation.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a pre-paid amount of \$40,000.00 to the McHenry County Division of Transportation for the Student Transportation Initiative.



Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Jennifer Jones, Director of Business Services, has submitted her intent to retire with her last date worked as August 31, 2021. Jennifer has been a valuable member of the College community and at her leaving, will have over 12 years of full-time service to the College.

Recommendation

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

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

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	8/30/2021	Denisa Shallo	Executive Assistant to the President	R
STA	8/30/2021	Alexander Laing	Lead Groundskeeper	R
STA	9/7/2021	Jarrett Wolske	Academic Support Coach	N
ADM	9/7/2021	Timothy Hopkins	Chief Information Officer	R
STA	9/13/2021	Eloy Rodriguez	Coordinator of Facilities	R

Through September 13, 2021

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

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
ADJ	9/10/2021	Caitlin Ryan	Instructor, Arts & Humanities

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

Classification	Retirement Date	Employee Name	Primary Position
ADM	8/31/2021	Jennifer Jones	Director of Business Services
ADM	9/13/2021	Lili O'Connell	Director, Access & Disability Services
STA	9/24/2021	Jill McDonald	Coordinator Testing Center

Through September 13, 2021

September 2021 Committee Meeting Summary

Tuesday, September 14, 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 plan for testing on campus. MCC has contracted with CLEARED4 to have students and employees upload their vaccine information. Also, SHIELD Illinois testing will be used for students and employees who require weekly testing.

Dr. Gabbard was excited to share that 66% of employees have already uploaded their vaccine information onto the CLEARED4 site. Response from employees has been positive and no issues to report.

- **August Preliminary Financial Statements:** Mr. Tenuta provided a recap of the preliminary August financial statements. Mr. Tenuta reported that tuition is slightly up, which is in line with our enrollment increase. Budgeted numbers will change with the budget approval at the Board of Trustees Meeting.
- **Budget Update Summary:** Mr. Tenuta recapped the budget update summary that was included in the board packet. Net change is \$330,000.
- **Future Agenda Items/Summary Comments by Board Members:** Mr. Morton informed the Board that he attended a seminar at the college over the weekend with about 50 people in attendance and it was very interactive. He mentioned that this was a great example of the programs that we can put together for the farmers in the area.

Ms. Sanchez attended the Mexican Independence Day event and enjoyed the participation.

Ms. Hoban was really impressed with the COVID-19 Testing process and how effortlessly it was put together by the Cabinet. She reminded everyone that the Sweet Scots bakery opened last week.

Ms. Speros had questions about the dual degree programs in Harvard and Woodstock that were answered by Ms. Haggerty.

Ms. Walsh noted that the Northwest Harold had an article about the center for career and learning and also, the state of Illinois passed the energy bill. She wanted to make everyone aware of this.

Ms. Eversten noted that even though the dual credit classes might not be profitable immediately, down the road these students might be more likely to enroll at MCC.

Ms. Siddons informed the Board that there will be an agenda item on the President's evaluation at the Board of Trustees meeting next week.

Mr. Allen noted that he has gotten questions from parents on the dual degree program.

- **Closed Session:** There was a closed session held during this meeting, held under 120/2(c), Exception #5, The purchase or lease of real property for the use of the public body, and 120/2(c), Exception #21, Review of Closed Session Minutes.

Friends of MCC Foundation Update

Spring 2022 Scholarship Update

Scholarship applications for the Spring 2022 semester opened on September 1, 2021 and will close on October 6, 2021. Over 170 students have already started their scholarship application for the Spring 2022 semester.

Scholarship Days

The Friends of MCC Foundation hosted Scholarship Days on September 8 and 9. This event took place in the MCC Café and Commons. Foundation staff promoted scholarships to students by sharing how to apply for scholarships and helping students start their application on provided laptops. Over 70 new scholarship applications were initiated during Scholarship Days.



New Scholarship – Diane L. Johnson Memorial Scholarship

This scholarship was established in memory of Diane, a former MCC employee. Each semester, \$500 will be awarded to one woman studying business, economics, or finance.

Employee Giving Campaign Kickoff Event

The Employee Giving Campaign Kickoff Event is on Wednesday, September 22. This event will be held on the College's Crystal Lake main campus to celebrate current donors and share the opportunities available for employees to support the Foundation. The event will be held in the MCC Conference Center and include information sessions, refreshments, student speakers, and more. Last fiscal year, 135 MCC employees donated over \$63,000 to the Foundation. This year's goal is to have 100% of employees give at some level.

"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 was held on Saturday, September 11 on the Woodstock Square. Riders adorned themselves and/or bikes with strings of LED fairy size lights. Those riding to represent the Friends of MCC Foundation wore green lights.

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 fall 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>.

2021 President's Dinner

The 2021 President's Dinner will be on Friday, October 29 at MCC. Tickets are now on sale at <https://MCCDinner2021.givesmart.com>.

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, Northwestern Medicine, 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

Funding Source	Brief Description	Amount Funded	Project Director
Motorola Solutions Foundation	MCC received funding to provide scholarships for students studying public safety (Criminal Justice, Emergency Medical Services, Fire Science), particularly to those who are currently underrepresented in the field due to race, gender, disability, or other status.	\$25,000	Brian DiBona, Executive Director, Friends of MCC Foundation
First National Bank Impact Grant	This grant will provide pre-apprenticeship career training opportunities and financial literacy activities, with a focus on Adult Education students. Participants gain the skills for entry-level employment in manufacturing, health care, or information technology, or to enter an apprenticeship program.	\$20,000	Catherine Jones, Associate Vice President of Workforce Development

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
DCEO Rebuild Illinois Regional Economic Development Grant	This grant program will provide partial funding to help renovate MCC's athletic facilities.	\$2 million	Pending	October
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	\$41,970	Pending	October

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	residents, ensuring county taxpayers receive the refunds to which they are entitled. MCC's VITA Clinic served more than 1,100 taxpayers in 2021.			
USDA Local Food Promotion Program	The Local Food Promotion Program (LFPP) funds projects that develop, coordinate and expand local and regional food business enterprises to 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
Gene Haas Foundation	The Foundation's primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC machine technology students. Exact award amount is determined by the grantor based upon the number of qualified applicants.	TBD	Pending	September
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	Pending	December
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	Pending	December

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
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
New America	MCC is developing a proposal to be part of New America's Workforce Innovators Cohort. Six community colleges nationwide with a proven track record of providing high-quality, non-degree workforce programs that lead to quality jobs will be selected to participate in a study of the institutional factors that lead to successful programs.	\$50,000	In progress	September 24, 2021
Illinois Green Economy Network (IGEN) Renewable Energy Resources Trust Fund	MCC is seeking funding to install new, more energy-efficient welding equipment. This request includes 12 upgraded welding stations, as well as an educational component for students.	\$80,000	In progress	September 30, 2021

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
Rethink Adult Ed Challenge	MCC was selected as one of 95 finalists nationwide and participated in a virtual accelerator program to strengthen the pre-apprenticeship program and its collaboration with Adult Education. MCC submitted a detailed Stage 2 application but was not selected for an award.	\$250,000	Although MCC did not receive funding, the application development process has resulted in a stronger pre-apprenticeship program.

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 strategic marketing and communication efforts to key target markets, including: students; donors; alumni; community members; and employees. Taking a full-service, internal marketing agency approach to its projects, OMPR creates and applies 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 effective 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:
 - MCC CLEARED4 communications and instructions
 - SHIELD Illinois testing support via signage, communications, and instructions
 - Other signage and communications regarding updated health and safety guidelines
 - Dedicated webpages for COVID-19 response and communications (www.mchenry.edu/welcomeback)
 - Social media messaging supporting student needs and frequently asked questions
 - Weekly COVID-19 reporting information on myMCC; online reporting tools
 - 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 and other financial resources to help students in need
- **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)
 - Spring 2022 advising and registration promotion
 - 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
 - Workforce and CTE video collaboration for Manufacturing Month support (in partnership with local manufacturers)
 - 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 August 12, 2021—September 15, 2021.

- McHenry County College Adds New Solar Array to Power High Tunnels on Campus
- McHenry County College to Offer Two New Online Marketing Classes in Spring 2022
- McHenry County College to Host College Fair October 7
- Transferrable 12-Week, 8-Week Classes at McHenry County College Starting Soon
- Education to Empowerment Women's Scholarship and Mentoring Program to Host Fall Luncheon at Goebbert's
- Women in McHenry County Donate \$10,000 to Education to Empowerment Fund at MCC
- McHenry County College Announces Doctor of Pharmacy Partnership with Concordia University-Wisconsin

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

Sustainability Center Update

Current Initiatives

- The solar array at the high tunnels is working very well and has produced 404.39 kWh of energy since August 1, 2021 when it was started. This is the equivalent energy to power one 100w bulb for six months or power a refrigerator for three months. This project was fully funded by the IL Green Economy Network.
- The Phi Theta Kappa student honors society held a workday on August 26, 2021, to continue their work in the ReUse It Corner. Over 500 items were inventoried with still more items to include. The ReUse It corner is open (Room C122) for shopping and donations Monday-Thursday from 9 a.m.-3 p.m. and by request at sustainability@mchenry.edu. The Corner provides gently used office supplies for repurpose at no cost for MCC students and employees. Tables with popular free items are scheduled around the campus weekly. The first table was on August 24, 2021, and approximately 35 binders were put to use by students. More tabling events are scheduled for September and October.
- The IGEN FY 2022 Notice of Funding Opportunity has been distributed to IGEN colleges. Director Hankins and Wendy Lauen, Director of Grants are reviewing possible projects. The grant application is due to IGEN in late September.

Community Connections and Conferences

Planning is underway for the 2021 Green Living Expo on November 6, 2021. The Expo Steering Committee is currently focusing in on four areas of interest: Renewable Energy; Waste Reduction; Food and Farming; and Fun and Recreation. Registration is currently open for vendors and organizations at www.mchenry.edu/green.

Director Hankins attended the McHenry County Public Transportation Advisory Committee meeting on August 5, 2021. The county is launching (in 2022) a Bicycle Benefits program aimed at incentivizing bike riding through partnerships with local businesses. The 2040 on Range Transportation plan is currently under review. Thanks to assistance from MCC's Rachael Boldman, all rides through MCRide for students and employees to and from campus will be free starting October 1, 2021. Staff and employees must register themselves with the MCRide call center at (800) 451-4599.

Workforce Development Update

This month's Workforce Development Update highlights short-term credential opportunities through the Career Training office and the plans underway for Manufacturing Month. MCC's current Career Training programs include Commercial Driver's License Training, Emergency Dispatcher, Flagger Certification, Food Service Sanitation Manager Certification, EKG Technician, Healthcare Provider CPR, Medical Assistant, and Phlebotomy Technician. There are several noncredit career training scholarships available for student financial assistance and a number of programs are approved for Workforce Innovation and Opportunity Act (WIOA) funding. The department also works closely with local employers to coordinate internships and externships that provide hands-on experience for students completing these programs. This has the added benefit of helping employers meet their part-time and full-time hiring needs.

Industry Certifications

Career Training programs result in industry-recognized credentials that assure employers of the skills that graduates can demonstrate. Accrediting bodies that oversee MCC's programs include National Healthcareer Association (NHA), National Veterinary Technicians in America (NAVTA), Illinois Department of Professional and Financial Services (IDFPR), National Safety Council (NSC), and National Emergency Communication Certification (NECC).

Education and Career Advancement

While short-term Career Training programs provide an initial entry point into a career, the programs also serve as a pathway to credit certificates and degrees. This allows students to be earning a wage and building their resume within their industry while gaining the education needed for advancement. Several of the programs welcome high school students at a discounted rate, allowing them to jumpstart their professional careers immediately upon graduation.



Career Training Instructors

Most instructors for these noncredit Career Training courses are industry professionals currently working in their field. This brings industry relevance and insight into the classroom experience and helps students prepare for employment. For example, Veterinary Technician Assistant instructor Megan Mingl also serves as the Head Veterinary Technician at Animal Care Clinic of Randall Pointe, where she has worked since 2017. A graduate of MCC's program, Megan earned her Veterinary Technician Assistant certification in 2016, and has now returned to the classroom to assist others as they enter their veterinary career.

Motorcycle Technician Training

In response to a request from Windy City Motor Sports, the Career Training office is developing a noncredit Motorcycle Technician course. The three-month program is designed to prepare individuals for employment as entry-level technicians. With instructional support from Harley Davidson in Woodstock, IL, the program will combine classroom instruction and extensive hands-on lab work.

Manufacturing Month

A shared goal for the Workforce Development division and the Manufacturing Pathways Consortium is to create a month of manufacturing awareness and outreach opportunities for a variety of audiences in support of National Manufacturing Month celebrated each October. A month-long social media campaign is planned to share stories from apprentices, employees, and management from member companies to highlight career entry and advancement opportunities within manufacturing. Consortium members will actively engage with the social media posts to expand the reach of the messaging. Other October activities include:

- **National Manufacturing Day** – Friday, October 1
- **Manufacturing Trade & Industry Expo** – On Wednesday, October 6, 6-8 p.m., both MCC and the Manufacturing Pathways Consortium will participate in this annual career resource expo. MCC also serves as a sponsor. Students and parents across the county are encouraged to attend this free event at McHenry High School's Upper Campus's new Center for Science, Technology, and Industry.
- **MCC Manufacturing Breakfast** – On Wednesday, October 13, 7:30-10 a.m., the 11th annual networking and breakfast event will be held in person in the MCC Commons and Luecht Auditorium, with a livestream option available. Breakout sessions will take place in the Building A Conference Center Rooms. The event will feature resource tables, college updates, and a panel discussion on the timely topic of supply chain agility.
- **Stateline SHRM DEI in the Workplace Round Table** – On Thursday, October 14, 7:45-9:45 a.m., Stateline SHRM (Society for Human Resource Management) will host a diversity, equity, and inclusion event at MCC's Shah Center in McHenry.
- **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 in the MCC Gym, hosted in partnership with the McHenry County Workforce Network. 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.
- **Manufacturing Industry Seminar** – On Thursday, October 21, 1-2:30 p.m., those interested in manufacturing careers should tune in to the MCC and McHenry County Workforce Network's livestream event. Taking place on stage in the Luecht Auditorium, Catherine Jones will interview representatives from production, distribution, and management sides of the industry to expose job seekers to numerous opportunities that await them in this field as well as the skills and experience necessary to get there. The recording will be shareable for upcoming events, use in MCC classrooms, or as a resource for the local high schools to reach more people.
- **Manufacturing Pathways Consortium Member Meeting** – On Wednesday, October 27, 7:30-8:30 a.m., more than 150 members are invited to tune in to the monthly membership meeting. The group participates in teams, and connects local manufacturers, educators, and community partners to create an employment pipeline focused on future careers within the manufacturing industry.
- **Disabilities Job Fair** – On Thursday, October 27, 1-4 p.m., those organizations that recruit alternative talent will have booths at MCC's Shah Center for a job fair. Community members are welcome to attend this free event to collect information, meet local employers, and consider available job opportunities in McHenry County.