

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

Thursday, October 28, 2021  
Regular Board Meeting  
6:00pm



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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. COLLEGE MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: [Budget Hearing, September 23, 2021](#)  
[Regular Board Meeting, September 23, 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 #21-117](#)
    2. [Treasurer's Report, Board Report #21-118](#)
    3. [Ratification for Accounts Payable Check Register, Board Report #21-119](#)
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Touchless Food Service Equipment, Board Report #21-120](#)
    2. [Air Purifiers for Classrooms, Offices, and Open Gathering Spaces, Board Report #21-121](#)
    3. [Tractor and Implements to Support Entrepreneurial Agriculture Program, Board Report #21-122](#)
    4. [New Faculty Appointment, Board Report #21-123](#)
    5. [Salary Adjustment, Board Report #21-124](#)
    6. [Appointment of Replacement- Chief of Police, Board Report #21-125](#)
    7. [Academic Calendar, Board Report #21-126](#)
10. [APPROVAL OF THE 2021 ESTIMATED TAX LEVY AND ADOPTION OF ESTIMATED TAX LEVY RESOLUTION, Board Report #21-127](#)
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. Friends of McHenry County College Foundation Update
- D. Grants Office Update
- E. Office of Marketing and Public Relations Update
- F. Sustainability Center Update
- G. 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. ACCEPTANCE OF CLOSED SESSION MINUTES: June 24, 2021 and September 23, 2021 Regular Board Meeting Closed Session Minutes

16. 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

### **Stress Relief Week/ Midterms**

The week of October 4-8 students were about to take a break from studying and de-stress. In the MCC Library, students were able to color, solve puzzles, create DIY banks, get snacks, and free midterm study packs. Students stopped by in-betweens classes to relax and take advantage of the Sage Tutoring Center.



### **College Fair**

MCC students and community members were able to meet with representatives from over 120 colleges and universities on October 7. This event was free and open to the public. There continues to be weekly college rep visits in the College Transfer Hub.

### **SAFE SPACE LGBTQ+ ALLY TRAINING**

On October 11 and 13 students and employees had the opportunity to attend via zoom or in-person free Safe Space Training. The training was presented by Dr. Justine Shuey. Safe Space Training focuses on how to create a safe and welcoming environment for all individuals.

### **No Labels, No Limits**

MCC Access and Disability Services, Veterans Affairs, and Student Life presented “No Labels, No Limits” by Kathy Buckley, award-winning actress, speaker, and comedian. This workshop shared stories of hardship and self-discovering. Kathy inspired audiences to overcome adversity. This event was held on October 14 and 15 both in-person and via zoom and was attended by students, employees, and community members.

### **MCCPalooza**

Student Life and Admissions/Recruitment hosted an open event to district high school students to join us on their Senior Day Off and learn about MCC. They also had the chance to get first-hand feedback

from our current MCC students. This engaging event was filled with music, games, a scavenger hunt, and a photo booth. Those who attended got an MCC application waiver code.

### **Athletics**

Following all MCC COVID guidelines and protocols, our athletic teams continue to train and compete safely. Volleyball is currently ranked #16 in NJCAA polls. Soccer is on a four-game win streak. Women's Tennis wrapped up their season with a 6-6 overall record. Fall baseball and softball will complete their fall seasons on 10/15. Our basketball teams will begin their season on November 2, taking on Madison College at home. Our October Student-Athlete of the Month is Justin Washington, a sophomore goalkeeper for our Men's Soccer team. Justin is a graduate of Crystal Lake High School and a two-year starter for our team. He has earned Academic All-Conference honors and is on track to graduate as an NJCAA Academic All-American.

## Executive Summary

### Information

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

### 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 24.9% complete with the year-to-date results ending September 30, 2021 being reported. In the Operating Funds, total revenue is 19.8% of budget, as compared with 19.7% at the same time last year. Total expenditures are 15.5% of budget, as compared with 14.5% 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 25.1% of budget and up \$198,856 (2.9%) from last year at this time. FY22 revenue is \$7,078,589 vs. FY21 revenue of \$6,879,733. 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 25.0% of budget and up \$48,510 (5.0%) from last year at this time. FY22 revenue is \$1,012,312 vs. FY21 revenue of \$963,802.
- Federal government 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.
- Student tuition and fees is 36.9% of budget and up \$227,195 (4.8%) from last year at this time. FY22 revenue is \$4,920,275 vs. FY21 revenue of \$4,693,080. 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 26.6% of budget and up \$14,021 (100%) from last year at this time. FY22 revenue is \$14,031 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 9.5% of budget and even \$0 (0.0%) from last year at this time. FY22 revenue is \$1,800 vs. FY21 revenue of \$1,800. 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 1.4% of budget and down \$35,074 (-83.5%) from last year at this time. FY22 revenue is \$6,950 vs. FY21 revenue of \$42,024.
- Nongovernmental gifts, scholarships, grants & bequests is 0.0% of budget and down \$955 (-100.0%) from last year at this time. FY22 revenue is \$0 vs. FY21 revenue of \$955. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 5.7% of budget and up \$87,004 (5.8%) from last year at this time. FY22 revenue is \$1,580,648 vs. FY21 revenue of \$1,493,644. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$1,556,064, Retiree Health contributions, which account for \$381, Other Misc. Income, which account for \$13,640 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$10,563. 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 22.3% of budget and up \$627,592 (11.1%) from last year at this time. FY22 expenditures are \$6,278,493 vs. FY21 expenditures of \$5,650,901.
- Employee benefit expenditures are 7.1% of budget and up \$194,731 (9.3%) from last year at this time. FY22 expenditures are \$2,293,638 vs. FY21 expenditures of \$2,098,907. ***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 22.7% of budget and up \$272,270 (40.7%) from last year at this time. FY22 expenditures are \$941,316 vs. FY21 expenditures of \$669,046. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 29.4% of budget and up \$136,538 (20.1%) from last year at this time. FY22 expenditures are \$815,783 vs. FY21 expenditures of \$679,245.
- Travel and meeting expenditures are 21.2% of budget and up \$40,589 (232.9%) from last year at this time. FY22 expenditures are \$58,020 vs. FY21 expenditures of \$17,431.
- Fixed charges expenditures are 33.2% of budget and up \$11,353 (2.2%) from last year at this time. FY22 expenditures are \$536,513 vs. FY21 expenditures of \$525,160. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 10.8% of budget and down \$42,446 (-24.5%) from last year at this time. FY22 expenditures are \$130,866 vs. FY21 expenditures of \$173,313.
- Capital Outlay expenditures are 8.6% of budget and up \$213,044 (357.8%) from last year at this time. FY22 expenditures are \$272,593 vs. FY21 expenditures of \$59,549. ***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 28.5% of budget and down \$96,310 (-27.1%) from last year at this time. FY22 expenditures are \$259,029 vs. FY21 expenditures of \$355,340. 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

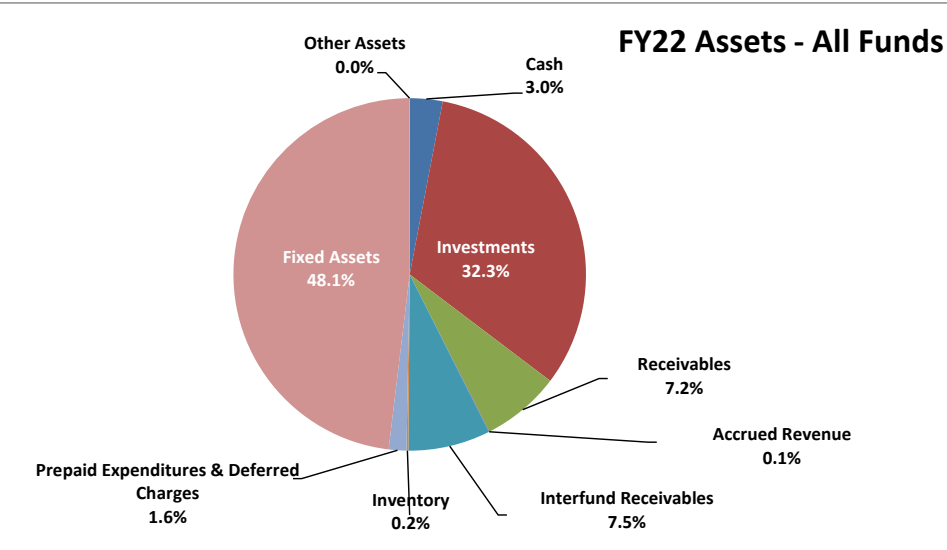
**All Funds Statement of Net Position (Balance Sheet)**  
**September 30, 2021**

Funds Statement of Net Position (Balance Sheet)														
September 30, 2021														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Entrerprises 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	4,402,610	-	1,774,710	-	508,316.96	876,706	(0)	95,646	-	-	433,378	63,853	-	650,000
Investments	47,290,375	26,258,682	1,037,694	14,930,348	-	-	-	2,958,000	-	-	-	-	2,105,652	-
Receivables	10,562,177	9,236,689	712,397	-	-	7,292	584,852	-	-	-	-	2,017	18,931	-
Accrued Revenue	81,338	21,346	1,813	51,349	-	-	-	3,722	-	-	-	-	3,109	-
Interfund Receivables	11,032,017	5,080,749	6,235,583	(78,912)	-	(292,537)	87,134	-	-	-	0	0	(0)	-
Inventory	247,431	-	-	-	-	247,431	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,368,442	1,383,688	32,090	11,733	-	34,061	10,770	-	-	119,183	-	-	183,235	593,681
Fixed Assets	70,369,085	-	-	-	-	-	-	-	70,369,085	-	-	-	-	-
Other Assets	24,358	-	-	-	-	-	-	-	-	24,358	-	-	-	-
Total Assets	146,377,833	41,981,154	9,794,286	14,914,518	508,317	872,953	682,755	3,057,369	70,369,085	143,541	433,378	65,869	2,310,926	1,243,681
Liabilities														
Payroll Deductions Payable	1,436,850	1,281,119	33,297	-	-	119,460	2,975	-	-	-	-	-	-	-
Accounts Payable	1,104,667	895,229	-	-	-	2,183	207,255	-	-	-	-	-	-	-
Interfund Payable	11,032,017	-	-	9,213,010	-	-	323,875	-	-	-	-	-	1,495,132	-
Accrued Expense	24,222,996	841,170	-	-	-	-	-	-	-	-	-	-	-	23,381,826
Deferred Revenue	19,330,861	12,108,587	1,237,658	-	-	-	-	-	-	-	-	18,761	175,615	5,790,240
Fixed Liabilities	10,282,536	-	-	-	-	-	-	-	-	10,282,536	-	-	-	-
Other Liabilities	81,460	38,990	-	-	-	42,470	-	-	-	-	-	-	-	-
Total Liabilities	67,491,388	15,165,096	1,270,955	9,213,010	-	164,113	534,104	-	-	10,282,536	-	18,761	1,670,747	29,172,066
Designated Fund Balance	78,886,445	26,816,058	8,523,332	5,701,507	508,317	708,841	148,652	3,057,369	70,369,085	(10,138,995)	433,378	47,109	640,179	(27,928,385)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,160,136	16,938,640	2,221,497											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	76,070,592			5,701,507	0				70,369,085					
Liabilities, Protection, and Settlement	-37,570,743									-10,282,536			640,179	-27,928,385
Working Cash/Other Restricted	2,379,138						148,652	1,750,000			433,378	47,109		
Remaining Unassigned Balance	18,847,321	9,877,418	6,301,835	0	508,317	708,841	0	1,307,369	0	143,541	0	0	0	0

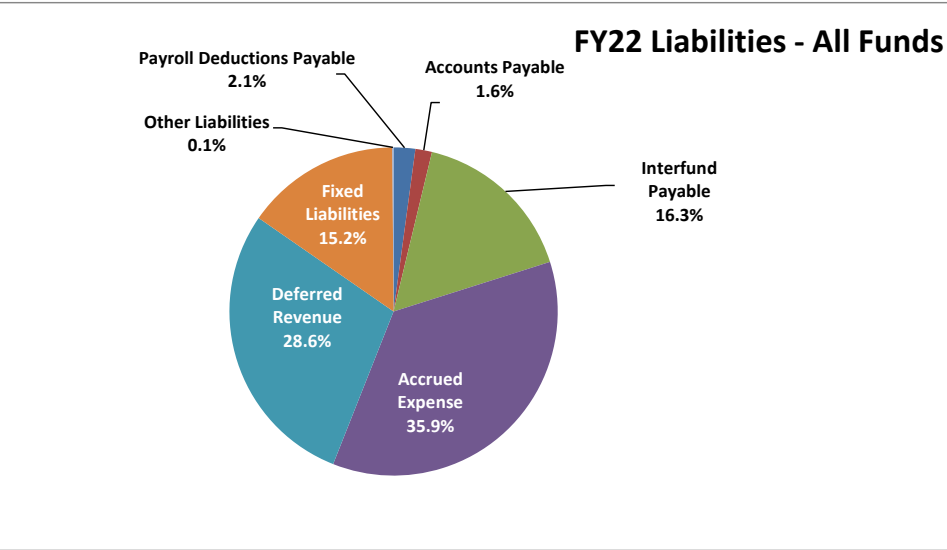
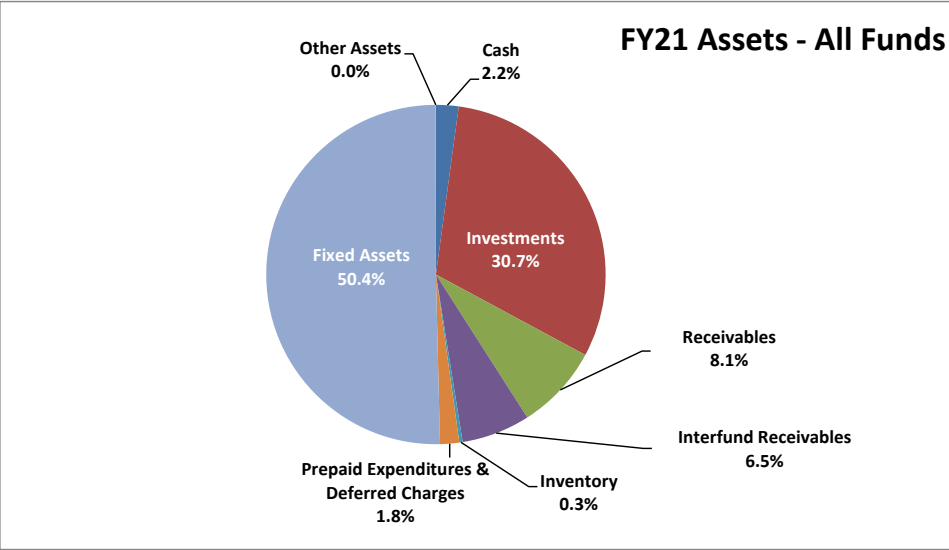


**All Funds Statement of Net Position (Balance Sheet)**  
**September 30, 2021**

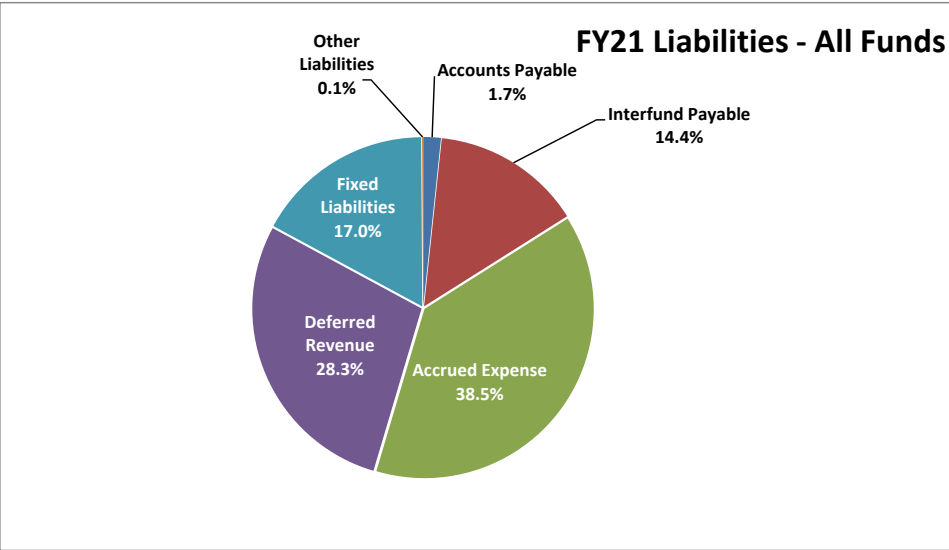
Total Assets = \$ 146,377,833



Total Assets = \$ 140,726,865



Total Liabilities = \$ 67,491,388



Total Liabilities = \$ 65,371,494

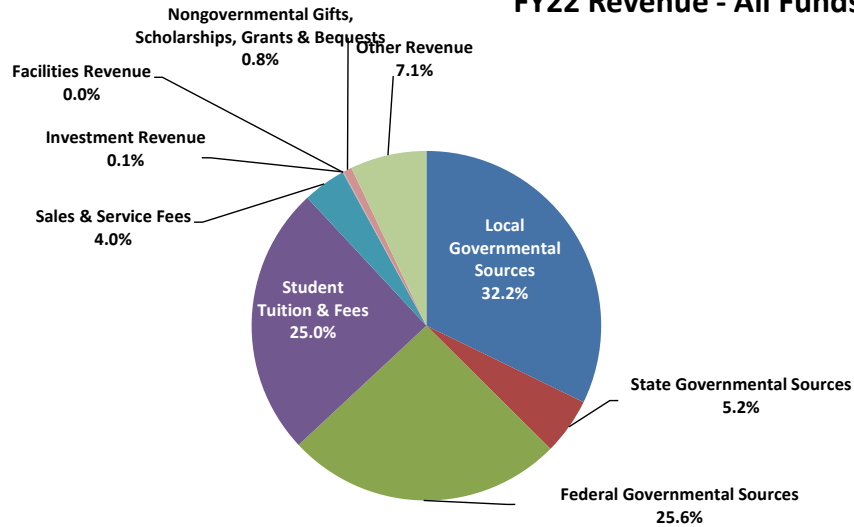
**All Funds Statement of Activities (Income Statement)**  
**September 30, 2021**

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	7,272,965	6,447,763	630,827	-	-	-	-	-	-	-	-	18,761	175,615	-
State Governmental Sources	1,182,997	796,030	216,283	-	-	-	170,685	-	-	-	-	-	-	-
Federal Governmental Sources	5,783,161	-	-	-	-	-	5,783,161	-	-	-	-	-	-	-
Student Tuition & Fees	5,649,561	4,418,039	502,236	46,288	432,031	250,967	-	-	-	-	-	-	-	-
Sales & Service Fees	897,342	14,031	-	-	-	883,311	-	-	-	-	-	-	-	-
Facilities Revenue	7,080	1,800	-	-	-	5,280	-	-	-	-	-	-	-	-
Investment Revenue	16,113	6,575	375	7,752	-	-	-	769	-	-	-	-	642	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	178,271	-	-	-	-	2,855	89,596	-	-	-	85,820	-	-	-
Other Revenue	1,594,477	1,580,586	62	-	-	-	-	-	-	-	13,828	-	-	-
<b>Total Revenue</b>	<b>22,581,967</b>	<b>13,264,823</b>	<b>1,349,782</b>	<b>54,039</b>	<b>432,031</b>	<b>1,142,413</b>	<b>6,043,442</b>	<b>769</b>	<b>-</b>	<b>-</b>	<b>99,649</b>	<b>18,761</b>	<b>176,258</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	7,015,735	6,149,707	128,786	-	-	406,961	330,282	-	-	-	-	-	-	-
Employee Benefits	2,566,025	2,265,260	28,378	-	-	78,405	62,124	-	-	-	-	-	131,859	-
Contractual Services	1,104,099	655,122	286,194	7,040	-	77,868	47,875	-	-	-	-	30,000	-	-
General Materials & Supplies	1,333,408	597,110	218,673	-	-	385,854	131,771	-	-	-	-	-	-	-
Travel & Conference/Meeting	95,958	53,729	4,291	-	-	4,330	33,608	-	-	-	-	-	-	-
Fixed Charges	144,526	520,079	16,434	-	145,600	1,354	-	-	-	(561,909)	-	-	22,969	-
Utilities	130,866	55,401	75,465	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	894,877	11,096	261,497	-	-	-	743,143	-	(120,859)	-	-	-	-	-
Other Expenditures	4,879,325	259,029	-	-	-	1,611	4,541,463	-	-	-	77,221	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>18,164,819</b>	<b>10,566,533</b>	<b>1,019,718</b>	<b>7,040</b>	<b>145,600</b>	<b>956,383</b>	<b>5,890,266</b>	<b>-</b>	<b>(120,859)</b>	<b>(561,909)</b>	<b>77,221</b>	<b>30,000</b>	<b>154,827</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>4,417,148</b>	<b>2,698,290</b>	<b>330,064</b>	<b>47,000</b>	<b>286,431</b>	<b>186,031</b>	<b>153,177</b>	<b>769</b>	<b>120,859</b>	<b>561,909</b>	<b>22,428</b>	<b>(11,239)</b>	<b>21,430</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	74,469,295	24,117,766	8,193,267	5,654,508	221,886	522,810	(4,525)	3,056,600	70,248,226	(10,700,905)	410,950	58,348	618,749	(27,928,385)
Ending Fund Balance	78,886,443	26,816,056	8,523,331	5,701,508	508,317	708,841	148,652	3,057,369	70,369,085	(10,138,996)	433,378	47,109	640,179	(27,928,385)

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

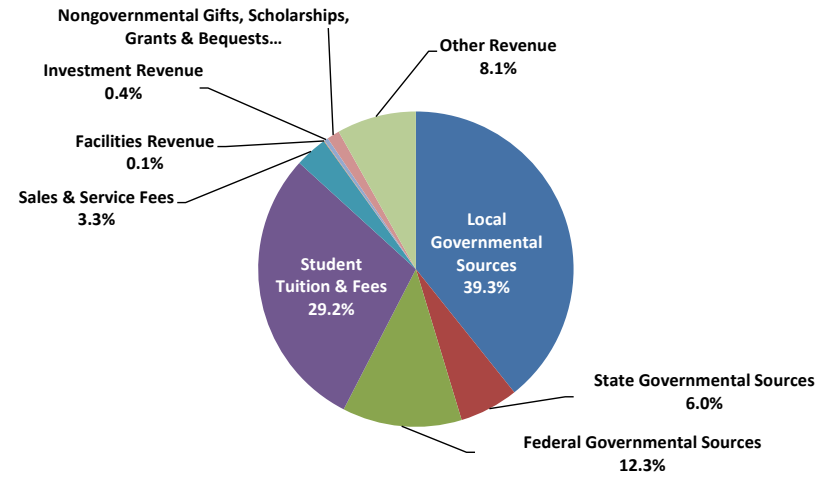
Total Revenue = \$ 22,581,967

**FY22 Revenue - All Funds**

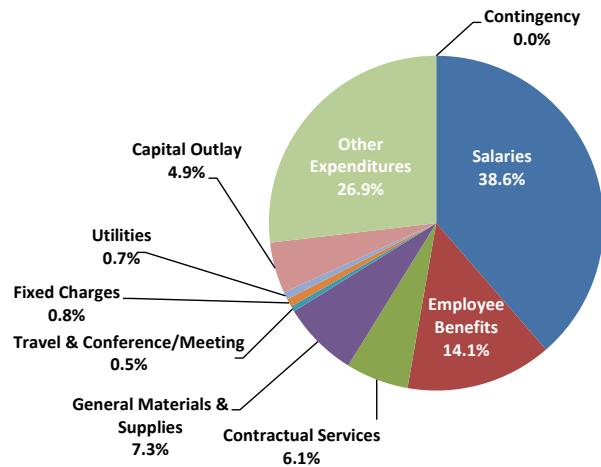


Total Revenue = \$ 18,463,067

**FY21 Revenue - All Funds**

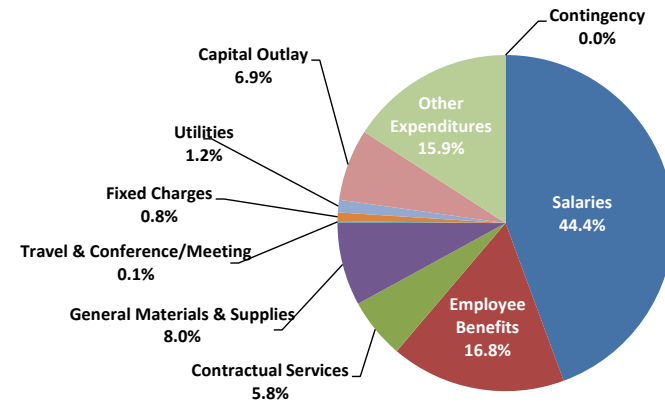


**FY22 Expenditures - All Funds**



Total Expense = \$ 18,164,819

**FY21 Expenditures - All Funds**



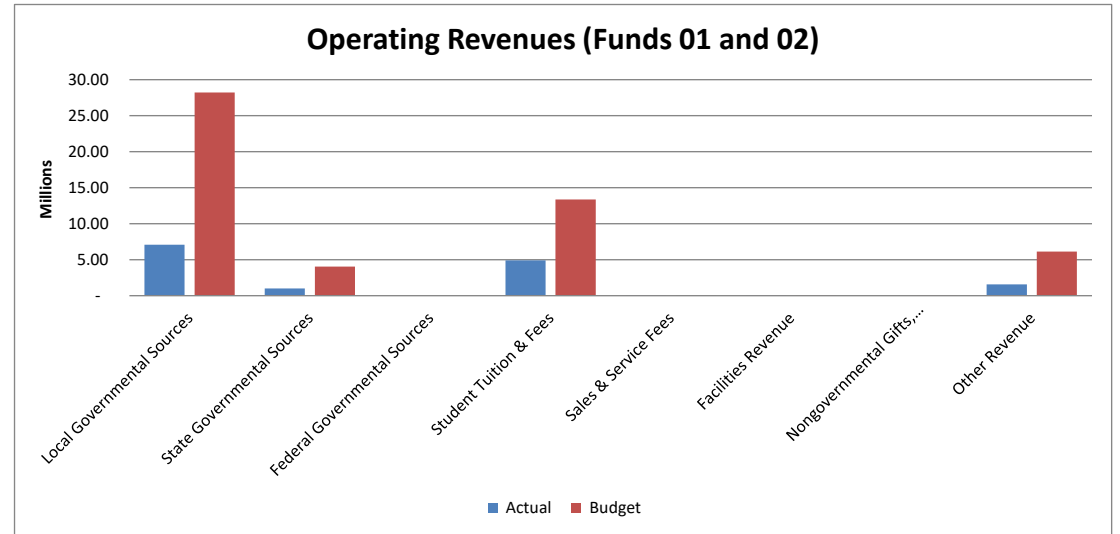
Total Expense = \$ 14,373,570

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**September 30, 2021**

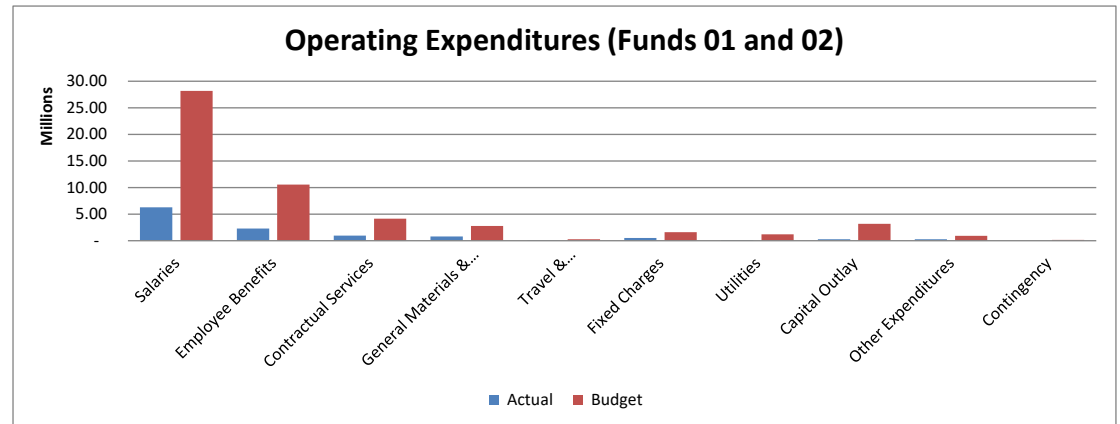
				FY21			
		FY22		YTD Actual to:		FY21	FY22 Act.
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Change Over FY21 Act.
<b>Revenue</b>							
Local Governmental Sources	\$ 7,078,589	\$ 7,032,116	\$ 28,225,058	100.7%	25.1%	\$ 6,879,733	\$ 198,856
State Governmental Sources	1,012,312	1,010,638	4,056,435	100.2%	25.0%	963,802	\$ 48,510
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	\$ -
Student Tuition & Fees	4,920,275	3,628,565	13,350,427	135.6%	36.9%	4,693,080	\$ 227,195
Sales & Service Fees	14,031	13,142	52,750	106.8%	26.6%	10	\$ 14,021
Facilities Revenue	1,800	4,725	18,966	38.1%	9.5%	1,800	\$ -
Nongovernmental Gifts	-	2,741	11,000	0.0%	0.0%	955	\$ (955)
Other Revenue	1,580,648	1,525,225	6,121,850	103.6%	25.8%	1,493,644	\$ 87,004
<b>Total Revenue</b>	<b>\$ 14,607,655</b>	<b>\$ 13,217,152</b>	<b>\$ 51,836,486</b>	<b>110.5%</b>	<b>28.2%</b>	<b>\$ 14,033,025</b>	<b>\$ 574,630</b>
<b>Expenditures</b>							
Salaries	\$ 6,278,493	\$ 7,025,368	\$ 28,197,974	89.4%	22.3%	\$ 5,650,901	\$ 627,592
Employee Benefits	2,293,638	2,631,894	10,563,730	87.1%	21.7%	2,098,907	\$ 194,731
Contractual Services	941,316	1,032,431	4,143,904	91.2%	22.7%	669,046	\$ 272,270
General Materials & Supplies	815,783	690,336	2,770,827	118.2%	29.4%	679,245	\$ 136,538
Travel & Conference/Meeting	58,020	68,284	274,072	85.0%	21.2%	17,431	\$ 40,589
Fixed Charges	536,513	402,756	1,616,557	133.2%	33.2%	525,160	\$ 11,353
Utilities	130,866	302,088	1,212,502	43.3%	10.8%	173,313	\$ (42,446)
Capital Outlay	272,593	790,142	3,171,420	34.5%	8.6%	59,549	\$ 213,044
Other Expenditures	259,029	226,175	907,807	114.5%	28.5%	355,340	\$ (96,310)
Contingency	-	37,372	150,000	0.0%	0.0%	-	\$ -
<b>Total Expenditures</b>	<b>\$ 11,586,251</b>	<b>\$ 13,206,845</b>	<b>\$ 53,008,793</b>	<b>87.7%</b>	<b>21.9%</b>	<b>\$ 10,228,891</b>	<b>\$ 1,357,360</b>
<b>Surplus/(deficit)</b>	<b>\$ 3,021,404</b>	<b>\$ 10,307</b>	<b>\$ (1,172,307)</b>			<b>\$ 3,804,133</b>	<b>\$ (782,730)</b>
Net Transfers Out/(In)	\$ -		\$ 1,000,000			\$ -	\$ -
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 3,021,404</b>	<b>\$ 10,307</b>	<b>\$ (2,172,307)</b>			<b>\$ 3,804,133</b>	<b>\$ (782,730)</b>
<i>Beginning Fund Balance</i>	<i>32,311,033</i>	<i>32,311,033</i>	<i>32,311,033</i>			<i>29,109,315</i>	
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>3,021,404</i>	<i>10,307</i>	<i>(2,172,307)</i>			<i>3,804,133</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>150,000</i>				
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 35,332,437</b>	<b>\$ 32,321,340</b>	<b>\$ 30,288,726</b>			<b>\$ 32,913,448</b>	

**Operating Funds - Statement of Activities**  
**September 30, 2021**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	7,078,589.14	28,225,058.00
State Governmental Sources	1,012,312.05	4,056,435.00
Federal Governmental Sources	-	-
Student Tuition & Fees	4,920,275.12	13,350,427.00
Sales & Service Fees	14,030.50	52,750.00
Facilities Revenue	1,800.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	11,000.00
Other Revenue	1,580,648.11	6,121,850.00
<b>Total Revenue</b>	<b>14,607,654.92</b>	<b>51,836,486.00</b>



<b>Expenditures</b>		
Salaries	6,278,492.82	28,197,974.00
Employee Benefits	2,293,637.55	10,563,730.00
Contractual Services	941,315.92	4,143,904.00
General Materials & Supplies	815,782.98	2,770,827.00
Travel & Conference/Meeting	58,020.02	274,072.00
Fixed Charges	536,512.71	1,616,557.00
Utilities	130,866.43	1,212,502.00
Capital Outlay	272,593.07	3,171,420.00
Other Expenditures	259,029.46	907,807.00
Contingency	-	150,000.00
<b>Total Expenditures</b>	<b>11,586,250.96</b>	<b>53,008,793.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,021,403.96</b>	<b>(1,172,307.00)</b>



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of September 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 September 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>	\$122,558.28	\$214,069.56	\$214,476.49	\$122,151.35
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$69,431.61	\$12,390,249.89	\$12,419,539.42	\$40,142.08
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$32,116.19	\$32,116.19	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$4,576,085.76	\$4,576,085.76	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$3,265,012.04	\$16,367,897.59	\$16,648,813.77	\$2,984,095.86
Crystal Lake Bank & Trust <b>Operations</b>	\$150,131.07	\$3,306,248.06	\$3,326,559.49	\$129,819.64
Crystal Lake Bank & Trust <b>Payroll</b>	\$45,881.16	\$3,007,744.98	\$1,941,850.35	\$1,111,775.79

McHenry County College  
September 30, 2021

Investments

College Fund	Financial Institution	09/30/21 Investments	08/31/21 Investments	09/30/21 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$600,640	\$256,046	1%	see below	N/A	On Demand
Education	PFM Investments	25,679,388	17,793,361	54%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,039,507	1,040,305	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,081,384	7,090,866	15%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,399,424	6,100,961	16%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	141,390	141,390	0%	0.04%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,498		1%	see below	N/A	Various
Working Cash	PFM Investments	2,961,722	2,963,360	6%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,108,760	2,110,128	4%	see below	N/A	Various
	<b>Total</b>	<b>\$47,371,713</b>	<b>\$37,496,417</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Sep-21	Fiscal YTD
Education	(\$11,509)	\$11,490
Operations & Maintenance	(658)	655
Operations & Maintenance (Restricted)	(7,814)	7,785
Operations & Maintenance (Restricted CDB Projects)	(1,414)	3,300
Working Cash	(1,350)	1,345
Liability, Protection and Settlement	(1,127)	1,124
<b>Total</b>	<b>(\$23,872)</b>	<b>\$25,699</b>

Illinois Fund Rates - September 30, 2021

Annualized rate - Money Market	
Low	0.020%
High	0.022%
Average	0.020%

PFM Investment Rates - September 30, 2021

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term*	Long Term	CDB Trust 019	CDB Trust 020
At Cost	0.160%	1.010%	0.170%	0.070%
At Market	0.150%	0.660%	0.160%	0.080%

\*Currently there are no investments in these categories.



Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,567,891.39. Please note that the expenses are not segregated into the respective funds.

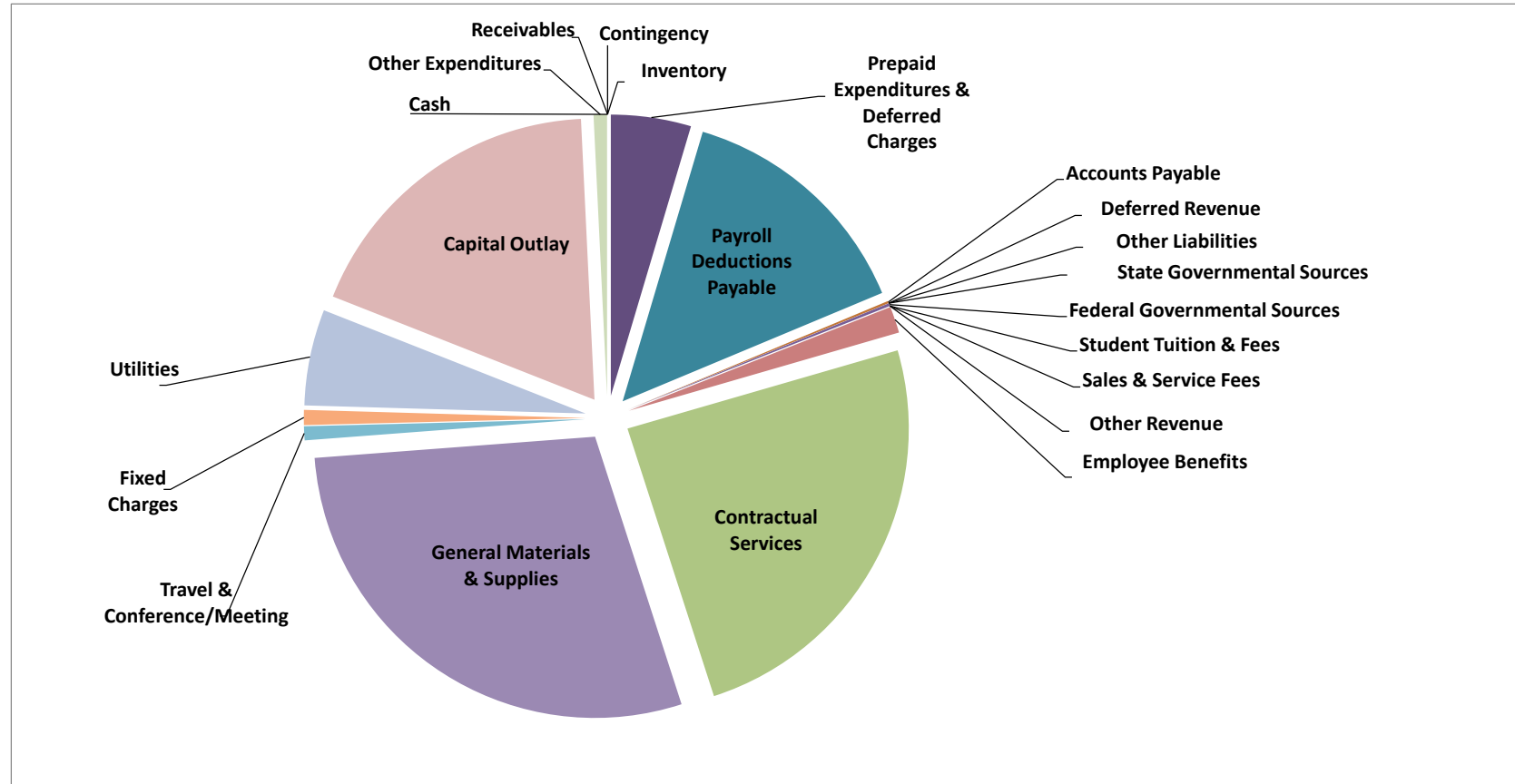
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of September 1-September 30, 2021 totaling \$1,567,891.39.

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

Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 9/1/21 through 9/30/21



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	23,881.75	1.52%
Prepaid Expenditures & Deferred Charges	72,127.14	4.60%	Contractual Services	384,334.04	24.51%
Payroll Deductions Payable	221,088.68	14.10%	General Materials & Supplies	451,121.14	28.77%
Accounts Payable	1,997.30	0.13%	Travel & Conference/Meeting	12,546.75	0.80%
Deferred Revenue	0.00	0.00%	Fixed Charges	13,536.48	0.86%
Other Liabilities	0.00	0.00%	Utilities	86,608.31	5.52%
State Governmental Sources	0.00	0.00%	Capital Outlay	286,140.26	18.25%
Federal Governmental Sources	2,502.83	0.16%	Other Expenditures	12,019.19	0.77%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,567,903.87</b>	<b>100.00%</b>

# Six Month Select Vendor History Report

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY21: (4-Apr)	FY21: (5-May)	FY21: (6-Jun)	FY22: (7-Jul)	FY22: (8-Aug)	FY22: (9-Sep)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$935.00	467.5					467.5
Engineering	53	Contractual Services	0402264	HR Green Inc	\$587.25			587.25			
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$8,181.31	6577.19	1002.24				601.88
<b>Engineering Total</b>					\$ 9,703.56	\$ 7,044.69	\$ 1,002.24	\$ 587.25	\$ -	\$ -	\$ 1,069.38
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$1,426.45	132.28	139.32	203.82	98.26	358.67	494.1
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$50,926.13	4415.94	4477.81	3964.49	6950.18	7006.49	24111.22
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$830.67		38.64	331.2		93.6	367.23
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$831.50						831.5
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$3,522.50				3522.5		
<b>Food Vendor Total</b>					\$ 57,537.25	\$ 4,548.22	\$ 4,655.77	\$ 4,499.51	\$ 10,570.94	\$ 7,458.76	\$ 25,804.05
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	\$ 1,601.41	\$ 250.00	\$ 250.00	\$ 250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$5,665.22	262.5	262.5	1237.5	2628.72	827.75	446.25
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$33,069.68	7611.03	3891.25	8125	4896.25	5102.4	3443.75
<b>Legal Total</b>					\$ 38,734.90	\$ 7,873.53	\$ 4,153.75	\$ 9,362.50	\$ 7,524.97	\$ 5,930.15	\$ 3,890.00
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$54,476.76	10785.98	5045.2	7433.66	2000	5678.6	23533.32
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$68,235.97	27908.27	11377.6	9225.1	8375	5250	6100
<b>Temporary Staffing Total</b>					\$ 122,712.73	\$ 38,694.25	\$ 16,422.80	\$ 16,658.76	\$ 10,375.00	\$ 10,928.60	\$ 29,633.32
<b>Grand Total</b>					\$ 231,539.85	\$ 58,410.69	\$ 26,484.56	\$ 32,709.43	\$ 28,720.91	\$ 24,567.51	\$ 60,646.75

Request to Purchase  
Touchless Foodservice EquipmentInformation

McHenry County College continues to find creative and flexible services that support students. To maximize efficient foodservice operations and reduce the exposure related to COVID-19, the College will be implementing a touchless food service system that provides evening meal options for students on campus after regular hours.

This touchless system will provide MCC Café patrons with similar food options in the evening, but without the need to provide evening staffing. The touchless capabilities of the system also prevents people from having to touch the equipment or cash/gift card payment options that could spread viruses such as COVID-19. This project is in line with the intent of the Higher Education Emergency Relief Funding guidelines. A small renovation of the MCC Café will allow these new machines to be accessible even after the MCC Café closes daily to safely serve the evening population.


Equipment	Units	Price
Option 4 Machines, 1 Refrigerated and 1 with Hot Holding	2	\$23,980.00
Option 8 Machines Refrigerated	2	27,980.00
Set of Temperature controlled lockers, 1 Hot and 1 Refrigerated	2	25,866.00
Vinyl Wrap Print and Application	6	7,500.00
Cashless Terminal by Nayax	6	2,370.00
Annual Software License per Locker Set	2	980.00
Annual Software License per Vending Machine (1 <sup>st</sup> year free)	6	0.00
Shipping & Insurance	1	5,400.00
Total Cost		\$94,076.00

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." Digital Media Vending International LLC is also the sole/single source provider of this equipment.

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 equipment and software from Digital Media Vending International LLC, 5510 Skylane Blvd STE 103, Santa Rosa, CA 95403 for \$94,076.00.



Clinton E. Gabbard  
President

**Digital Media Vending International LLC**

5510 Skylane Blvd STE 103  
 Santa Rosa CA 95403  
 Phone +1-800-490-1108  
 Fax 800-490-1108

**QUOTE**

QUOTE#: 13092021-A1  
 DATE: 09/13/2021  
 EXHIBIT A FOR SALES AGREEMENT

**TO: SANDRA JOHNSTON**  
**CRYSTAL LAKE, IL**

**DELIVERY TO: SANDRA JOHNSTON**  
**CRYSTAL LAKE, IL**

BUYER REF	INVOICE NUMBER	REQUISITIONER	SHIPPED VIA	DELIVERY PORT	TERMS
DMVI-SJ	05112021-A1	Sandra Johnston	UPS	N/A	60% / 40%

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	Option 4 Machines, one Refrigerated and one with Hot Holding	\$11,990.00	\$23,980.00
2	Option 8 Machines Refrigerated	\$13,990.00	\$27,980.00
2	Set of Temperature controlled Locker, one hot and one refrigerated	12,933.00	\$25,866.00
6	Vinyl Wrap Print and Application	\$1,250.00	\$7,500.00
6	Cashless Terminal by Nayax	\$395.00	\$2,370.00
2	Annual Software License per Locker Set	\$490.00	\$980.00
4	Annual Software License per Vending Machine (First Year for Free)	\$288.00	\$0.00

60% deposit with order, 40% balance on notice of shipping

Also available:

On-Site Training with DMVI tech at time of delivery \$400/Day + Travel from DMVI HQ

Each machine comes with a set of unique keys x 3. \$199 for a suite of keys via CamLock

SUBTOTAL	\$88,676.00
CA SALES TAX	Out Of State
SHIPPING & INSURANCE	\$5,400.00
WHITE GLOVE INSIDE DELIVERY	TBD
TOTAL	\$94,076.00

1. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
2. Payment accepted by Wire, Check (10 day hold), or cash for domestic payments.
3. Payment by T/T or WU only for international payments.
4. We are not responsible for your country's customs delays, taxes, local fees or decision.
5. Please notify us immediately if you need to request a change.
6. **Send all correspondence to:**  
DMVI, LLC

5510 Skylane Blvd STE 103  
 Santa Rosa CA 95403

**Banking Details****Account Name:**

Digital Media Vending  
 International LLC

**Bank Details:**

Wells Fargo Bank, N.A.  
 420 MONTGOMERY STREET  
 San Francisco, CA 94104

**Account Number:** 1741447641  
**ACH Routing:** 121042882  
**Wire Routing:** 121000248  
**Swift Code:** WFBUS6S

Request to Purchase  
Air Purifiers for Classrooms, Offices, and Open Gathering Spaces

Information

Since the beginning of the COVID pandemic, McHenry County College has implemented various protocols to ensure that our students, employees, and the community are as safe as possible. Classrooms, offices, and labs are thoroughly cleaned and disinfected daily. MCC is now also planning to install Air Purifier units in each classroom, office, and open gathering space across the campus as an additional measure to help with sanitization efforts. This is part of the College's continued effort to ensure a safe environment for all. These units will be installed over the next couple of months.

These air purifier units come in four different sizes which allows the Physical Facilities team to select the appropriate unit for the room that it will be servicing. These units are capable of removing 99.99% of harmful particles from the air. Several of these units were purchased earlier in the year, and the plan is to place these units in all classrooms, offices, and open gathering spaces in an ongoing effort to ensure that the McHenry County College is taking every step necessary to provide a safe environment for its students, employees, and the community.

<b>Air Purification Units and Replacement Filters</b>	<b>Cost</b>
Air Purification Units	\$25,689.78
Replacement Filters	\$4,400.79
<b>TOTAL PROJECT COST</b>	<b>\$30,090.57</b>

This expense is budgeted in the Fund 06 Restricted Purpose 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 these air purification units from Medify Air of Deerfield Beach, FL for a cost of \$30,090.57.



Clinton E. Gabbard  
President

Request to Purchase  
Tractor and Implements Purchase to support Entrepreneurial Agriculture Program

The Entrepreneurial Agriculture program is in need of equipment for the development of the MCC Student Farm as a model teaching farm, both in terms of scale and practice. Our goal is to train students within proven profitable systems. To achieve that, we will demonstrate practices such as responsible tillage and efficiency of mechanization, cropping and other soil health building techniques that lead to less erosion and healthier, more productive crops. In addition, learning how to appropriately scale production to match market demand is key, and this is best done through demonstration and participation, rather than in theory or presentation. In addition, the Center for Agrarian Learning (CAL) may offer tractor safety classes for the community, as well as workshops on scale and soil building, similar to what will be offered to our Entrepreneurial Agriculture degree students.

This is a request to approve the purchase of the Kubota L470HST tractor with loader and bucket, as well as 2 implements including the 72" Reverse Till Rotary Tiller and the 6'4" Disc Harrow.

Research on this purchase began in March 2021. Quotes from three different companies were secured, four local farmers were consulted, and a decision was made as to the best one for our purposes, which is the Kubota and implements in this request.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total
John Deere 5065E with implements	Deere and Company	\$46,621.62
New Holland 50T4b with implements	ALTA Equipment Company	\$48,892.00
Kubota L4701HST tractor with implements	Johnson Tractor	\$37,890.66 (without Sourcewell discount the total would be \$45,532.58)

\$25,000.00 of this expense will be paid for by the Food:Land:Opportunity grant. We received approval to utilize funds for this equipment purchase (06-2080-904140-580600000 CCT-Food Land Opportunity : Equipment - Instructional).

The remaining \$12,890.66 will be paid for by the College (01-8060-501016- 5805000-00 General Inst – Equipment).

Recommendation



Clinton E. Gabbard  
President

## Approval of New Faculty Appointment

Information

The following is a new full-time faculty position created within the Career and Technical Education division and in support of the College's programming in the area of manufacturing.

➤ **Instructor of Manufacturing:** New Position

Jason Boring has been recommended to fill this position effective January 13, 2022. Mr. Boring is expected to earn an Associate's Degree of Applied Science in Engineering Technology from McHenry County College with a Focus in Automation in December 2021. His experience is as follows:

2019-Current	Machine Builder Coilcraft Inc, Cary IL
2013-2019	Integration Supervisor Zund America, Oak Creek, WI
2008-2013	CNC Service Technician MultiCam Midwest, Elgin, IL

Eight applications were received, eight met the position minimum requirements, and the search committee interviewed two candidates.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane I, Step 12	\$26,435.64	N/A	\$75,168.50

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

**Position Summary:** MCC instructors are higher education professionals who champion student learning. They engage and inspire students, 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:**

- Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field. Bachelor's degree preferred.
- 5-years of work experience in the manufacturing industry
- Demonstrated experience with hydraulics and pneumatics, electricity, motor controls, and programmable logic controls

Recommendation

It is recommended that the Board of Trustees approves the full-time faculty personnel appointment 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 administrator qualifies for a salary adjustment at this time. The salary adjustment takes effect for the fiscal year noted.

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Marlene Vogt– 5 <sup>th</sup> Adjustment – FY 2022	\$104,112.67	\$105,512.67
Director of Occupational Therapy Assistant Program		

Recommendation

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



Clinton E. Gabbard  
President

### Appointment of Replacement Chief of Police

#### Information

The departure of J.C. Paez, effective October 1, 2021, created a vacancy for full-time administrative position of Chief of Police. Thomas Kretschmer has been recommended to fill this position. Mr. Kretschmer has a master's degree in Law Enforcement and Justice Administration from Western Illinois University, Macomb, IL and has many professional law enforcement certifications. His experience is as follows:

2016 – Present	Campus Police Sergeant and Officer McHenry County College, Crystal Lake, IL
2014-2017	Adjunct Faculty McHenry County College, Crystal Lake, IL
1988 – 2016	Commander of Operations Training Sergeant Patrol Sergeant Training Officer Patrol Officer Community Service Officer City of Crystal Lake Police Department, Crystal Lake, IL

Below is a summary of the Chief of Police position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A6	\$90,335.79	\$115,065.96	\$139,796.13	\$26,435.64	\$117,500	\$100,000

**Classification:** Administrator | Full-Time, Pay Grade A6, Exempt

**Position Summary:** Serve as the Chief of Police for the College. Responsible for overseeing all public safety, police and emergency management services, and proactively providing 24/7 security of College buildings and grounds, providing a safe environment for the College community, and enforcing all laws and applicable College policies and procedures.

**Qualifications/Desired Qualifications:**

- Bachelor's Degree from a regionally accredited institution
- Bachelor's Degree from a regionally accredited institution with emphasis in Criminal Justice, Organizational Leadership, Business Management, Law or equivalent
- Ten years related experience in law enforcement or public safety
- Five years of leadership experience directly managing employees
- Appropriate certification(s) as required by the Illinois Law Enforcement Training and Standards Board
- Graduate of Command College or FBI National Academy
- Possess a thorough knowledge of safety and law enforcement practices and procedures and have previous law enforcement experience in a supervisory position
- Must possess a valid DL and FOID Card
- First Aid, CPR AED Certified

Recommendation

It is recommended that the Board of trustees approve the appointment of Thomas Kretschmer to the full-time administrative position of Chief of Police effective November 1, 2021, with a salary of \$100,000.

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

Clinton E. Gabbard  
President

Academic Calendar for 2022-2023

Information

Each year Academic Affairs and Student Affairs work together, in cooperation with the Academic Council, to develop an Academic Calendar. The purpose of the Academic Calendar is to provide the schedule framework for the major academic and student support activities occurring at the College during an academic year. Academic Calendars are created one year in advance to give students, employees, and the community time to plan events well into the future.

The attached proposed Academic Calendar is for the 2022-2023 academic year.

Recommendation

It is recommended that the Board of Trustees approves the proposed Academic Calendar for 2022-2023.



Clinton E. Gabbard  
President



## MCHENRY COUNTY COLLEGE 2022-2023 ACADEMIC CALENDAR

### **SUMMER SESSION 2022**

May 16 (Monday)	Summer Semester Begins *
May 30 (Monday)	College Closed for Memorial Day
June 20 (Monday)	College Closed for Juneteenth – National Freedom Day
July 4 (Monday)	College Closed for Independence Day
Aug. 4 (Thursday)	Summer Classes End

\* Number of weeks classes are offered may vary. Start dates vary by course. Check individual course schedule.

### **FALL SEMESTER 2022**

Aug. 11 (Thursday)	Fall Faculty Development Day & Opening Day for New Students
Aug. 15 (Monday)	Fall Semester Begins *
Sept. 5 (Monday)	College Closed for Labor Day
Sept. 12 (Monday)	Start of 12-Week Classes
Oct. 11 (Tuesday)	College Closed for Professional Development Day; No Classes - Employees Report
Oct. 12 (Wednesday)	Start of Second 8-Week Classes
Nov. 23-Nov.27 (Wednesday-Sunday)	College Closed for Thanksgiving Break
Nov. 28 (Monday)	Weekday Classes Resume
Dec. 5-10 (Monday-Saturday)	Final Exams
Dec. 10 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule

### **WINTER INTERSESSION 2022-2023**

Dec. 12 (Monday)	Winter Intersession Classes Begin
Dec. 23, 2022 – Jan. 2, 2023 (Fri.-Mon.)	College Closed for Winter Break, Classes Meet as Scheduled
Jan. 3 (Tuesday)	College Re-Opens
Jan. 6 (Friday)	Winter Intersession Classes End

### **SPRING SEMESTER 2023**

Jan. 12 (Thursday)	Spring Faculty Development Day
Jan. 16 (Monday)	College Closed for Martin Luther King Jr. Day
Jan. 17 (Tuesday)	Spring Semester Begins *
Feb. 13 (Monday)	Start of 12-Week Classes
Mar. 13 (Monday)	Start of Second 8-Week Classes
Mar. 26 – Apr. 2 (Sunday-Sunday)	Spring Break, No Classes (Offices Remain Open)
Apr. 3 (Monday)	Weekday Classes Resume
May 9-13 (Tuesday-Saturday)	Final Exams
May 13 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule.

Prepared by Office of Academic Affairs [09/13/21]

Reviewed by Academic Council [09/23/21 ]

Reviewed by the Office of Academic Affairs and Workforce Development [10/18/21]

Board of Trustees' Final Approval [Date \_\_\_\_\_]

Approval of the 2021 Estimated Tax Levy And  
Adoption of Estimated Tax Levy Resolution  
(Flat Proposal)

Information

The College is required by statute (35 ILCS 200/18-60) to annually approve an estimated levy and adopt a resolution for the estimated tax levy. The maximum increase the College can receive over the past year's aggregate extension is the lesser of the annual Consumer Price Index-Urban (CPI-U) increase or 5%, exclusive of funds generated from EAV attributed to new development or any expiring Tax Increment Financing Districts. For the 2021 tax levy the College will maintain a flat increase over the 2020 tax levy extension. Consequently, the 2021 estimated Property Tax Levy reflects an overall aggregate increase of 0.0% over the aggregate property taxes extended for 2020.

The 2021 estimate of taxes to be levied is shown in Table 1. The College has statutory authority under 110 ILCS 805/2-12.1 to levy taxes for the purposes listed. In determining the levy amount, each fund/purpose is reviewed to determine the amount needed to support the activities of the College. The timing of the two tax payments to be received from the tax levy cross over two fiscal years, requiring the College to recognize the payments accordingly. Therefore, the 2021 tax levy revenue is distributed 50% in fiscal year 2022 and 50% in fiscal year 2023. The first of the tax payments will be received prior to June 2022 with the remaining payments to be received after June 2022.

**Table 1: Estimated 2021 Tax Levy (With No Increase)**

<u>Levy Purpose/Fund</u>	2020 Board Approved <u>Levy</u>	2020 Actual (after PTELL) <u>Levy</u>	<b>2021 Proposed <u>Levy</u></b>	2020 Actual to 2021 Proposed <u>Difference</u>
Social Security (Fund 12)	\$10,000	\$10,000	<b>\$10,000</b>	\$0
Auditing (Fund 11)	\$75,000	\$75,000	<b>\$75,000</b>	\$0
Liability Insurance (Fund 12)	\$692,444	\$692,444	<b>\$692,444</b>	\$0
Education (Fund 01)	\$25,564,854	\$25,564,854	<b>\$25,564,854</b>	\$0
Building (Fund 02)	\$2,355,204	\$2,355,204	<b>\$2,355,204</b>	\$0
Life Safety	\$0	\$0	<b>0</b>	\$0
Total Non-Bond Funds	28,697,502	28,697,502	28,697,502	0
ESTIMATED 2021 Aggregate Levy % Increase over 2020 Actual Levy (rounded)				0.00%

Per Illinois Compiled Statute (35 ILCS 200/18-70), an increase above 105% over prior year's property tax levy extension requires the College to publish a Truth In Taxation notice in the newspaper and hold a hearing regarding the estimated levy prior to approval. However, the proposed 2021 increase is 0.0% therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law do not apply to

the adoption of the 2021 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

The Board must also pass a resolution regarding the estimated amounts necessary to be levied for the 2021 year, as well as sign the certificate of compliance with the Truth in Taxation law. Those documents are attached.

#### Recommendation

It is recommended that the Board of Trustees approves the estimated 2021 property tax levy for \$28,697,502 and adopts the attached resolution for the estimated 2021 tax levy for College District 528 and Certificate of Compliance with the Truth in Taxation law.



Clinton E. Gabbard  
President

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2021**

**WHEREAS**, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

**WHEREAS**, the amount of property taxes extended or estimated to be extended on the aggregate levy of Community College District No. 528 for the year 2020 was \$28,697,502; and

**WHEREAS**, it is hereby determined that the estimated aggregate levy necessary for the year 2021 upon the taxable property of the College District is \$28,697,502;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees, Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois, as follows:

**Section 1:** The estimated aggregate levy for the year 2021 is \$28,697,502.

**Section 2:** The estimated aggregate levy for the year 2021 does *not* exceed 105% of the taxes extended, including any amount abated prior to such extension, on the aggregate levy of the College District for the year 2020.

**Section 3:** In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2021 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.



**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 28<sup>th</sup> day of October, 2021.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 528  
COUNTIES OF McHENRY,  
BOONE, KANE AND LAKE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATE OF COMPLIANCE WITH**  
**THE TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chair of the Board of Trustees of Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois; and

I do further certify that the Board of Trustees of said College District adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2021," at a regularly convened meeting held on the 28<sup>th</sup> day of October, 2021, said date being at least 20 days preceding the adoption of the aggregate tax levy of the College District; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2020, and the aggregate levy of the College District for 2021 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the College District for 2020, such that the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* were not applicable to the adoption of said 2021 aggregate levy.

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CHAIR  
BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 528  
COUNTIES OF McHENRY,  
                    BOONE, KANE AND LAKE  
STATE OF ILLINOIS

## 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	9/27/2021	Sebastian Morales	Enrollment Outreach Assistant	N
ADJ	10/04/2021	Misty Meiners	Adjunct Faculty - Workforce & Community Development	A
STA	10/04/2021	Emma Glauser	Library Circulation Assistant	N
STA	10/04/2021	Abigail Alegre	Office Assistant III (Campus Police)	N
STA	10/04/2021	Maria Jacobo-Thrush	Coordinator of Data, Instruction, and Program Compliance	T
STA	10/04/2021	Rachel Emmert	New Student Enrollment Coach	N
STA	10/04/2021	Amy Neff	Academic Advisor	T
STA	10/04/2021	Karen Taboada Burr	Coordinator of Student Diversity & Inclusion	R
STA	10/11/2021	Sarah Frank	Grants Specialist	N
ADJ	10/11/2021	Adriane Manka	Adjunct Faculty-Academic Affairs	N
ADJ	10/13/2021	Nichole Babcock-Zook	Adjunct Faculty - Academic Affairs	N

***Through October 15, 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	09/15/2021	Christine Fischer	Administrative Assistant II (Facilities Management)
ADM	10/1/2021	J.C. Paez	Chief of Police
STA	10/5/2021	Brandon Santana	Coordinator of Orientation and Academic Advisor
STA	10/6/2021	Jacob Schmidt	Groundskeeper
STA	10/6/2021	Melodie Svihlik	Campus Police Officer
STA	10/8/2021	Gerardo Banuelos	Student Veterans Center Assistant
STA	10/29/2021	Demetrius Robinson	Coordinator of Career Services

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	11/30/2021	Ginger Gorski	Assistant Bursar

***Through October 19, 2021***

### Friends of MCC Foundation Update

#### **Spring 2022 Scholarship Update**

Scholarship applications for the Spring 2022 semester closed on October 6, 2021. 350 students submitted applications. Application reviews are in process and students will be notified of awards in November.

#### **New Scholarship - Rachel Lee Bachman Memorial Culinary Scholarship**

The Rachel Lee Bachman Memorial Culinary Scholarship was established by Barbara Schneider in memory of her daughter, Rachel. The Rachel Lee Bachman Memorial Culinary Scholarship will award \$750 to one culinary student in both the fall and spring semesters.

#### **New Scholarship – FIERF Forging Foundation Scholarship**

The FIERF Forging Foundation established this scholarship to support students pursuing careers in the forging industry. The Forging Foundation matched a gift from a Forging Industry Association member who directed the funds go to McHenry County College. This scholarship will award three students each semester with a \$500 scholarship. Students must have a 2.5 GPA and be studying manufacturing or engineering.

#### **New Scholarship - Motorola Solutions Foundation Public Safety Scholarship**

The Friends of MCC Foundation received a \$25,000 grant from The Motorola Solutions Foundation to establish scholarships in support of students pursuing a career in either Fire Science, Criminal Justice, or EMT with preference given to applicants who are female, people of color, low-income or first-generation, students with disabilities, or those who are underrepresented in the fields of public safety. This scholarship will award \$2,500 to ten students.

#### **Education to Empowerment Fall Luncheon**

*Growing a Community of Strength and Support: An Education to Empowerment Fall Luncheon* was held on Thursday, September 30 at The Venue at Goebbert's. The event was a great success with 125 women in attendance and over \$20,000 raised through ticket sales, donations, and a silent auction. Eight women became Education to Empowerment members during the event. Education to Empowerment looks forward to hosting this annual event again in 2022.



#### **2021 President's Dinner**

The 2021 President's Dinner will be on Friday, October 29 at MCC. Over 100 guests have already registered for what will be a fantastic evening celebrating MCC, MCC students, and MCC's newest Distinguished Alumni recipients.

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, Buss Ford, Crystal Lake Bank & Trust, Demonica Kemper Architects, First Midwest Bank, M4 Factory, Miller Verchota, Inc., MercyHealth, Northwestern Medicine, Pepper Construction, Shaw Media, Ross Barney Architects, Sikich LLP, 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>
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	Sheri Doyel, Director of Center for Agrarian Learning
Gene Haas Foundation	This award will provide scholarships for credit and noncredit CNC machine technology students, with the goal of increasing the number of students who are able to gain skills and enter a career in manufacturing.	\$8,000	Brian DiBona, Executive Director of Friends of MCC Foundation

**PENDING APPLICATIONS**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
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
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

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
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
New America/Lumina Foundation	MCC developed 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	Pending	November
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.	\$142,770	Pending	November

**APPLICATIONS IN DEVELOPMENT**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Estimated Request</b>	<b>Status</b>	<b>Application Due Date</b>
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
DCEO Job Training and Economic Development	This program will address the economic impacts experienced by individuals who are underemployed, unemployed, or facing one or more barriers to employment by providing career pathway opportunities and support services needed for successful entry/re-entry into the labor force. MCC is developing an application with a focus on young adults aged 16-24 entering the healthcare field.	TBD - \$500,000 – 750,000 over two years	In development	October 29, 2021
ICCB Innovative Bridge and Transition Program	MCC is considering an application to provide support for Adult Education students as they transition into credit-bearing classes and ultimately to employment by providing contextualized basic education, occupational competencies, and employability skills.	TBD	Under consideration	November 15, 2021

**APPLICATIONS DENIED**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Follow Up</b>
DCEO Rebuild Illinois Regional Economic Development Grant	This grant program would have provided partial funding to help renovate MCC's athletic facilities.	\$2,000,000	MCC will continue to explore alternate sources of funding for this project.



## 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
  - 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
  - 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)
  - Portrait in Print art collection book publication
  - 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 September 16, 2021—October 16, 2021.

- McHenry County College to be Featured in Showcase of Solar Homes, Businesses Across State
- McHenry County College Awarded \$20,000 Impact Grant for Pre-Apprenticeship Program
- MCC Speaker Series to Explore Latinx Literature, Inclusion, and Experience
- Friends of MCC Foundation Donates New Playground Bikes to Children's Learning Center
- McHenry County College to Offer Occupational Spanish Class This Spring
- McHenry County College and Manufacturing Pathways Consortium Celebrate National Manufacturing Month
- McHenry County College Receives \$25,000 Motorola Solutions Foundation Grant
- Chicago Brass Band Players Return to MCC's Second Sunday Concert Series October 10
- McHenry County College to Host Clayworkers' Guild 21st Annual Members Show October 1-30
- MCC and Arizona State University Partner to Offer Students Streamlined Transfer Pathways
- MCC Speaker Series to Explore Archaeology in Popular Films
- Job and Internship Fair Held at McHenry County College October 20
- MCC Offers Series of Farm-Business Workshops This October
- Forging Industry Education and Research Foundation Partners with MCC to Offer Scholarships for Engineering, Manufacturing Students
- MCC's Black Box Theatre to Perform "Puffs (or Seven Increasingly Eventful Years at a Certain School of Magic and Magic)" November 4–20

*\*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**

- McHenry County College's solar array was featured as part of the Illinois Solar Energy Association's Solar Tour day on September 25, 2021. Visitors talked with Director Hankins about the solar array and Kim Sowinski, Student Farm Assistant, about the high tunnel and farm. The tour locations are available at <https://www.illinoisolar.org/2021-Solar-Tour-Northern>.
- The ReUse It corner has hosted several tables of free, gently used office supplies throughout the month of September. Over \$1,500 worth of supplies have been repurposed.
- The IGEN Net Zero Collaborative started its fall semester meetings with a kickoff on September 20, 2021. The Collaborative is led by the Smart Energy Design Assistance Center (SEDAC) from the University of Illinois. The goal is to help community colleges begin or continue the path toward net neutrality by sharing ideas and successes. MCC Sustainability Center has been participating to learn how to reduce our energy use.
- Director Hankins met with Assistant Vice President for Student Affairs, Sonia Reising on September 10, 2021. They reviewed the anthology developed by the Association for the Advancement of Sustainability in Higher Education (AASHE) on the intersection of diversity, equity, belonging and inclusion (DEBI); and, sustainability. Assistant Vice President Reising and Director Hankins discussed how the two offices could support each other as well as additional campus DEBI initiatives.
- The Student Environmental Action Club started meeting in September on Monday afternoons. The president of the club is Vanessa Olandese and co-advisors are Leslie Krebs and Kim Hankins. The club has participated in the monthly restoration workdays at the Loyola University and Retreat and Ecology center and MCC Zen garden clean up. The club is currently planning a walk/hike at Veterans Acres.
- The Sustainability center is delighted to welcome Alissa Kusch as the Sustainability Center Student Specialist. Alissa is an MCC student studying psychology. She is helping manage the ReUse It Center and support for the Green Living Expo.

### **Community Connections and Conferences**

- Planning continues for the 2021 Green Living Expo to be held on November 6, 2021. The Expo Steering Committee has chosen to move the 2021 Green Living Expo to an online platform. In addition to a robust exhibitor area, six speakers will be featured throughout the day. Topics will include solar energy storage; soil analysis (of MCC soil); backyard chickens, food forests and tours of the student farm. Registration to attend the Expo can be found at [www.mchenry.edu/greenexpo](http://www.mchenry.edu/greenexpo).
- Director Hankins attended the Upper Midwest Association for Campus Sustainability Conference: Healthy Planet, Healthy People Advancing Justice in Challenging Times On September 23 & 24, 2021. Virtual sessions on Covid, Black Lives Matter, climate change and much more were offered. This conference provided unique opportunities to understand how other colleges and universities are working to strengthen their campus work in these issues and work toward a just and sustainable society.

## Workforce Development Update

This month's Workforce Development Update highlights Manufacturing Month activities and the marketing strategies in place across the division.

**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. In collaboration with MCC's Office of Marketing and Public Relations (OMPR), a month-long social media campaign has begun to share stories from apprentices, employees, and management from member companies to highlight career entry and advancement opportunities within manufacturing. Randy Loga from TEQ LLC a Sonoco Company located in Huntley was featured as he spoke about his support of the MCC apprenticeships program. Student apprentices Steel Blew (who works at TEQ) and Madison Loewe and Ashton Zalke (who both work at Scot Forge) shared in video interviews about their apprenticeship experiences and advice for those deciding to pursue a career in manufacturing. The community is actively engaging with the social media posts to expand the reach of the messaging. Other October activities have included:

- **National Manufacturing Day** – Friday, October 1 marked the social media kickoff.
- **Manufacturing Trade & Industry Expo** – On October 6, several booths representing different departments from MCC and the Manufacturing Pathways Consortium participated in this annual career resource expo. MCC also proudly served as a sponsor of the event. Although the expo took place at McHenry High School's new Center for Science, Technology, and Industry, students and parents from all over McHenry County attended the event and gathered information.
- **MCC Manufacturing Breakfast** – On October 13, MCC was honored to host the 11<sup>th</sup> annual networking and breakfast event back in person at the MCC Commons and Luecht Auditorium with a livestream option available. More than 170 individuals from nearly 80 organizations participated in the event. The event featured a buffet style breakfast, an expo of MCC resource booths, a college update from Dr. Clint Gabbard, and a panel discussion on the timely topic of Supply Chain Agility. Catherine Jones moderated the conversation with panelists Frank Celmer, CFO & Treasurer and General Manager for Processed Steel Company from TC Industries Inc., Jeff Maycan, Factory Director from True Value Manufacturing, and John Mink, Vice President Global Supply Chain with HydraForce Inc. and author of "Forecasting with Out-Liars." Mink's book was available for sale in the MCC Store. Following the main program, Breakout Sessions were offered on the topics of Manufacturing Pathway and Career Development, Metal Fabrication and Machining, and Supply Chain Management.
- **Stateline SHRM DEI in the Workplace Round Table** – On October 14, Stateline SHRM (Society for Human Resource Management) hosted a diversity, equity, and inclusion event at MCC's Shah Center. Speakers and topics included: Tatyana Fertelmeyer on inclusion, Rachel Boldman on gender equity, and Carlos Arevalo and retired Judge Charles Weech on employment after incarceration.
- **Job and Internship Fair** – On October 20, more than 70 employers arrived to meet with local job seekers at 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) were offered in the days and weeks leading up to the event on a variety of career and job search topics to prepare active job seekers.

- **Manufacturing Industry Seminar** – On October 21, a livestream event about manufacturing careers was hosted by both MCC and McHenry County Workforce Network. Catherine Jones interviewed representatives from production, distribution, and management sides of the industry, including Jackie Speciale from MAC Automation Inc. and Daniela Rodriguez from Scot Forge 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 event recording is shareable for upcoming events, for use in MCC classrooms, and as a career awareness resource for local middle and high schools.
- **Manufacturing Pathways Consortium Member Meeting** – On October 27, nearly 160 members of the Consortium were invited to tune in to the monthly membership meeting and celebrate this dedicated month to their industry. The group listened to a presentation from Community High School District 155, provided team reports, and continued to form valuable connections between local manufacturers, educators, and community partners towards the constant goal of creating an employment pipeline focused on future careers within the manufacturing industry.
- **Disabilities Job Fair** – On October 27, 14 organizations that recruit and support alternative talent hosted booths at MCC's Shah Center for a job fair. Community members attended this free event to collect information, meet local employers, and consider available job opportunities in McHenry County.

### Marketing Strategies

The Workforce Development division works with the MCC's Advancement and Development division, specifically the Office of Marketing and Public Relations (OMPR), on an integrated marketing strategy designed to reach a wide range of target audiences. See below for further details.

**Personal Development and Retired Adult Program (RAP)** – As an immediate response to the onset of the pandemic in FY 2020, these programs shifted to presenting a monthly schedule of offerings. This provided the highest degree of programming agility during an unsettled time. During FY 2021, the production frequency transitioned from monthly to quarterly as conditions stabilized. Beginning with the October-December quarter of FY 2022, the combined catalog that includes Personal Development, RAP, Career Training, and Workforce Training computer classes was reintroduced. To expand awareness of these programs, a direct mail postcard will be mailed by the end of October to approximately 125,000 households in McHenry County.



Class schedules for each program are available for download from the website and physical copies may be provided upon request. Email messages that provide programming highlights of Personal Development classes are sent to 1,800 contacts on a weekly basis. RAP members also receive regular email communication to keep them apprised of new offerings. Social media posts provide shareable content to help increase the awareness of available classes.



[www.mchenry.edu/workforcetraining](http://www.mchenry.edu/workforcetraining)



**Workforce Training Program** – Each quarter the Catalyst catalog is produced, distributed, and available at in-person events. The electronic version is shared with 2,000 individuals via a weekly email message, more than 6,000 physical copies are sent directly to key employer contacts, and the catalog is also available on the website. A schedule of social media posts is used to compliment the Catalyst offerings with press releases and flyers released to highlight specific classes. The interior video messaging board and exterior Route 31 sign at the Shah Center in McHenry provide program specific and general college information.



**Career Training** – In addition to the quarterly schedule, the Career Training program utilizes social media and in-person presentations to recruit participants. The website provides interested individuals with in-depth program information as well as licensure requirements and employment overviews. Informational videos and student stories are also used to help prospects learn more about the programs.



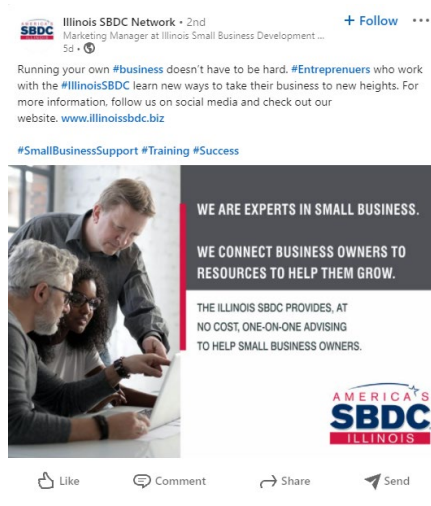
**Career Services** – Social media posts reach employers and job seekers and are used to reinforce the marketing messages sent via email. Career Services frequently uses press releases to reach community members with information about activities such as the annual MCC Job & Internship Fair, resources such as Career Coach or Hire-a-Scot, and apprenticeship opportunities.



Flyers, table tents, and postcards connect students to the various services and resources available through the Career Services Center. Faculty members are an important link to students and are kept informed through email communication.



**Illinois Small Business Development Center (ISBDC)** – The ISBDC uses social media, email marketing, and webinars to acquaint entrepreneurs with available resources. The program is also supported in outreach by the Illinois Department of Commerce and Opportunity and the Small Business Administration.



**Noncredit Premiere Day** - The annual Noncredit Premiere Day event provides community members with an opportunity to sample continuing education offerings from across the institution. In April 2021, the event was presented as a two-hour virtual event. Attendees learned about nearly 20 topics during three rounds of breakout sessions. Each session also encouraged registration. Current plans call for the event to return to an in-person format in April 2022.