

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

Thursday, February 23, 2023
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. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, January 26, 2023
7. OPEN FOR RECOGNITION OF VISITORS

Three (3) minutes per person or less.

8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. RECOGNITION OF ICCTA OUTSTANDING FACULTY OF THE YEAR
10. RECOGNITION OF ICCTA OUTSTANDING ADJUNCT FACULTY OF THE YEAR
11. 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: Mr. Chase Filkins
 - E. Attorney Report

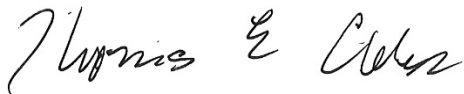
12. APPROVAL OF CONSENT AGENDA

For Approval

- A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #23-18
 2. Treasurer's Report, Board Report #23-19
 3. Ratification for Accounts Payable Check Register, Board Report #23-20
- B. 2023 ICCTA Awards
 1. 2023 ICCTA Outstanding Full-Time Faculty Member Award, Board Report #23-21
 2. 2023 ICCTA Outstanding Adjunct Faculty Member Award, Board Report #23-22
- C. Destruction of Closed Session Recordings, Board Report #23-23
- D. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Commvault Backup Annual Support Agreement, Board Report #23-24
 2. AAS in Criminal Justice and Certificates, Board Report #23-25
 3. Testing Center Renovation, Board Report #23-26
 4. Upgraded LED Classroom Projectors and Related Materials, Board Report #23-27
 5. Apple Computer Lease for Graphic Arts, Board Report #23-28
 6. Ratification to Approve Purchase of Furniture, Board Report #23-29
- E. Personnel
 1. Salary Adjustment, Board Report #23-30
 2. Salary Adjustment, Board Report #23-31

13. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

14. APPROVAL OF CONTRACT EXTENSION FOR AUDITING SERVICES, Board Report #23-32
15. APPROVAL OF FACULTY FOR TENURE APPOINTMENT IN 2023-2024, Board Report #23-33
16. FACULTY SPONSORED LEAVE, Board Report #23-34
17. FY 2024 TUITION APPROVAL, Board Report #23-35
18. AUTHORIZATION OF NON-MANDATORY TRANSFER OF FUNDS FOR FY 2023, Board Report #23-36
19. 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. Center for Agrarian Learning
 - G. Sustainability Center Update
 - H. Workforce Development Update
20. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
21. CLOSED SESSION
 - A. 120/2(c), Exception #21, Review of Closed Session Minutes
 - B. Other matters as pertain to the exceptions of the Open Meetings Act
22. APPROVAL OF MOTION TO NOT RELEASE CLOSED SESSION MINUTES AS A RESULT OF THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES
23. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 17, 2022 and Regular Board Meeting of January 26, 2023
24. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Thomas E. Allen". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

Thomas E. Allen
Chair

FACULTY SPOTLIGHT

FEBRUARY 2023

1. Faculty Speaker Series event: A Christmas Carol Revisited: Scrooge's Reclamation.



Ted Hazelgrove and **Jim Gould** joined forces on Thursday, December 15, 2022, inviting us to reflect on the power of a transformed life. Our community had a chance to get in the holiday spirit with a new take on Ebenezer Scrooge's well-known



tale of personal transformation. Ted and Jim analyzed the background and historical impact of Dickens' iconic novella and examined the lessons of Scrooge's journey from closed-hearted and cruel to repentant and redeemed. For a video of this program and to register for future events, please follow this link: [Experts and Insights | McHenry County College](#)

2. Faculty Speaker Series event: Plants, The Forest, and You



On Thursday, January 19, 2023, **Richard Tobiasz**, Horticulture, enchanted members of our community with an exploration of the wonderful connection that exists between humans and plants. The audience learned about the benefits of shinrin yoku (forest

bathing) for mental and physical well-being, explored plants' simple structure and function, and discovered how plants can improve health and help modify climate change. For a video of this program and to register for future events, please follow this link: [Experts and Insights | McHenry County College](#)



Nate Kivley, Automotive, graduated from UW Stout with an MS degree in Career and Technical Education.

Starr Nordgren, English, completed two graduate courses. The first was *Embracing the Multicultural Classroom: Creating an Inclusive and Equitable Environment for all Students* and the second was *LGBTQ Students: Meeting Academic, Social, and Emotional Needs*.

Sarah Sullivan, History was interviewed by Huntley Community Radio on 11/30 on the topic of holidays in history, and delivered a program on Holiday Traditions to Del Webb on 12/2. She also presented a raucous program on the Everleigh Sisters (Chicagoland owners of the most profitable and well known house of ill repute) to the Huntley Library 55+ program on 1/16, and was a last minute fill in for the Trout Valley Questers on 2/6 when she presented on Erane Scully who survived almost two years in captivity in a Russian work camp during WWII.

The following nine faculty members presented at the 2023 MCC Teaching and Learning Conference held at MCC on February 3, 2023.

1. **Sarah Sullivan** | Social Justice for all: How participating in a book study can revolutionize your classroom!
2. **Anne Humphrey** | Introductory Syllabus Assignment
3. **Shiela Venkataswamy** | Navigating Multiple Roles: Young Hispanic American/Latina Women and the Community College Experience
4. **Anne Meny** | Gamification in the Classroom
5. **Sarah Ruthven** | Faculty Who Make Changes: A discussion of sustainable classroom improvements
6. **Steve Young** | The Rectification of Grades: A Syllabus Rewrite
7. **Kate Middy** | All Together Now, Scholars: Assessing Student Learning Through the Use of Formal Academic Seminar
8. **Robin Deak & Sherry Ridge** | Sticky Situations
9. **Jim Stockwell** | Four Score and Several Other Games



Robin Deak, Psychology filled in for a pastoral friend in an emergency and gave the February 5th message regarding How Self-Care isn't Selfish and How it Benefits Your Brain at Rockton Methodist Church in Rockton, IL.

Sherry Ridge, Business, reports:

This semester we will hold our 7th annual Meals with Moms in Business, featuring women in law.

We are collaborating again with the AAWCC, Business Club of MCC, Career Services, and Student Mentoring Program to provide students with a LinkedIn training.

The Business Club is kicking off the Scots for Non-Profits program. Students will volunteer for a local non-profit for the semester.

Program Outcomes:

1. Introduce students to the importance of businesses to network, proactively participate and support non-profit organizations.
2. Encourage servant leadership to the college and local community, supporting students earning the Silver Cord.
3. Create awareness of non-profit needs in McHenry County.
4. Display professional etiquette and behavior.
5. Choose appropriate technology for use effectively and efficiently.

My dissertation proposal “ Supporting College Student Success by Meeting Social Service Needs. A Quantitative Study” has been approved by MCC and my university, I will spend the first part of this semester collecting and evaluating the data. I am very appreciative of all the help and support administration and my colleagues have given me.

Student Trustee Report

February is here, and you can feel the momentum of the student body in the halls. The commute time from Building A to Building F has decreased substantially due to students figuring out where our classes are, and the most efficient route to them. It might be a little early to say it, but spring break and warm weather are right around the corner.

Fellow students, we are almost to our sixth week of classes for the semester. This is a good time to evaluate if there are any ways to make the rest of the semester flow more smoothly than the beginning. I decided to do my homework in the MCC Library before going home to avoid any distraction. I also began using “do not disturb” on my phone at nighttime to get better sleep. For students in classes with a compounding lesson plan, it is imperative to be confident in your understanding of the first six weeks of material. If there are any topics you don't fully grasp yet, I recommend taking advantage of the Sage Learning Center, which is located conveniently inside the library. I personally promise that you will leave fully grasping the answers to the questions you brought in. If you're applying this month to transfer in order to continue your education after McHenry County College, keep grinding... and Go Scots!

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2023 through the month of January.

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2023 is currently 58.6% complete with the year-to-date results ending January 31, 2023 being reported. In the Operating Funds, total revenue is 43.0% of budget, as compared with 43.7% at the same time last year. Total expenditures are 36.5% of budget, as compared with 37.2% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

Revenue

- Local governmental is 58.6% of budget and up \$296,457 (1.8%) from last year at this time. FY 2023 revenue is \$16,979,905 vs. FY 2022 revenue of \$16,683,448. For FY 2023, this revenue is derived from 50% of the 2021 tax levy (as approved by the Board in November 2021) and 50% of the 2022 tax levy (as approved by the Board in November 2022).
- State government is 47.0% of budget and down \$80,465 (-3.4%) from last year at this time. FY 2023 revenue is \$2,288,385 vs. FY 2022 revenue of \$2,368,850.
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$0 vs. FY 2022 revenue of \$0.
- Student tuition and fees is 72.0% of budget and down \$234,158 (-2.4%) from last year at this time. FY 2023 revenue is \$9,616,801 vs. FY 2022 revenue of \$9,850,960. 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 33.5% of budget and up \$25,358 (85.7%) from last year at this time. FY 2023 revenue is \$54,935 vs. FY 2022 revenue of \$29,577. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 84.2% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$15,966 vs. FY 2022 revenue of \$15,966. 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 67.6% of budget and up \$309,397 (213.2%) from last year at this time. FY 2023 revenue is \$164,292 vs. FY 2022 revenue of -\$145,105.
- Nongovernmental gifts, scholarships, grants & bequests is 25.0% of budget and down \$9,484 (-77.5%) from last year at this time. FY 2023 revenue is \$2,753 vs. FY 2022 revenue of \$12,236. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 12.7% of budget and up \$143,013 (4.1%) from last year at this time. FY 2023 revenue is \$3,646,916 vs. FY 2022 revenue of \$3,503,902. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,469,029, Retiree Health contributions, which account for \$351, Other Misc. Income, which account for \$130,707 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$46,828. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2022 that "On-Behalf Payment" was \$14,228,829.

Expenditures

- Salaries expenditures are 55.4% of budget and up \$751,398 (5.1%) from last year at this time. FY 2023 expenditures are \$15,611,141 vs. FY 2022 expenditures of \$14,859,744.
- Employee benefit expenditures are 16.4% of budget and down \$82,263 (-1.5%) from last year at this time. FY 2023 expenditures are \$5,349,163 vs. FY 2022 expenditures of \$5,431,425. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$14-21 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 49.1% of budget and down \$46,482 (-1.9%) from last year at this time. FY 2023 expenditures are \$2,367,796 vs. FY 2022 expenditures of \$2,414,278. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 55.9% of budget and down \$304,710 (-14.1%) from last year at this time. FY 2023 expenditures are \$1,849,714 vs. FY 2022 expenditures of \$2,154,424.
- Travel and meeting expenditures are 37.3% of budget and down \$23,601 (-16.0%) from last year at this time. FY 2023 expenditures are \$124,090 vs. FY 2022 expenditures of \$147,691.
- Fixed charges expenditures are 64.2% of budget and down \$72,658 (-6.6%) from last year at this time. FY 2023 expenditures are \$1,021,116 vs. FY 2022 expenditures of \$1,093,774. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 29.1% of budget and down \$178,309 (-33.4%) from last year at this time. FY 2023 expenditures are \$355,541 vs. FY 2022 expenditures of \$533,850.
- Capital Outlay expenditures are 0.6% of budget and down \$618,679 (-98.3%) from last year at this time. FY 2023 expenditures are \$10,389 vs. FY 2022 expenditures of \$629,068. ***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 61.8% of budget and up \$69,422 (14.0%) from last year at this time. FY 2023 expenditures are \$566,254 vs. FY 2022 expenditures of \$496,832. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 expenditures are \$0 vs. FY 2022 expenditures of \$0.



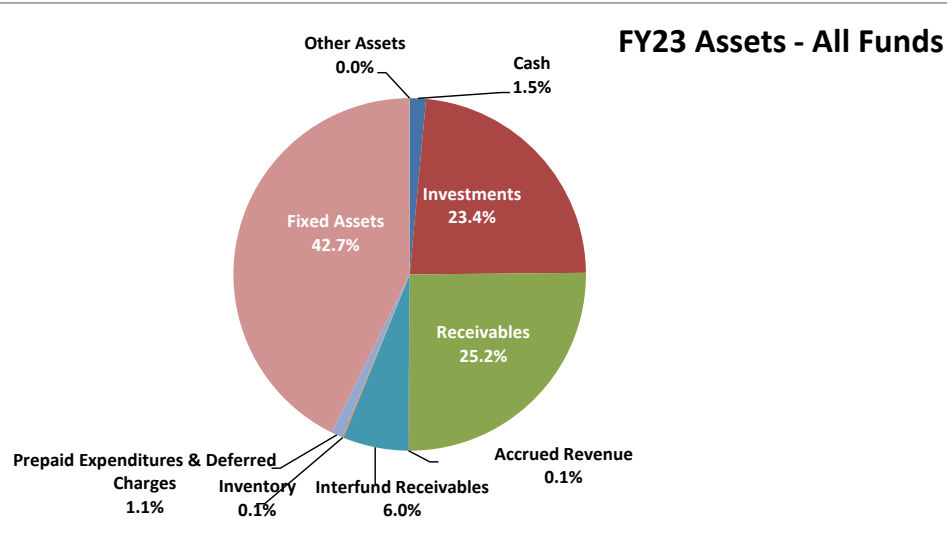
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
January 31, 2023

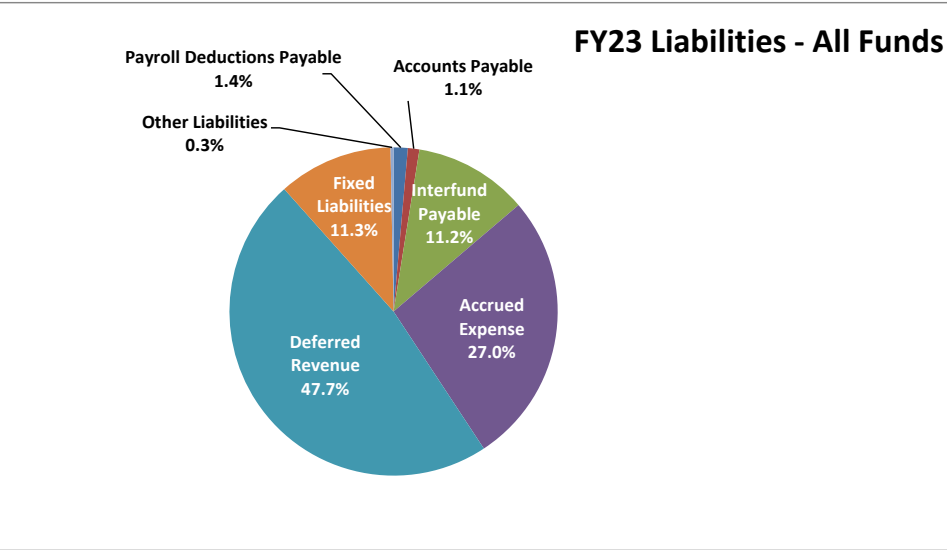
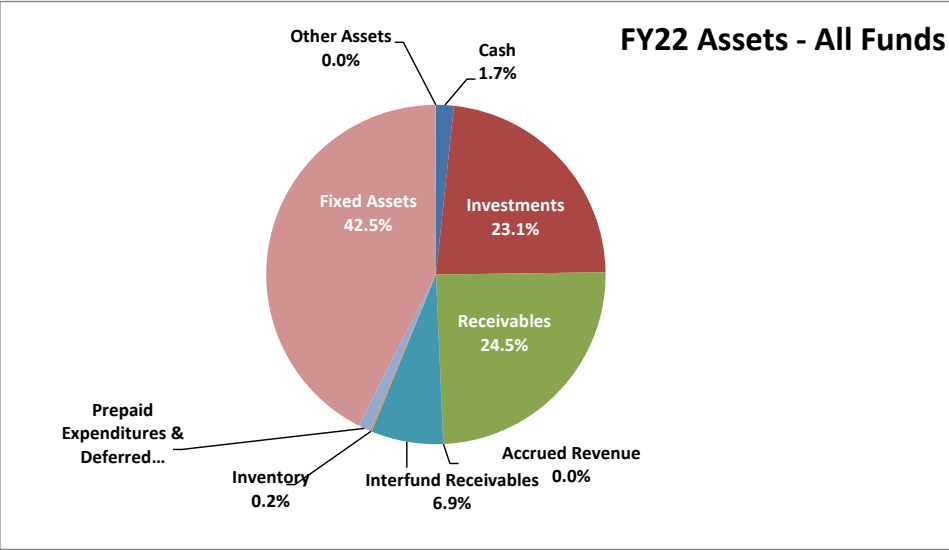
Funds Statement of Net Position (Balance Sheet)														
January 31, 2023														
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes 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	2,500,031	715,812.02	-	-	442,236.25	95,819	39,828	95,646	-	-	432,405	28,284	-	650,000
Investments	39,297,729	17,559,045	1,022,145	15,711,469	-	-	-	2,926,079	-	-	-	-	2,078,991	-
Receivables	42,433,482	38,286,612	2,674,363	-	-	31,829	661,730	-	-	-	-	75,135	703,812	-
Accrued Revenue	93,341	30,151	2,316	52,148	-	-	-	4,754	-	-	-	-	3,971	-
Interfund Receivables	10,086,603	3,858,434	6,155,752	0	(0)	211,394	(138,976)	-	-	-	-	-	-	-
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,783,800	1,079,756	24,013	-	-	24,509	36,389	-	-	72,084	-	-	119,305	427,744
Fixed Assets	71,770,693	-	-	-	-	-	-	-	71,770,693	-	-	-	-	-
Other Assets	20,298	-	-	-	-	-	-	-	-	20,298	-	-	-	-
Total Assets	168,186,716	61,529,810	9,878,589	15,763,617	442,236	564,291	598,971	3,026,480	71,770,693	92,382	432,405	103,419	2,906,079	1,077,744
Liabilities														
Payroll Deductions Payable	1,163,030	1,012,543	22,274	-	-	125,414	2,799	-	-	-	-	-	-	-
Accounts Payable	945,772	925,621	-	-	-	18,030	2,121	-	-	-	-	-	-	-
Interfund Payable	9,394,173	-	-	7,751,583	-	-	-	-	-	-	-	-	1,642,591	-
Accrued Expense	22,514,833	581,281	-	-	-	-	-	-	-	(16,226)	-	-	-	21,949,778
Deferred Revenue	39,814,943	29,851,534	2,595,523	-	-	8,417	-	-	-	-	-	68,750	643,907	6,646,812
Fixed Liabilities	9,442,318	-	-	-	-	-	-	-	-	9,442,318	-	-	-	-
Other Liabilities	247,958	31,840	-	-	-	216,118	-	-	-	-	-	-	-	-
Total Liabilities	83,523,027	32,402,819	2,617,797	7,751,583	-	367,979	4,920	-	-	9,426,092	-	68,750	2,286,498	28,596,590
Designated Fund Balance	84,663,689	29,126,991	7,260,792	8,012,035	442,236	196,313	594,051	3,026,480	71,770,693	(9,333,710)	432,405	34,669	619,581	(27,518,846)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,221,021	17,457,785	1,763,236											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	79,782,727			8,012,035	0				71,770,693				619,581	-27,518,846
Liabilities, Protection, and Settlement	-36,341,583									-9,442,318				
Working Cash/Other Restricted	2,811,125						594,051	1,750,000			432,405	34,669		
Remaining Unassigned Balance	19,190,399	11,669,206	5,497,556	0	442,236	196,313	0	1,276,480	0	108,608	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
January 31, 2023

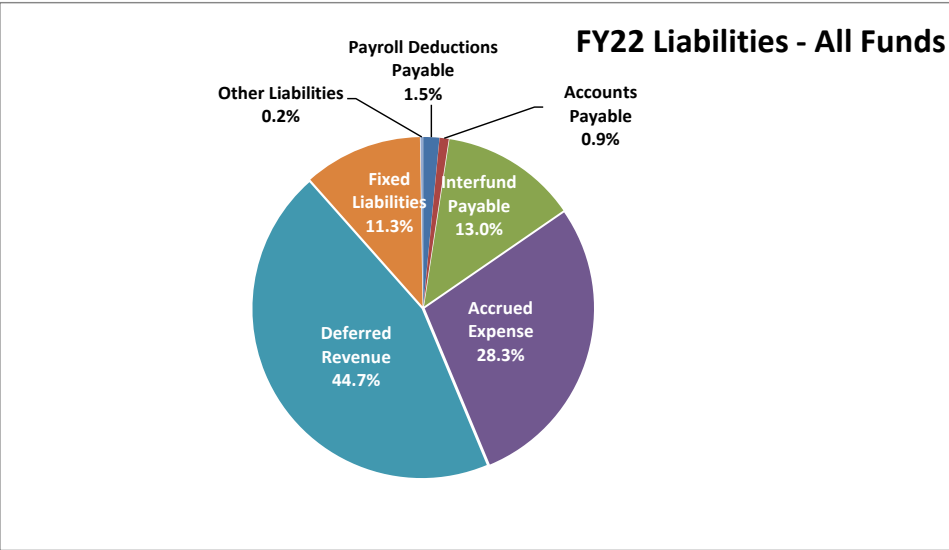
Total Assets = \$ 168,186,716



Total Assets = \$ 164,761,454



Total Liabilities = \$ 83,523,027



Total Liabilities = \$ 84,365,267

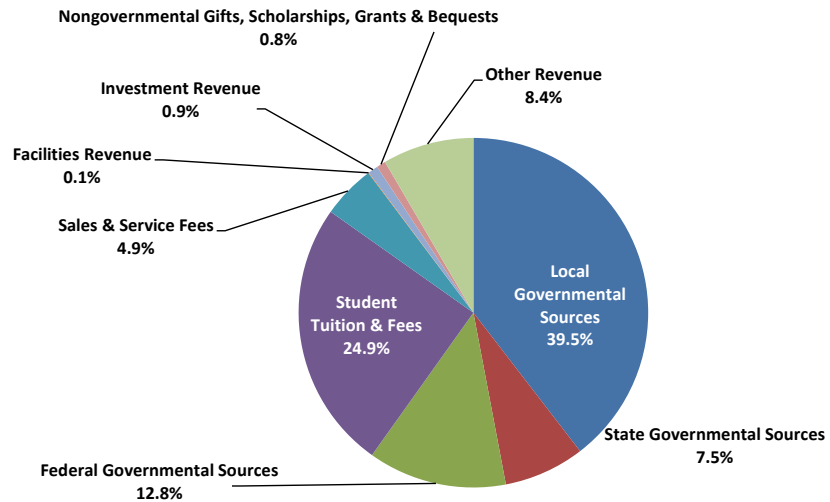
All Funds Statement of Activities (Income Statement)
January 31, 2023

		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	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
Revenue														
Local Governmental Sources	17,433,436	15,337,915	1,641,990	-	-	-	-	-	-	-	-	43,750	409,781	-
State Governmental Sources	3,293,751	1,851,800	436,586	-	-	-	1,005,366	-	-	-	-	-	-	-
Federal Governmental Sources	5,655,629	-	-	-	-	-	5,655,629	-	-	-	-	-	-	-
Student Tuition & Fees	10,994,856	8,598,127	1,018,674	78,244	730,292	569,519	-	-	-	-	-	-	-	-
Sales & Service Fees	2,178,140	54,935	-	-	-	2,123,205	-	-	-	-	-	-	-	-
Facilities Revenue	26,514	15,966	-	-	-	10,548	-	-	-	-	-	-	-	-
Investment Revenue	403,897	156,612	7,680	210,677	-	-	-	15,763	-	-	-	-	13,165	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	372,939	2,753	-	-	-	2,006	290,977	-	-	-	77,203	-	-	-
Other Revenue	3,721,456	3,528,086	118,829	359,597	-	9,689	-	-	-	(359,597)	64,851	-	-	-
Total Revenue	44,080,617	29,546,194	3,223,759	648,518	730,292	2,714,966	6,951,971	15,763	-	(359,597)	142,054	43,750	422,946	-
Expenditures														
Salaries	17,435,027	15,284,854	326,287	-	-	1,069,556	754,330	-	-	-	-	-	-	-
Employee Benefits	6,018,158	5,270,559	78,604	-	-	175,383	115,763	-	-	-	-	-	377,849	-
Contractual Services	3,256,959	1,597,973	769,823	123,242	-	346,129	358,026	-	-	-	-	61,766	-	-
General Materials & Supplies	3,206,100	1,527,244	322,470	5,506	-	1,018,386	332,494	-	-	-	-	-	-	-
Travel & Conference/Meeting	195,301	118,021	6,069	-	-	41,092	30,119	-	-	-	-	-	-	-
Fixed Charges	508,142	997,848	23,268	-	622,800	9,236	416	-	-	(1,206,270)	-	-	60,844	-
Utilities	355,541	98,860	256,681	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,411,092	51,186	(40,798)	422,610	-	22,450	168,403	-	1,787,241	-	-	-	-	-
Other Expenditures	5,270,750	566,254	-	-	-	3,949	4,587,023	-	-	-	113,523	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	38,657,069	25,512,798	1,742,406	551,358	622,800	2,686,180	6,346,574	-	1,787,241	(1,206,270)	113,523	61,766	438,693	-
Excess/(deficit) of revenues over expenditures	5,423,547	4,033,396	1,481,354	97,160	107,492	28,785	605,397	15,763	(1,787,241)	846,673	28,531	(18,016)	(15,747)	-
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329	(27,518,845)
Ending Fund Balance	84,663,688	29,126,989	7,260,792	8,012,034	442,235	196,313	594,051	3,026,480	71,770,693	(9,333,710)	432,405	34,669	619,582	(27,518,845)

All Funds Statement of Activities (Income Statement)
January 31, 2023

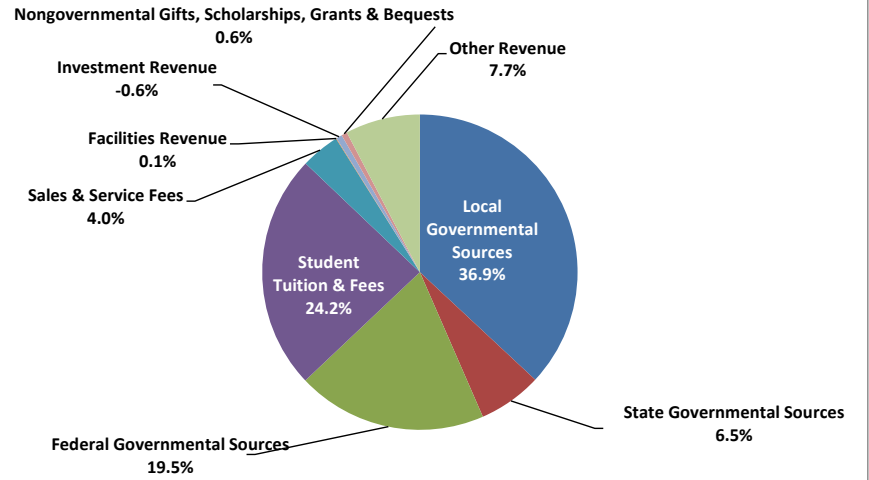
Total Revenue = \$ 44,080,617

FY23 Revenue - All Funds

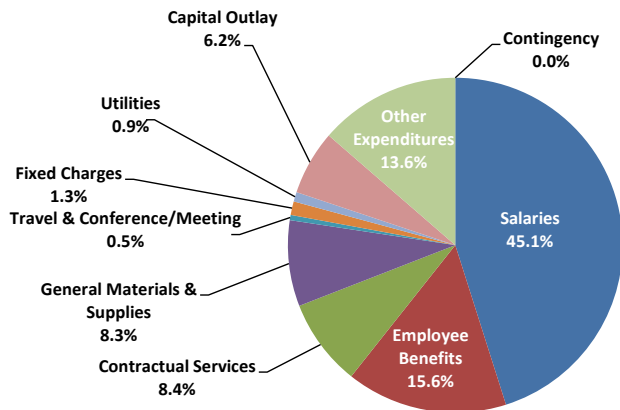


Total Revenue = \$ 45,821,537

FY22 Revenue - All Funds

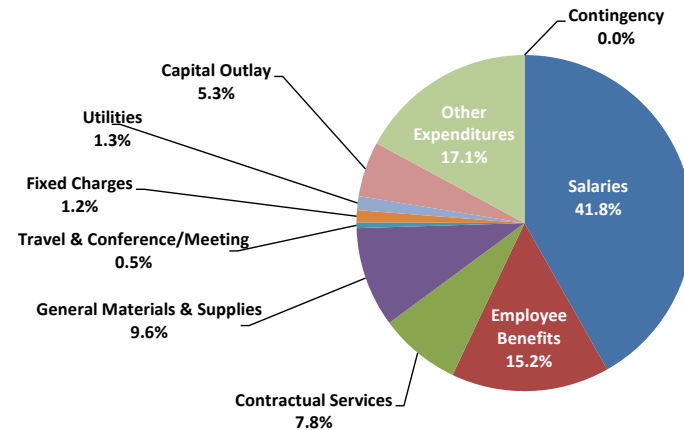


FY23 Expenditures - All Funds



Total Expense = \$ 38,657,069

FY22 Expenditures - All Funds



Total Expense = \$ 39,894,646

Operating Funds
Net of SURS/Investments

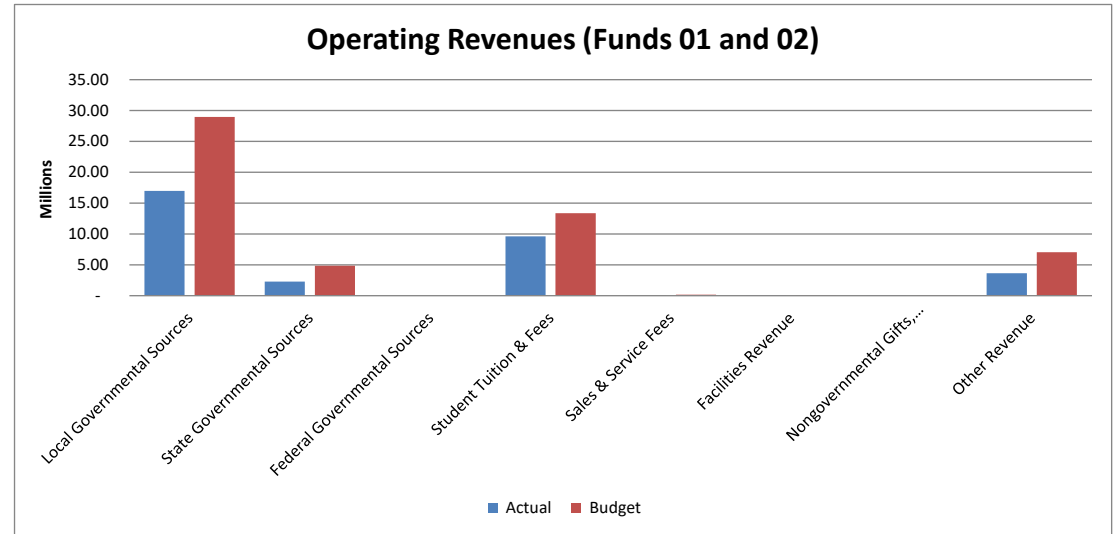
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

January 31, 2023

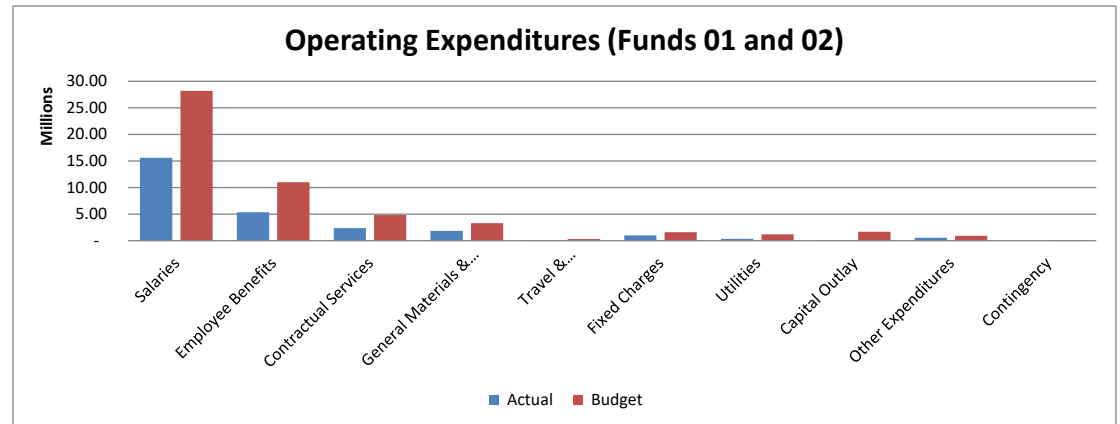
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over FY22 Act.	% Chng
Revenue										
Local Governmental Sources	\$ 16,979,905	\$ 16,969,060	\$ 28,962,379	100.1%	58.6%	\$ 16,683,448	\$ 28,225,058	59.1%	\$ 296,457	1.8%
State Governmental Sources	2,288,385	2,854,538	4,872,056	80.2%	47.0%	2,368,850	4,056,435	58.4%	\$ (80,465)	-3.4%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	9,616,801	8,533,108	13,350,427	112.7%	72.0%	9,850,960	13,350,427	73.8%	\$ (234,158)	-2.4%
Sales & Service Fees	54,935	96,088	164,000	57.2%	33.5%	29,577	52,750	56.1%	\$ 25,358	85.7%
Facilities Revenue	15,966	11,112	18,966	143.7%	84.2%	15,966	18,966	84.2%	\$ -	0.0%
Nongovernmental Gifts	2,753	6,445	11,000	42.7%	25.0%	12,236	11,000	111.2%	\$ (9,484)	-77.5%
Other Revenue	3,646,916	4,130,494	7,049,827	88.3%	51.7%	3,503,902	10,743,466	32.6%	\$ 143,013	4.1%
Total Revenue	\$ 32,605,661	\$ 32,600,845	\$ 54,428,655	100.0%	59.9%	\$ 32,464,939	\$ 56,458,102	57.5%	\$ 140,722	0.4%
Expenditures										
Salaries	\$ 15,611,141	\$ 16,504,825	\$ 28,170,035	94.6%	55.4%	\$ 14,859,744	\$ 28,197,974	52.7%	\$ 751,398	5.1%
Employee Benefits	5,349,163	6,440,498	10,992,486	83.1%	48.7%	5,431,425	15,185,346	35.8%	\$ (82,263)	-1.5%
Contractual Services	2,367,796	2,825,804	4,823,014	83.8%	49.1%	2,414,278	4,143,904	58.3%	\$ (46,482)	-1.9%
General Materials & Supplies	1,849,714	1,938,063	3,307,839	95.4%	55.9%	2,154,424	2,770,327	77.8%	\$ (304,710)	-14.1%
Travel & Conference/Meeting	124,090	194,684	332,282	63.7%	37.3%	147,691	274,572	53.8%	\$ (23,601)	-16.0%
Fixed Charges	1,021,116	932,370	1,591,347	109.5%	64.2%	1,093,774	1,616,557	67.7%	\$ (72,658)	-6.6%
Utilities	355,541	715,194	1,220,675	49.7%	29.1%	533,850	1,212,502	44.0%	\$ (178,309)	-33.4%
Capital Outlay	10,389	988,571	1,687,269	1.1%	0.6%	629,068	3,171,420	19.8%	\$ (618,679)	-98.3%
Other Expenditures	566,254	536,977	916,500	105.5%	61.8%	496,832	907,807	54.7%	\$ 69,422	14.0%
Contingency	-	58,590	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 27,255,204	\$ 31,135,577	\$ 53,141,447	87.5%	51.3%	\$ 27,761,086	\$ 57,630,409	48.2%	\$ (505,882)	-1.8%
Surplus/(deficit)	\$ 5,350,457	\$ 1,465,268	\$ 1,287,208			\$ 4,703,853	\$ (662,123)		\$ 646,604	13.7%
Net Transfers Out/(In)	\$ -		\$ 1,530,279			\$ -	\$ 1,000,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 5,350,457	\$ 1,465,268	\$ (243,071)			\$ 4,703,853	\$ (1,662,123)		\$ 646,604	13.7%
<i>Beginning Fund Balance</i>	<i>30,873,031</i>	<i>30,873,031</i>	<i>30,873,031</i>			<i>32,311,033</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>5,350,457</i>	<i>1,465,268</i>	<i>(243,071)</i>			<i>4,703,853</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 36,223,488	\$ 32,338,299	\$ 30,729,960			\$ 37,014,886				

Operating Funds - Statement of Activities
January 31, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	16,979,904.88	28,962,379.00
State Governmental Sources	2,288,385.30	4,872,056.00
Federal Governmental Sources	-	-
Student Tuition & Fees	9,616,801.22	13,350,427.00
Sales & Service Fees	54,934.95	164,000.00
Facilities Revenue	15,966.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	3,646,915.56	7,049,827.00
Total Revenue	32,605,660.54	54,428,655.00



Expenditures		
Salaries	15,611,141.13	28,170,035.00
Employee Benefits	5,349,162.54	10,992,486.00
Contractual Services	2,367,796.06	4,823,014.00
General Materials & Supplies	1,849,713.79	3,307,839.00
Travel & Conference/Meeting	124,090.27	332,282.00
Fixed Charges	1,021,116.01	1,591,347.00
Utilities	355,541.01	1,220,675.00
Capital Outlay	10,388.82	1,687,269.00
Other Expenditures	566,253.95	916,500.00
Contingency	-	100,000.00
Total Expenditures	27,255,203.58	53,141,447.00
Excess/(deficit) of revenues over expenditures	5,350,456.96	1,287,208.00



*#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 January, 2023 including details regarding the College's investments.

Recommendation

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

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

Clinton E. Gabbard
President

McHenry County College
Treasurer's Report
For the Month of January 2023

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$290,684.51	\$887,009.28	\$1,055,125.87	\$122,567.92
Crystal Lake Bank & Trust Direct Pay	\$56,469.09	\$1,484,681.27	\$1,492,009.55	\$49,140.81
Crystal Lake Bank & Trust Employee Benefits	\$0	\$35,302.66	\$35,302.66	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$141,547.03	\$141,547.03	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$1,087,710.17	\$5,682,003.96	\$3,939,821.37	\$2,829,892.76
Crystal Lake Bank & Trust Operations	\$166,370.90	\$1,467,333.28	\$1,486,908.13	\$146,796.05
Crystal Lake Bank & Trust Payroll	\$33,387.24	\$1,682,056.79	\$1,682,056.79	\$33,387.24

McHenry County College
January 31, 2023

Investments

College Fund	Financial Institution	01/31/23 Investments	12/31/22 Investments	01/31/23 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$3,335	\$143,042	0%	see below	N/A	On Demand
Education	PFM Investments	17,585,861	20,301,738	45%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,024,461	1,018,516	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,902,587	6,831,942	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,300,913	8,271,529	21%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	198,106	196,200	1%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	362,010	360,765	1%	see below	N/A	Various
Working Cash	PFM Investments	2,930,834	2,918,629	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,082,962	2,072,768	5%	see below	N/A	Various
	Total	\$39,391,069	\$42,115,129	100%			

Investment Revenue

Investment Revenue

College Fund	Jan-23	Fiscal YTD
Education	\$106,915	\$147,273
Operations & Maintenance	6,029	8,182
Operations & Maintenance (Restricted)	71,644	97,213
Operations & Maintenance (Restricted CDB Projects)	32,536	121,770
Working Cash	12,377	16,795
Liability, Protection and Settlement	10,337	14,025
Total	\$239,838	\$405,258

Illinois Fund Rates - January 31, 2023

Annualized rate - Money Market	
Low	4.108%
High	4.316%
Average	4.217%

PFM Investment Rates - January 31, 2023

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	4.030%	2.070%	2.950%	2.260%
At Market	4.560%	4.360%	4.650%	4.750%

*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 \$902,809.89. Please note that the expenses are not segregated into the respective funds.

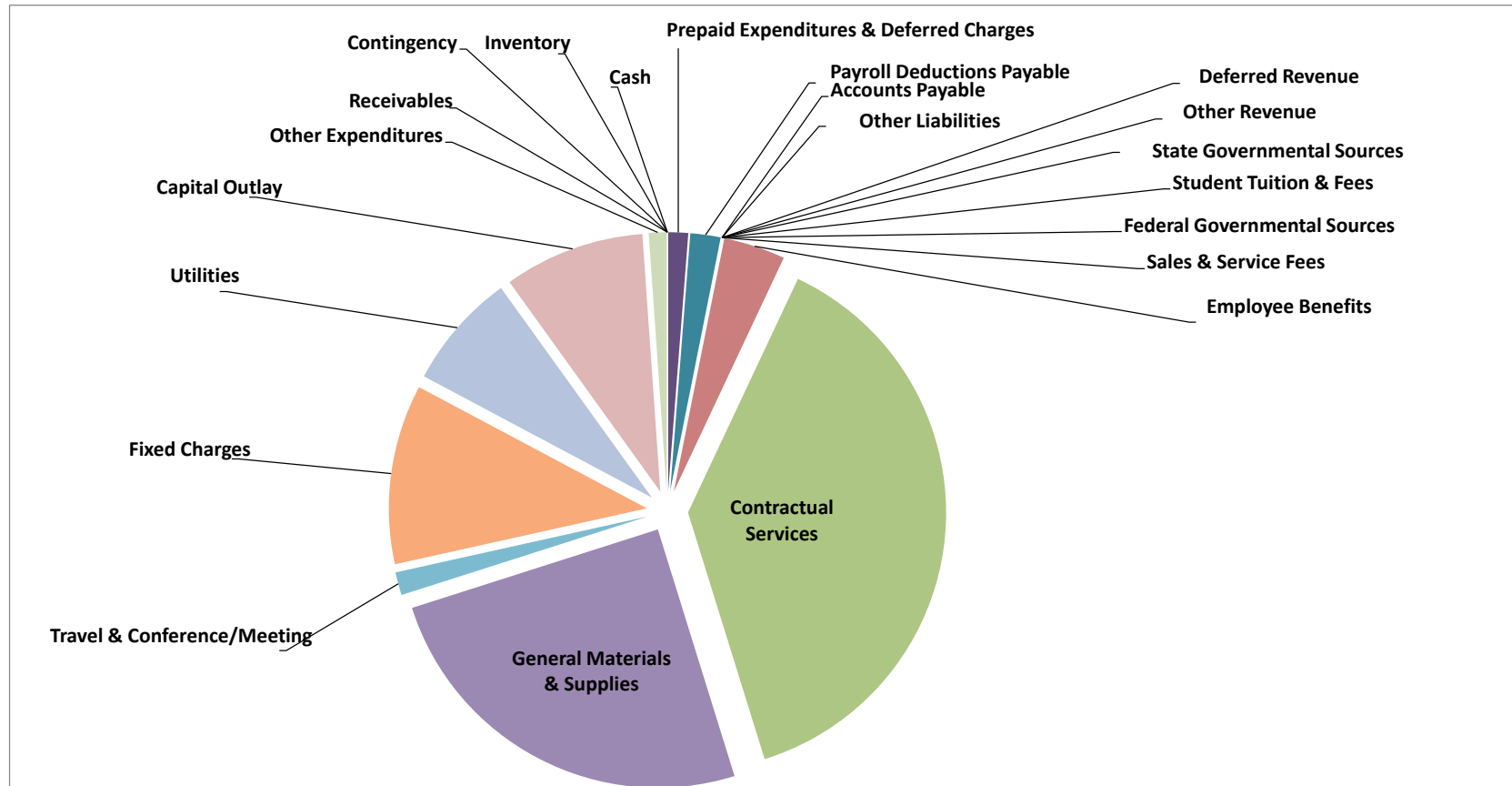
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of January 1 - January 31, 2023, totaling \$902,809.89.

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 1/1/22 through 1/31/23



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	34,909.70	3.87%
Prepaid Expenditures & Deferred Charges	11,233.03	1.24%	Contractual Services	344,824.50	38.19%
Payroll Deductions Payable	17,088.80	1.89%	General Materials & Supplies	224,674.10	24.89%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	12,988.04	1.44%
Deferred Revenue	0.00	0.00%	Fixed Charges	101,579.00	11.25%
Other Liabilities	0.00	0.00%	Utilities	65,820.58	7.29%
State Governmental Sources	0.00	0.00%	Capital Outlay	79,660.30	8.82%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	10,031.84	1.11%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	902,809.89	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY23: (8-Aug)	FY23: (9-Sep)	FY23: (10-Oct)	FY23: (11-Nov)	FY23: (12-Dec)	FY23: (1-Jan)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$2,415.14	1,240.89		994.00	180.25		
Engineering Total					\$ 2,415.14	1,240.89	-	994.00	180.25	-	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,459.10	668.19	985.49	832.61	645.19	961.97	365.65
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$3,265.88		828.48			2,437.40	
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,733.06	81.76	454.88	466.88	437.70	1,189.70	102.14
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,711.50	413.00		688.50		610.00	
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,749.95		1,232.90	1,313.85		1,912.80	290.40
Food Vendor Total					\$ 16,919.49	1,162.95	3,501.75	3,301.84	1,082.89	7,111.87	758.19
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,000.00	500.00				250.00	250.00
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$450.00						450.00
Landscaping Total					\$ 1,450.00	500.00	-	-	-	250.00	700.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$29,362.86			19,717.86		9,645.00	
Legal Total					\$ 29,362.86	-	-	19,717.86	-	9,645.00	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$62,782.52	12,706.82	18,513.60	5,355.82	8,673.60	12,525.42	5,007.26
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$151,024.17	45,692.28	43,278.61	21,944.59	13,303.65	18,831.22	7,973.82
Temporary Staffing Total					\$ 213,806.69	58,399.10	61,792.21	27,300.41	21,977.25	31,356.64	12,981.08
Grand Total					\$ 263,954.18	\$ 61,302.94	\$ 65,293.96	\$ 51,314.11	\$ 23,240.39	\$ 48,363.51	\$ 14,439.27

2023 ICCTA Outstanding Full-time Faculty Member Award

Information

Since 1986, the Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-Time Faculty Member Award. A selection team was led by the Faculty Association, Vice President of Academic Affairs and Workforce Development, and past MCC Full-Time Faculty Member award winners. The selection team reviewed eleven nominations for this year's award.

Each finalist submitted supporting materials which responded to the following criteria:

- Institutional Contributions
- Community Service
- Teaching/Professional Capabilities
- Professional Development

The many accomplishments and contributions of each of the following faculty members led to their nomination by their peers

- Kate Kramer, Instructor, Earth Science & Geology
- Sherry Ridge, Instructor & Program Chair, Business
- Jim Stockwell, Instructor, Film & Broadcast Journalism
- David White, Instructor, History

Each faculty member has shown a commitment to the institution, participated in community service activities, has exemplary teaching and professional philosophies, and actively pursued professional development activities. After considerable debate, the selection committee chose **Kate Kramer** to represent McHenry County College as its ICCTA Outstanding Full-Time Faculty Member for 2023.

Kate Kramer has demonstrated excellence in teaching at McHenry County College for more than 13 years. During this time, she has inspired many students to continue in the field of geology and earth science through her passion for teaching students about the Earth's long history, what causes earthquakes, and the location of natural resources that we use in our everyday lives. Perhaps the best testimony of Kate's impact is outlined in a note from one of her students:

"Dear Kate – thank you so much for this semester. I'm so thankful I took your class. I have never had such an amazing, kind, passionate, and caring teacher as you. You truly have made my first semester at MCC one I will always remember. Your class was my favorite class and you truly are the best teacher I have ever had. You've inspired me, motivated me, and helped me with school and life in general. I hope in the future I get to take another class of yours. Thank you from the bottom of my heart for all you've done. You've impacted me so much this semester. I'm sure you get this a lot but truly... you ROCK!"

In addition to transforming the lives of her students, Kate Kramer is also the chair of the Earth Science department, a member of the Sustainability Committee, and a mentor for the STEM Scholars program. She was one of the first implementors in The Math You Need, When You Need IT (TMYN) program. This program supported by the National Science Foundation, provides web modules to help students acquire the necessary math skills to help them succeed in introductory geoscience classes. Through her involvement in this work, Kate has co-authored several papers, and presented at national and international conferences.

Kate is not only an excellent teacher who cares deeply for her students, but she is also a scientist that is passionate about making the world a better place to live. Moreover, she embodies the mission of the College and is truly deserving of the 2023 ICCTA Outstanding Full-Time Faculty Member Award.

Recommendation

It is recommended that the Board of Trustees ratifies the nomination of faculty member **Kate Kramer**, to represent McHenry County College at the 2023 ICCTA Awards Banquet in June 2022, where the statewide winner will be announced.



Clinton E. Gabbard
President

2023 ICCTA Outstanding Adjunct Faculty Member Award

Information

Since 1986, the Board of Trustees has nominated a faculty member for the Illinois Community College Trustees Association's (ICCTA) Outstanding Full-Time Faculty Member Award. This year, the College has also selected an adjunct faculty member to nominate for the Illinois Community College Trustees Association's (ICCTA) Outstanding Adjunct Faculty Member Award. A selection team was composed of the Dean of Social Sciences and Public Services and five adjunct faculty members. The selection team reviewed thirteen applications for this year's award, and the finalist was reviewed by the Vice President of Academic Affairs and Workforce Development.

Each applicant submitted supporting materials which responded to the following criteria:

- MCC's Tenets of Excellence in Teaching:
 - Subject Matter
 - Pedagogy
 - Assessment
 - Professionalism
- Impacts beyond the classroom
- Other items of interest

The many accomplishments and contributions of each of the following finalists led to their consideration.

- Jennifer Carver, Adjunct Instructor, Math
- Ritu Khare, Adjunct Instructor, Earth Science
- Anne Meny, Adjunct Instructor, French
- Lee Stanton, Adjunct Instructor, Art

Each adjunct faculty member has shown a commitment to the institution, commendable teaching and professional philosophies, exemplary representation of MCC's Tenets of Teaching Excellence, and active contribution to the MCC community. After considerable debate, the selection committee chose **Jennifer Carver** to represent McHenry County College as its ICCTA Outstanding Adjunct Faculty Member for 2023.

Ms. Carver's role as an adjunct instructor for mathematics models effective strategies focusing on relationship building as the foundation for learning. One example of this is Ms. Carver's course design, which utilizes data sets collected from a survey of her students on the first day of class. Because she knows the subject material, Ms. Carver teaches using the class data to discover the math solutions together with her students. Students shared this helps make math personal and more relatable. In Jennifer's own words, "helping my students find joy in a subject that is often hard to find joy in, is why I teach." As an adjunct for 11 years at MCC, Jennifer has adapted her assessment approach in each course based on the math pathway students will pursue to help prepare students for what is next. Ms. Carver utilizes Open Educational Resources and classroom activities to meet students where they are. She facilitates extra study groups to truly support students through each step of their mathematics journey. Ms. Carver continues to adapt and adjust her courses each semester to ensure students receive the best possible education.

Jennifer Carver is an excellent instructor and is truly deserving of the 2023 ICCTA Outstanding Adjunct Faculty Member Award.

Recommendation

It is recommended that the Board of Trustees ratifies the nomination of adjunct faculty member Jennifer Carver to represent McHenry County College at the 2023 ICCTA Awards Banquet in June 2023, where the statewide winner will be announced.

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

Clinton E. Gabbard
President

Destruction of Closed Session Recordings

Information

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

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

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

- Committee of the Whole Meeting, February 16, 2021
- Regular Board Meeting, February 25, 2021
- Regular Board Meeting, March 25, 2021
- Committee of the Whole Meeting, May 18, 2021
- Regular Board Meeting, June 24, 2021
- Committee of the Whole Meeting, September 14, 2021
- Regular Board Meeting, September 23, 2021

Recommendation

It is recommended that the Board of Trustees approves the destruction of the recordings of the following Closed Session meetings: Committee of the Whole Meeting, February 16, 2021; Regular Board Meeting, February 25, 2021; Regular Board Meeting, March 25, 2021; Committee of the Whole Meeting, May 18, 2021; Regular Board meeting, June 24, 2021; Committee of the Whole Meeting, September 14, 2021; Regular Board Meeting, September 23, 2021.



Clinton E. Gabbard
President

Request to Renew
Commvault Backup Annual Support Agreement

Information

The Information Technology department runs nightly data backup processes to ensure the integrity and security of critical College information. The data being backed up is housed in administrative applications such as email, the Ellucian Colleague ERP system, computer operating systems, and staff and faculty files. Each daily backup is kept online locally on campus for quick retrieval and restoration if needed. Copies of the backup data are also written to tape media which is periodically sent to an offsite provider. Offsite storage of mission-critical data is standard industry practice and ensures the protection of data and its recovery, particularly in the event of potential disasters.

The current backup product used to run the College's data protection environment is a system called "Commvault." The College depends on this product to provide the necessary backup and management of the College's critical information. The total amount of College data managed by this product now exceeds 1.5 Petabytes. This support agreement is due for renewal in March 2023. The new support agreement covers an annual, 12-month term at a cost of \$70,213.40, which includes upgrades to the software when available. The support agreement also includes telephone-based problem assistance.

In a due-diligent effort to contain cost, the College attempted to receive quotes from other companies certified to support the Commvault product. As noted below, CDW-G was the most cost-effective provider of annual support maintenance for the Commvault product. Therefore, this board report is recommending the renewal of the support agreement for Commvault software at an annual cost of \$70,213.40:

	<u>SHI</u>	<u>Commvault</u>	<u>CDW-G</u>
One Year of Commvault Support and Maintenance (3/25/23 – 3/24/24)	\$83,592.20	\$125,263.64	\$70,213.40

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 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Commvault Backup Annual Support Agreement from CDW-G, Inc., Vernon Hills, IL, for \$70,213.40.



Clinton E. Gabbard
President

AAS in Criminal Justice and Certificates

Information

McHenry County College (MCC) is requesting approval from the Illinois Community College Board (ICCB) for an update to the AAS in Criminal Justice, as well as four new certificates: Criminal Justice Certificate; Policing Certificate; Computer Forensics Certificate; and Emergency Dispatcher Certificate. These certificate programs build into the Criminal Justice associate's degree program and provide students with pathways and opportunities for career advancement. The degree and certificates will be managed under the Social Sciences and Public Services division and overseen by the department chair for Criminal Justice. The updated program is intended for individuals seeking advancement in their career, career changes, and new careers in the Criminal Justice field.

Currently, the Criminal Justice program is an AAS degree with four embedded options, but no certificates. MCC solicited input from local law enforcement agencies and found that they supported the idea of McHenry County College updating the program. These updates are essential to grow the program and ensure that MCC is better positioned to prepare the next generation of criminal justice students.

The purpose of the AAS in Criminal Justice is to develop students who are skilled in the concepts and terminology they will need to intelligently analyze the process of American Criminal Justice as it unfolds daily across the country. Students are trained to use current and contemporary practices to demonstrate mastery in the field. Students who graduate from the criminal justice program may work in law enforcement as a police officer, school resource officer, evidence technician, telecommunicator, community service officer, or may work in the court system or correctional system. Though the AAS is not designed as a transfer degree, students may also choose to pursue a bachelor's degree after completing the AAS in Criminal Justice.

The purpose of the 30-credit-hour Criminal Justice Certificate is to develop students who are skilled in the basic concepts and terminology they will need to intelligently analyze the process of American Criminal Justice as it unfolds daily across the country. The certificate program provides the foundation for students to begin their career in Criminal Justice. Students may choose to continue working toward an AAS in Criminal Justice, as the courses in this certificate count toward the AAS degree.

The purpose of the 12-credit-hour Policing Certificate is to develop students who are knowledgeable in the field of police science and skilled in the basic concepts and terminology of criminal justice, criminal law, and community policing. The program provides the foundation for individuals hoping to enter to field of criminal justice. Students may choose to continue working toward an AAS in Criminal Justice, as the courses in this certificate count toward the AAS degree.

The purpose of the 15-credit-hour Computer Forensics Certificate is to develop students who are skilled in the basics of identifying and responding to cybersecurity breaches and network hacks that have already happened across a variety of technologies, from computers to mobile devices. Students may choose to continue working toward an AAS in Criminal Justice.

The purpose of the 12-credit-hour Emergency Dispatcher Certificate is to develop students who are skilled in the field of emergency services dispatching by providing an overview of its components and responsibilities by focusing on call taking, technology, law enforcement communication, fire communication, emergency medical dispatching, emergency radios, liability and accountability, crisis intervention, and stress management. The program provides the foundation for statewide competency as a public safety dispatcher and prepares students to take the National Emergency Communications Certification (NECC) exam.

For all four certificates, students may choose to continue working toward an AAS in Criminal Justice, as the courses in the certificates count toward the AAS degree.

Recommendation

It is recommended that the Board of Trustees approves the updated AAS in Criminal Justice, the Certificate in Criminal Justice, the Certificate in Policing, the Certificate in Computer Forensics, and the Certificate in Emergency Dispatcher.

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

Clinton E. Gabbard
President

Request to Approve Bid for
Testing Center RenovationsInformation

The College has identified the need to improve and renovate the Testing Center. This project will both improve functionality of the current space and add four additional private testing rooms that are needed to accommodate student need. This project will remove the current partition and non-structural walls and will add glass walls to allow for the viewing of students taking tests by proctors. This renovation was driven by the need to increase the square footage per occupant to decrease possible spread of COVID-19. By installing cameras, this will allow remote viewing thus eliminating the need for close contact oversight by employees and testers. Private testing rooms also allow for increased separation of individuals further preventing the spread of any contagious illness.

In February 2022 to prepare for this project, the College advertised a request for proposal (RFP) for supplying the labor and material to remove the existing nonstructural walls and rebuild the area with glass walls insulated to lower sound transmission, install separate room doors, ventilation, and relocate the front counter. Seven (7) bids were submitted, and were opened on February 15, 2023. The College requested that the bids obtained from the contractors would be for the cost of the labor and material to install materials to complete the project. The bid results are as follows:

Testing Center Project Bid Results	
Carmichael Construction, Inc.	\$369,931.00
Construction Inc.	\$395,000.00
Doherty Construction	\$455,337.00
Orbis Construction	\$474,900.00
Toler Construction	\$491,541.00
Lo Destro Construction	\$500,000.00
Industria Construction Services	\$627,665.00

The cost for the Testing Center Renovations project will be paid from the HEERF account budget through 6/30/2023. Any additional costs that may be incurred after June 2023 will be paid from Operations and Maintenance Fund 02.

Recommendation

It is recommended that the Board of Trustees approves the bid of \$369,931.00 for labor and material to be provided by Carmichael Construction Inc. of Marengo IL. to complete the office renovations in the Testing Center.



Clinton E. Gabbard
President

Request to Purchase
Upgraded LED Classroom Projectors and Related Materials

Information

Continuing an upgrade project that began in 2022, the College needs to replace the old bulb-style projectors in 21 additional classrooms. These projectors have reached their end of life and because of a lack of image quality, students must choose classroom seating based, in part, on the display. Replacing the current equipment with LED projectors will provide a higher quality and brighter image that will allow students to spread out in the classrooms.

Though this equipment is exempt from bidding, IT did obtain three price quotes from preferred vendors. B&H was the least expensive source for our standard LED projector and related materials (cables, mounts, switches). The total cost of these projectors is \$68,355.00.

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 the HEERF fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 21 upgraded LED classroom projectors and related materials from B&H, New York, NY for \$68,355.00.



Clinton E. Gabbard
President

Apple Computer Lease for Graphic Arts

Information

Enrollment in the Graphic Arts has increased 87% since 2017. The program is currently utilizing a classroom with Apple computers to its fullest extent. A new Graphic Arts certificate, Time Arts and Illustration, will add additional courses and sections and allow instruction to move through the phases of audio, visual, and new media. To support current and future needs, the room A117 will be converted from a Windows computer classroom to an Apple iMac classroom. To provide a functional classroom to meet instructional and learning needs, we propose to acquire 25 Apple iMac computers via a three-year fair market value lease with Apple.

Equipment to be leased: 25 27" iMac computers

Total three-year cost: \$52,475

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

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

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 25 27" iMac computers from Apple Financial Services, Austin, TX for \$52,475.



Clinton E. Gabbard
President

Ratification to Approve
Purchase of FurnitureInformation

The College identified the need to purchase furniture for several areas on campus in order to improve functionality and provide much-needed office space for current and future employees. The furniture for these spaces was acquired during the College's winter break so that the spaces were ready upon employees' return to campus in January. A detailed breakdown is provided below:

Room B252 Office Suite

- Seven offices (new DEBI office; relocation of Institutional Research and Grants offices)
- Administrative/Reception area desk addition

Room E212 Office Suite

- Two offices
- Conference Room

Room A260 Office Suite

- Funded from several accounts including the current year's fiscal budget for furniture and under the Higher Education Emergency Relief Funds (HEERF)
- By installing separated offices in Room A260, it lowers the contact between employees thereby significantly reducing the possibility for the spread of cold and flu viruses, including COVID-19.

The furniture will be purchased through KI Furniture, who are exempt from Bid requirements as they are an IPEC vendor for the State of Illinois. The quotes for the furniture are as follows:

KI FURNITURE COSTS	
Room E212 Suite	\$41,949.04
Room A260 Suite	\$58,843.52
Room B252 Suite	\$73,311.80
Total	\$174,104.36

The furniture purchased and to be purchased is budgeted and funded in both the operating budget and HEERF grant account.

Recommendation

It is recommended that the Board of Trustees approves the purchase of furniture for the areas described above from Krueger International of Green Bay, WI for a total cost of \$174,104.36.



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>
Amy Carzoli – 2nd Adjustment – FY 2023 Director of Enrollment Services	\$92,962.59	\$94,362.59

Recommendation

It is recommended that the Board of Trustees ratifies the salary adjustment as stated 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>
Chester Juszcyk – 2nd Adjustment – FY 2023 Manager of Applied Technology Laboratories	\$76,577.72	\$77,977.72

Recommendation

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



Clinton E. Gabbard
President

Approval of Contract Extension for Auditing Services

Information

McHenry County College had been prepared to issue a Request for Proposal (RFQ) for audit services. However, it is recommended that the College postpone the RFQ for one year. Due to the retirement of the Assistant Vice President of Finance, as well as the retirement of Sikich's managing partner, Fred Lantz, who oversaw MCC's account, changing out an audit firm at this time is not beneficial. These critical personnel changes comply with the Board's desire to look at audit relationships given the significance of both individuals changing in the audit process.

The College's current audit agreement expired with the completion of the audit for the fiscal year ending June 30, 2022. Given our deadlines and the need to begin preparations for audit work beginning in March 2023 with audit planning beginning soon thereafter, the College has requested a fee proposal on a one-year contract extension from Sikich LLP and is requesting the Board to grant the extension.

The following is the approved fee schedule for the new one (1) year extension.

Fiscal Year Engagement Fees		
Year 1 Extension	Fiscal Year 2023	\$84,220.00

This expense is budgeted in the Audit Fund.

Recommendation

It is recommended that the Board of Trustees approves a contract extension of one (1) year for auditing services with Sikich LLP of Naperville, IL, to perform the audits for FY 2023 for a fee of \$84,220.00.



Clinton E. Gabbard
President

Approval of Faculty for Tenure Appointment in 2023-2024

Information

Awarding of tenure by the Board of Trustees to probationary faculty members signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning, for many years to come. The following candidate for tenure has demonstrated that he exhibits instructional excellence in support of McHenry County College's mission and goals, and has achieved a level of performance that will make him a high-quality addition to the College's tenured faculty:

Garrett Beier - Instructor, Entrepreneurial Agriculture & Horticulture

Recommendation

It is recommended that the Board of Trustees ratifies the aforementioned MCC faculty member for tenure appointment, effective in the academic year 2023-2024.



Clinton E. Gabbard
President

Request for
Faculty Sponsored Leave


Information

The following Faculty Sponsored Leave request was reviewed and recommended to the president by the Sponsored Leave Task Force, which includes past faculty recipients, the Dean of Social Sciences and Public Services, the Dean of Math and Sciences, and reviewed by the Vice President of Academic Affairs and Workforce Development. The committee has confirmed the leave meets all obligations relative to Faculty Sponsored Leave, as outlined in section 13.1 of the Faculty Agreement.

- Steve Young: The purpose of this sponsored leave is for research and scholarly development, which directly relate to Steve's current role and responsibilities as a faculty member in the Philosophy Department. Steve will enroll in two graduate courses – Hebrew II and Hebrew III- at the Spertus Institute for Jewish Learning & Leadership in Chicago. As a philosopher of religion, Steve will gain a stronger understanding of Hebrew syntax, vocabulary, and linguistic and theoretical assumption, which will allow him to enhance the curriculum in PHI-151 Introduction to Philosophy, PHI-240 Philosophy of Religion, and PHI-251 Introduction to Ethics. This request aligns with Steve's faculty action plan, which prescribes continued professional development in his discipline.

Recommendation

It is recommended that the Board of Trustees approves the above request for Faculty Sponsored Leave for 2023-2024.



Clint Gabbard
President

FY 2024 Tuition Approval

Information

The College continues to pursue strategies aimed at improving efficiencies across the institution. As a service institution, there will continue to be cost increases related to providing world-class instruction in McHenry County. The recommendation to increase tuition is part of a general fiscal strategy to create a sustainable revenue model that addresses inevitable cost pressures in attracting and retaining talented employees.

When proposing tuition increases, the College is very sensitive to the financial impact on our students. We continue to see growth in state MAP grant funding, PELL grants, Foundation grants and scholarships, and multiple cost savings innovations, such as the textbook initiative. Given the amount of resources available, we continue to ensure the cost of attendance is mitigated by record levels of financial support for students and maintaining one of the lowest tuition and fee rates in the state.

The recommended \$5.00 per credit hour increase for tuition represents a net increase of 3.90% over the current rate of \$128.25, with a new proposed tuition and fee rate of \$133.25. This is well below the anticipated FY 2024 average tuition and fee rate of all community colleges in Illinois of \$153.10. The net revenue estimated to be received from a \$5.00 increase in tuition only is approximately \$527,557.00.

		FY 2024* Proposed
a	Forecasted Billable Credit Hours	105,511
b	Current Tuition & Fee Rate	\$128.25
c	Proposed Tuition Increase	\$5.00
d	Proposed Tuition & Fee Rate (b)+(c)	\$133.25
e	Net Revenue Due to Increase (a)x(c)	\$527,555

**FY 2024 proposed amount to be approved by the Board of Trustees*

In FY 2023, the College has the 38th lowest combined tuition and fee rate amongst the 39 community colleges in the state; in FY 2023 the state average tuition and fee rate is \$153.10, compared to \$128.25 for MCC. In FY 2024 with a proposed \$133.25 tuition and fee rate, the College is estimated to be 36th lowest (not all responses from colleges have responded to survey) in the state with a state average tuition and fee rate currently estimated at \$155.88. The current survey shows of those 18 colleges responding with an increase, the average tuition increase is \$5.63 with an average fee increase of \$3.41.

Recommendation

It is recommended that the Board of Trustees approve a \$5.00 per credit hour tuition increase for FY 2024, effective with the Summer 2023 semester.



Clinton E. Gabbard
President

Authorization of FY 2023 Non-Mandatory
Transfers of FundsInformation

In the FY 2023 Budget, approved by the Board of Trustees on September 22, 2022, there was a budgeted non-mandatory transfer of funds as follows:

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Amount</u>
Operations & Maintenance Fund (02)	Operations & Maintenance Restricted Fund (03)	\$1,000,000
Education Fund (01)	Operations & Maintenance Restricted Fund (03)	\$300,000
Education Fund (01)	Auxiliary Fund (05)	230,279
	Total of Transfers	<u>\$1,530,279</u>

The recommended transfer to the Board includes an increase of \$600,000 over the approved budgeted amount, illustrated and explained below.

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Amount</u>
Operations & Maintenance Fund (02)	Operations & Maintenance Restricted Fund (03)	\$600,000
	Total of Transfers	<u>\$600,000</u>

The purpose of the initial \$1,300,000.00 in transfers from the Education Fund (01) and Operations and Maintenance Fund (02) to the Operations and Maintenance Restricted Fund (03) is necessitated in order properly fund the construction and equipping of the Foglia Center for Technology and Innovation (CATI). The additional \$600,000.00 from Fund 02 into Fund 03 is due to the changes in capital scheduling changes, CATI equipment needs or directly for the CATI building, and the additional 25% match for the CDB project to install lights and to repair parking lots and roadways. The FY 2023 Budget is expected to perform well and will have the capacity this year to allow the full recommended transfer of \$2,130,279.00.

Recommendation

It is recommended that the Board of Trustees approves the following non-mandatory transfer of funds of \$2,130,279.00 as follows: from the Education Fund (01) to the Operations and Maintenance Restricted Fund (03) in the amount of \$300,000.00, from the Education Fund (01) to the Auxiliary Fund (03) in the amount of \$230,279.00 and from the Operations and Maintenance Fund (02) to the Operations and Maintenance Restricted Fund (03) in the amount of \$1,600,000.00.



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
ADJ	1/18/2023	Vanessa Shefcik	Instructor, Adult Education	R
STA	2/6/2023	Bryan Rivas	Desktop Technician	R
CON	2/8/2023	Angelica Salerno	Biology Lab Tutor	R
STA	2/13/2023	Kathy Wood	Academic Advisor	T
STA	1/30/2023	Audra Buckner	Coordinator of Scholarships & Outreach	T
ADJ	1/11/2023	Samantha Pagliuco	Instructor of Nursing Clinical - OB	R
ADJ	1/11/2023	Ann Oates	Instructor of Nursing Clinical	R
ADJ	1/11/2023	Caitlin Schweer	Instructor of Nursing Clinical	R
CON	1/17/2023	Dennis Bardy	Tutor – Math & Chemistry	R
ADJ	1/17/2023	Jason Curtin	Instructor of Fire Science	A

Through February 13, 2023

*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	2/10/2023	Marcos Saldivar	New Student Enrollment Coach/Undocumented Student Liaison
STA	3/3/2023	Tracy Champion	Coordinator of P-20 Educational Partnerships
STA	2/13/2023	Julia Carlin	Bilingual Registration & Records Generalist

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

Through February 13, 2023

Friends of MCC Foundation Update

Fall 2023 Scholarship Update

Scholarship applications for the Fall 2023 semester are open through April 3, 2023. Students can apply online at www.mchenry.edu/scholarships and will be notified in early June if they receive a scholarship.

New Scholarships

Rob Smith Memorial Scholarship

The Rob Smith Memorial Scholarship was established to honor and remember long-time faculty member, Rob Smith. Rob passed away on October 27, 2022. Rob taught biology and microbiology at McHenry County College for 15 years, serving as department chair for several of those years. His wife, Becky Smith, who also is an MCC employee, established the scholarship.

The Rob Smith Memorial Scholarship will award \$500 to a returning adult student in both the fall and spring semester. Over \$10,000 has been donated to support this memorial scholarship.

Scholarship Donor Appreciation Breakfast

The annual Scholarship Donor Appreciation Breakfast was held on Friday, February 10, recognizing and honoring those individuals and organizations who established scholarships. It was a wonderful opportunity for scholarship recipients to meet scholarship donors and thank them for their generosity. The event's 180+ guests shared in moving conversation and heard from a scholarship donor and a recipient. Scholarship Donor, Kathy Young, then shared her story about establishing the John and Kathy Young Automotive Scholarship in memory of her late husband, John. Scholarship recipient, Gretl Diaz Perez, shared the impact that MCC and scholarships have had on her and her pursuit of higher education. It was a wonderful morning of connection and gratitude.



People in Need Forum

The People in Need Forum (PIN) took place on Saturday, January 28, 2023, at MCC. Over 600 individuals attended and participated in the event. PIN also showcased 110 agency booths with information about their services and delivered 24 breakout sessions on various topics that included mental health, housing, food insecurity, seniors, and more. For the first time, PIN featured a youth track which delivered breakout sessions on teen dating, bullying, and QPR suicide prevention. Special thanks to event sponsors: McHenry County College, McHenry County Mental Health Board, Northern Illinois Recovery Center, The Rotary Club of Crystal Lake Dawnbreakers, The Church of Holy Apostles, McHenry County Government, McHenry County Substance Abuse Coalition, Northwestern Medicine, and Rosecrance. Access the updated PIN directory at www.mchenry.edu/pin.



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

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
ICCB Mental Health Early Action on Campus	This grant, provided via Illinois statute, will provide funding for mental health services to MCC students, including both in-person, online, and peer support options.	\$106,954	Rachel Boldman, Director of Student Engagement and Support

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Motorola Solutions Foundation	MCC submitted an initial application for a third year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs. If MCC is invited to proceed to the next step, a full application will be due in April.	\$35,000	Pending	March
Forging Industry Educational and Research Foundation (FIERF)	MCC applied for support to develop a curriculum to educate the future and incumbent manufacturing workforce. The curriculum development process will incorporate feedback from industry associations, employers, faculty, and students to ensure knowledge and skill development leading to gainful employment.	\$10,000	Pending	April

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Community Foundation for McHenry County	Transformational Grants are designed to support a work in progress, or a bold idea, that will result in measurable solutions to identified community problems. The application is submitted in	\$75,000	Under consideration	March 13, 2023

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Transformational Grant Program	two stages, with the initial application due in March and a full application due in April by invitation only.			
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,000	In development	March 15, 2023
TMA Education Foundation	The TMA Education Foundation supports manufacturing education and the development of the future workforce. MCC is developing an application for training equipment for the Foglia Center for Advanced Technology and Innovation (CATI).	TBD	In development	March 31, 2023
Congressional Project Funding	MCC is developing several applications for consideration. If approved, these projects would be funded through the federal budgeting process.	TBD	In development	Spring 2023
First National Bank of Omaha Impact Grant	This grant supports projects that focus on Entrepreneurship and Small Business Development, with the goal of growing local economies and creating jobs. MCC is developing a proposal that will support additional resources for Spanish-speaking entrepreneurs in our county.	TBD	Under consideration	Spring 2023

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
American Association of Community Colleges Cyber Skills for All	This initiative was to build a community of practice among community college workforce and economic development executives with the goal of increasing participation of traditionally underrepresented populations in cyber security fields. MCC applied to participate in the second of three cohorts.	\$20,000	MCC will consider whether to apply to the third cohort next year when applications are solicited.

Office of Marketing and Public Relations Update

The goal of MCC's Office of Marketing and Public Relations (OMPR) is to grow MCC's student enrollment, strengthen MCC's identity in the community, and share MCC's stories.

Services that OMPR provides to the College:

- Brand development
- Copywriting
- Event marketing and support
- Graphic Design
- Illustration
- Information campaigns
- Interactive content
- Photography
- Video production and motion graphics
- Publicity
- Script development
- Social media
- Web design and programming

January 2023 Project Update



180 New projects initiated

116 Projects completed

Current High-level College Marketing Initiatives:

- Meet MCC promotion and event support
- Summer 2023 registration promotion
- Experts and Insights Faculty Speaker Series promotion
- Foundation scholarship and event support
- Noncredit and Kids and College programming promotion
- Environmental graphics installations on campus–Fitness Center, Police Dept.
- New Digital Asset Management tool purchased (allows for asset sharing across college)

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from January 11, 2023–February 7, 2023.

- Learn How Plants Can Help Physical, Mental Wellbeing at MCC's Latest "Experts and Insights" Speaker Series
- Education to Empowerment Women's Scholarship and Mentoring Program Reaches Goal of 100 Members
- MCC Offers Free Tax Preparation Help
- Maureen Christine, Michael Bazan to Perform "70s Sweethearts" Concert at McHenry County College
- MCC Opens Registration for Summer 2023 Kids and College Program
- McHenry County College to Induct Three Honorees into Hall of Fame February 9
- Explore Social Justice Movements of the 1960s and 70s Through Live Music Presentation at MCC
- ECACE Program at MCC Covers Costs of Degrees, Certificates in Early Childhood Education

*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.

Center for Agrarian Learning (CAL)

Partnerships/Community Work

Raices Latinas: Agriculture in McHenry County

Multiple meetings in January and February; hired Project Coordinator; planning March 30 launch event at Woodstock Opera House. Goal: gathering stories/photos for future exhibit on Latino/Latine contributions to McHenry County's rich agricultural history. Working with six partner organizations.

Seed Expo – Round Lake, U of I Extension Lake-McHenry Counties (February 4)

CAL sponsored this event at \$500 level, had a table at the event promoting both CAL and Ent. Ag Degree program and provided free seeds. Over 500 people attended, all received our CAL sell sheet in their "goodie bag". Gardener focused, not farm focused, but lots of good overlap.

McHenry County Farm Stroll

CAL staff, U of I Extension, and MC Farm Bureau make up the Executive Committee for this fall event. Kick off meeting on February 16.

Upcoming Programs

Midwest Cut Flower School (Saturday, March 4-Sunday, March 5; \$345)

A two-day intensive designed to help growers learn the ins and outs of producing and marketing cut flowers. 10 year-old program with continuing demand adopted from UW Madison's Center for Integrated Agricultural Services.

Mushroom Day: Grower Seminar and Farm Tour (Saturday, March 18, \$35 seminar; \$50 seminar/tour)

Morning session taught by MCC's Garrett Beier and Rich Tobiasz. Afternoon farm tour to River Valley Ranch in Burlington Wisconsin, providing transportation on the MCC bus/van.

Other Projects

Food Hub Feasibility Study

An in-depth study of local and regional need for an aggregation and processing facility that would support area farmers in expanding and MCC students in a variety of training opportunities. Report was presented at February 2023 Committee of the Whole meeting.

MCC Student Farm Update

*In the spring semester, we offer our **Introduction to Farm Practicum course**, which is a required prerequisite for our Advanced Agriculture Internship. So, while we don't have interns on the Farm currently, we do have 11 curious and hardworking students in the Intro Farm Practicum course. They are harvesting winter spinach in the outdoor tunnels, and lettuce, herbs, celery, and cherry tomatoes from our hydroponics systems indoors, and they are learning how to start vegetables and herbs from seed for later planting out on the Farm.*

*Also, the **MCC Student Farm is pursuing organic certification** with MOSA - Midwest Organic Services Association. Kim Sowinski, Farm Production Manager, is documenting the process and will share lessons learned with both students and farmers in our community, hopefully within the year.*

Conference Attendance

- **Everything Local** – IL Specialty Crops and IL Farm Bureau, Springfield (January)
- **Organic Vegetable Production Conference** – UW Madison Extension (February)
- **Marbleseed Organic Conference** – LaCrosse, WI

Tours and Visits

Marlow Middle School, Lake in the Hills (January 9)

Emily Zack, Coordinator for CAL, presented to their Ecology Club about winter growing, seeds, and they propagated succulents to take home.

Creative Careers Expo at Prairie Ridge High School, Crystal Lake (January 28)

Event for middle school and high school students; hosted a table and discussed our Ag/Hort programs emphasizing landscape design and floral design.

Sustainability Center Update

Current Initiatives and Community Connections

Sustainability committee member and earth science department chair Kate Kramer provided a short presentation on the United Nations Sustainable Development Goals at the Academic Council Big Tuesday meeting in November 2022. She invited faculty in attendance to participate in a quick survey about the goal(s) they address in their classes. Over 80 responses identified all 17 goals. This is the beginning of conversations and professional development activities throughout 2023 focused on sustainability in the curriculum at MCC.

Sustainability Director Kim Hankins spoke with the Prairie Ridge High School Environmental Club on January 24, 2023. After a short presentation, the students asked questions about climate change, sustainability, environmental careers, and more. Thanks to club advisor and science teacher Amy Passaglia and club member Becca Flint for the invitation.

The 2023 Green Guide Recycling Directory is currently being updated and will be available after April 1, 2023. This year's Guide will have guest articles on the McHenry County Solid Waste Plan, sustainability initiatives at the Foodshed, PFAS (per- and polyfluoroalkyl substances) and a new section on recycling plastic film.

The Student Environmental Action Club started the spring semester with Cindy Carbajal as the President. The club is interested in topics such as dyes in food, impacts of fast fashion, biomimicry, and air pollution. Club members will attend several conferences this spring as well.

Sustainability Center staff hosted a table on Faculty Development Day on January 12, 2023. The table focused on the ReUse It Corner and classroom recycling as a reminder of what goes where. The ReUse It Cart was also available with supplies available for everyone.

The ReUse It Corner had 53 visitors and repurposed approximately \$4,039.79 worth of gently used office and school supplies in January 2023. This month brings the total amount saved for MCC employees and students to \$41,768.49.

The MCRide/MCC partnership had 226 riders in January 2023. Hours for this program (and all MCRide programs) have been extended for 2023 to 5 a.m.—11 p.m.

Workforce Development Update

This month's Workforce Development Update highlights how the division collaborates with the McHenry County Workforce Network (MCWN) and the McHenry County Workforce Investment Board (MCWIB) on local initiatives that benefit community members and our students.

One-Stop Partnership

Along with American Job Center, Illinois Department of Employment Security, Illinois Division of Rehabilitation Services, McHenry County Housing Authority, Senior Community Services Employment Program, Department of Human Services, and Job Corp, McHenry County College and MCWN jointly operate a One-Stop Partnership that maintains the coordination and integration of all Federally-funded workforce development programs at the local level. Members from these organizations meet regularly to share ideas and best practices, identify, and develop solutions to service barriers, leverage partner knowledge and resources, lessen redundancy and duplication of efforts, and facilitate cooperation amongst staff and partners.

As a result of strategic planning completed in 2019, the participating partner agencies are executing the following activities:

Goal 1 – Services: In collaboration with the MCWIB Business Resource Team, a process was created to inform local employers of the available services and resources offered by partner agencies. Existing marketing materials are being redesigned to assist with these communications.

Goal 2 – Career Pathways: A working group was formed to integrate career pathways into service delivery. On November 15, 2022, Catherine Jones and Jake Rohn (MCWIB) co-presented a Career Pathways workshop for all frontline staff of the partner agencies. Ongoing training will be conducted on an annual basis.

Goal 3 – Communication Across Partners: An automated referral process was introduced in 2022 to track inbound and outbound referrals across all partner services. This process has reduced customer wait time and enhanced inter-agency collaboration. A detailed handbook of available services was also delivered and is available online from the partner portal on the MCWN website.

Goal 4 – Cross Training for Staff: On an annual basis, the One-Stop partners create a monthly training schedule for front-line staff. These training sessions are recorded and available on-demand for onboarding new hires within partner agencies. On January 17, 2023, Catherine Jones provided a training session that introduced partners to MCC's programs and services.

WIOA Approved Training

The Workforce Innovation and Opportunity Act (WIOA) is a federally-funded program designed to strengthen and improve the workforce of Illinois. WIOA legislation establishes a “customer choice” approach to education through a system of Individual Training Accounts (ITAs) for customers who meet eligibility requirements –

<https://bit.ly/MCWorkforce>. To meet this need, education providers may submit programs that lead to high-demand occupations within Illinois for funding approval. In addition to numerous CTE degrees and certificates already approved for funding, the college also provides noncredit training classes and programs that include Blueprint Reading, CDL training, Certified Clinical Medical Assistant Academy, EKG Technician, Emergency Dispatcher, Forklift Operator Training, Freight Broker Agent Training, Geometric Dimensioning & Tolerancing, OSHA 10-Hour Voluntary Compliance, Phlebotomy Technician, and Project Management Professional Series.



Partnership Programs

Throughout the year, MCC, MCWN, and MCWIB proudly collaborate on many workforce development initiatives, including:

Job Fairs – In response to employer and job seeker demand, the county-wide Job and Internship Fair and Disability Job Fair are now offered twice annually. Save the date for the Disability Job Fair on April 12 and Job and Internship Fair on April 19.

STEP Forward – The STEP Forward Reentry Work Readiness program equips individuals with a criminal background with the essential skills needed in today’s workplace. Now in its fourth year, participants attend a series of five workshops and receive a certificate endorsed by the Stateline chapter of the Society for Human Resource Management, MCWN, and MCC.

Project SEARCH – Young people with significant disabilities prepare for competitive employment through participation in Project Search. MCWN, MCC, Parent’s Alliance Employment Project, and Northwestern Medicine collaborate on this nine-month program that involves skills training and career exploration, internship, long-term job coaching, and continuous feedback from instructors and mentors.

JTED (Jobs Training and Economic Development) Grant – MCWN serves as a referral partner for MCC’s JTED grant that provides \$375,000 in funding to remove barriers to healthcare education for youth (ages 16-24) from the disproportionately impacted areas of Harvard. To train the next generation of healthcare workers, eligible students can enroll in MCC’s stackable healthcare credential programs. Students earn industry-recognized credentials with access to wrap-around services that support immediate entry into the local workforce.

Career Services – With funding support from MCWN, MCC provides a series of career exploration webinars that bring industry professionals together to share their experiences and provide guidance to those considering entering a career pathway. On January 26, Catherine Jones moderated the Careers in Business and Finance seminar with panelists from Dunkin, Plante Moran, and MCC’s Illinois Small Business Development Center. View the seminar at

<https://www.youtube.com/watch?v=QSCzzbWE-Hk>. This installment joins the library of past seminars on the manufacturing, IT, healthcare, and construction industries.



Pictured above: Mark Piekos (MCC), Sumish Parikh (Dunkin), Catherine Jones (MCC), and Michael Sommerfeld (Plante Moran)

Also included in the MCWN Career Services funding is an annual series of 24 sessions of employability skills provided by MCC's Workforce Training program. These sessions are offered to MCWN clients and local job seekers and include topics such as Basic Computer Skills, Professionalism, Communication, and Problem Solving.