

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

Thursday, August 25, 2022  
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 June 30, 2022
7. OPEN FOR RECOGNITION OF VISITORS  
*Three (3) minutes per person or less.*
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. 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
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. [Executive Summary, Board Report #22-95](#)
    2. [Treasurer's Report, Board Report #22-96](#)
    3. [Ratification for Accounts Payable Check Register June, Board Report #22-97](#)
    4. [Ratification for Accounts Payable Check Register July, Board Report #22-98](#)
  - B. [Destruction of Closed Session Recordings, Board Report #22-99](#)
  - C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Illinois Community College Risk Management Consortium, Board Report #22-100](#)
    2. [Open Enrollment and Contract Training Instructional Materials, Board Report #22-101](#)
    3. [Traffic Safety School Instructional Materials, Board Report #22-102](#)
    4. [Online Database Services, Board Report #22-103](#)
    5. [Samaritan Counseling Center Partnership Continuation, Board Report #22-104](#)
    6. [Gordon Food Service Prime Vendor Distributor, Board Report, Board Report #22-105](#)
  - D. Personnel
    1. [Ratification of Hires: New and Replacement Administrative and Faculty Appointments, Board Report #22-106](#)
    2. [Salary Adjustment, Board Report #22-107](#)
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. Grants Office- Year-End Report – Fiscal Year 2022
- F. Office of Marketing and Public Relations Update
- G. Workforce Development Update

13. APPOINTMENT OF REPLACEMENT, DIRECTOR OF INSTITUTIONAL RESEARCH, Board Report #22-108

14. IDOT ACQUISITION OF PARCELS AND TEMPORARY EASEMENTS, Board Report #22-109

15. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

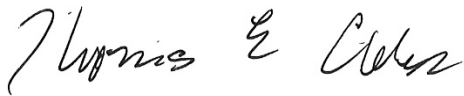
16. CLOSED SESSION

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

17. APPROVAL OF MOTION TO NOT RELEASE CLOSED SESSION MINUTES AS A RESULT OF THE SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

18. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of February 24, 2022.

19. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Thomas E. Allen".

Thomas E. Allen  
Chair

### Student Trustee Report

Classes are underway and this fall semester is shaping up to be another success for the students of MCC. I have spoken with a few students who are new to the school and they all commented on how helpful the teachers and faculty have been in transitioning from high school. The easy to use online class scheduling services made the college seem less daunting for many students. Student organizations are getting back into the swing of things and I plan to make my rounds to each, to hear from the many different voices on campus in the coming weeks.

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 July.

Recommendation

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

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

Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2023 is currently 8.2% complete with the year-to-date results ending July 31, 2022 being reported. In the Operating Funds, total revenue is 7.9% of budget, as compared with 8.1% at the same time last year. Total expenditures are 4.0% of budget, as compared with 4.8% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 8.8% of budget and up \$82,402 (3.4%) from last year at this time. FY 2023 revenue is \$2,499,849 vs. FY 2022 revenue of \$2,417,447. 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 (to be approved by the Board in November 2022).
- State government is 8.4% of budget and up \$78,524 (24.7%) from last year at this time. FY 2023 revenue is \$396,151 vs. FY 2022 revenue of \$317,627.
- 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 18.1% of budget and down \$224,286 (-8.5%) from last year at this time. FY 2023 revenue is \$2,418,271 vs. FY 2022 revenue of \$2,642,557. 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 21.6% of budget and up \$27,514 (347.4%) from last year at this time. FY 2023 revenue is \$35,433 vs. FY 2022 revenue of \$7,919. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 3.2% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$600 vs. FY 2022 revenue of \$600. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 26.5% of budget and up \$41,452 (180.0%) from last year at this time. FY 2023 revenue is \$64,486 vs. FY 2022 revenue of \$23,034.
- Nongovernmental gifts, scholarships, grants & bequests is 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. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 2.0% of budget and down \$31,079 (-5.2%) from last year at this time. FY 2023 revenue is \$572,210 vs. FY 2022 revenue of \$603,288. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$567,674, Retiree Health contributions, which account for \$162, Other Misc. Income, which account for \$24 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$4,350. 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 2021 that "On-Behalf Payment" was \$20,487,712.

## Expenditures

- Salaries expenditures are 6.0% of budget and down \$177,502 (-9.6%) from last year at this time. FY 2023 expenditures are \$1,678,952 vs. FY 2022 expenditures of \$1,856,454.
- Employee benefit expenditures are 2.5% of budget and up \$4,513 (0.6%) from last year at this time. FY 2023 expenditures are \$806,604 vs. FY 2022 expenditures of \$802,091. ***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 \$19-21 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 3.3% of budget and down \$75,348 (-32.0%) from last year at this time. FY 2023 expenditures are \$160,466 vs. FY 2022 expenditures of \$235,815. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 4.2% of budget and down \$67,186 (-32.6%) from last year at this time. FY 2023 expenditures are \$138,996 vs. FY 2022 expenditures of \$206,182.
- Travel and meeting expenditures are 1.9% of budget and down \$14,554 (-69.9%) from last year at this time. FY 2023 expenditures are \$6,275 vs. FY 2022 expenditures of \$20,829.
- Fixed charges expenditures are 7.6% of budget and down \$195,203 (-61.8%) from last year at this time. FY 2023 expenditures are \$120,648 vs. FY 2022 expenditures of \$315,851. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 0.4% of budget and down \$16,337 (-77.6%) from last year at this time. FY 2023 expenditures are \$4,722 vs. FY 2022 expenditures of \$21,059.
- Capital Outlay expenditures are -3.8% of budget and down \$123,857 (-203.5%) from last year at this time. FY 2023 expenditures are (\$63,006) vs. FY 2022 expenditures of \$60,851. ***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 10.5% of budget and up \$22,331 (30.2%) from last year at this time. FY 2023 expenditures are \$96,320 vs. FY 2022 expenditures of \$73,989. 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.



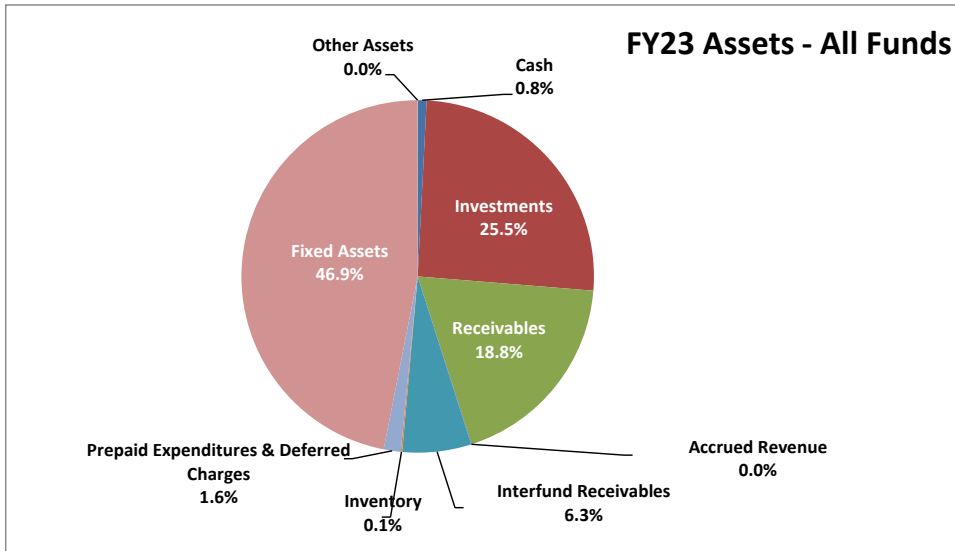
Clinton E. Gabbard  
President

**All Funds Statement of Net Position (Balance Sheet)**  
**July 31, 2022**

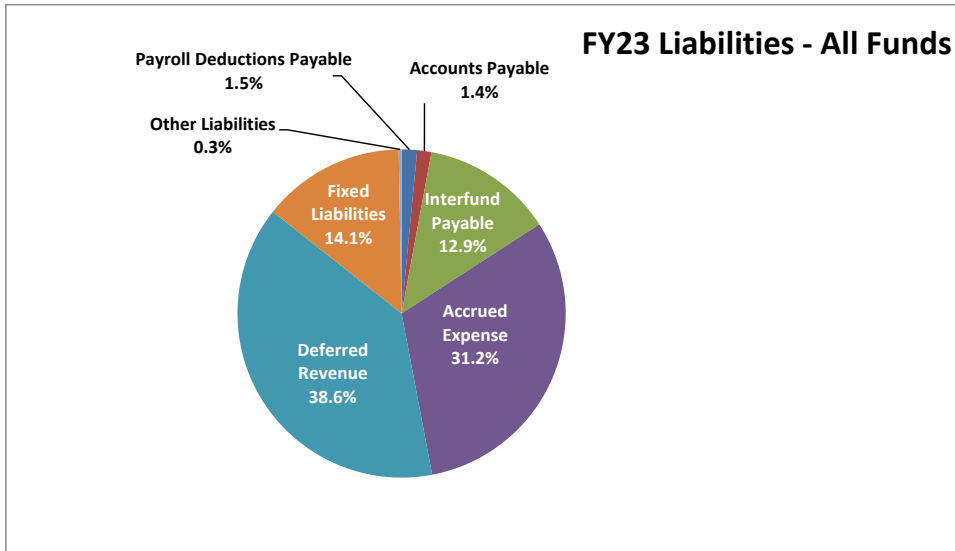
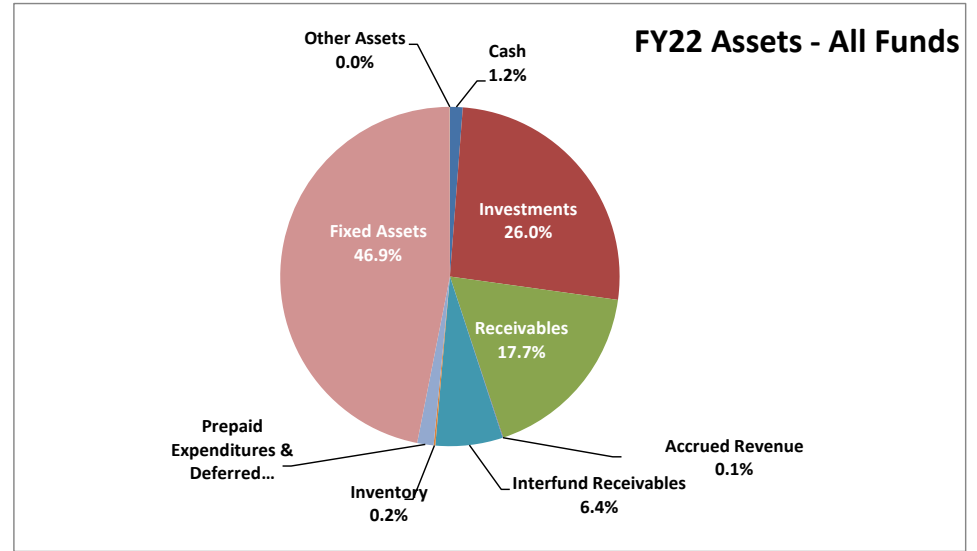
Funds Statement of Net Position (Balance Sheet)														
July 31, 2022	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	1,245,597	-	-	-	607,628.26	-	(0)	14,429	-	-	403,874	74,642	-	145,024
Investments	39,096,706	17,528,890	1,018,414	15,558,387	-	-	-	2,918,421	-	-	-	-	2,072,594	-
Receivables	28,782,532	25,719,835	1,839,880	-	-	14,424	849,017	-	-	-	-	34,663	324,712	-
Accrued Revenue	75,910	20,813	1,783	46,599	-	-	-	3,660	-	-	-	-	3,057	-
Interfund Receivables	9,682,217	4,379,484	5,252,055	(791,608)	(60,570)	715,878	(476,261)	81,218	(0)	363,074	(2,990)	880	(283,918)	504,976
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,396,562	1,507,017	5,760	-	-	50,389	71,097	-	-	72,084	-	-	262,471	427,744
Fixed Assets	71,962,752	-	-	-	-	-	-	-	71,962,752	-	-	-	-	-
Other Assets	20,298	-	-	-	-	-	-	-	-	20,298	-	-	-	-
Total Assets	153,463,314	49,156,039	8,117,892	14,813,378	547,058	981,430	443,854	3,017,727	71,962,752	455,456	400,884	110,185	2,378,916	1,077,744
Liabilities														
Payroll Deductions Payable	1,093,708	944,521	22,274	-	-	125,414	1,500	-	-	-	-	-	-	-
Accounts Payable	1,009,345	965,077	5,270	17,347	-	2,434	19,217	-	-	-	-	-	-	-
Interfund Payable	9,309,381	-	-	6,791,481	-	407,086	293,497	-	363,074	-	-	-	1,454,243	-
Accrued Expense	22,423,281	473,046	-	-	-	-	-	-	-	457	-	-	-	21,949,778
Deferred Revenue	27,800,385	19,041,886	1,781,759	-	-	5,985	-	-	-	-	-	31,250	292,694	6,646,812
Fixed Liabilities	10,133,354	-	-	-	-	-	-	-	-	10,133,354	-	-	-	-
Other Liabilities	200,626	35,097	-	-	-	165,529	-	-	-	-	-	-	-	-
Total Liabilities	71,970,080	21,459,628	1,809,302	6,808,828	-	706,447	314,214	-	363,074	10,133,811	-	31,250	1,746,937	28,596,590
Designated Fund Balance	81,493,234	27,696,412	6,308,589	8,004,550	547,058	274,984	129,640	3,017,727	71,599,678	(9,678,355)	400,884	78,935	631,979	(27,518,846)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,172,563	17,436,327	1,736,236											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	79,604,228			8,004,550	0				71,599,678					
Liabilities, Protection, and Settlement	-37,020,220									-10,133,354			631,979	-27,518,846
Working Cash/Other Restricted	2,359,458						129,640	1,750,000			400,884	78,935		
Remaining Unassigned Balance	17,377,205	10,260,085	4,572,353	0	547,058	274,984	0	1,267,727	0	454,999	0	0	0	0

**All Funds Statement of Net Position (Balance Sheet)**  
**July 31, 2022**

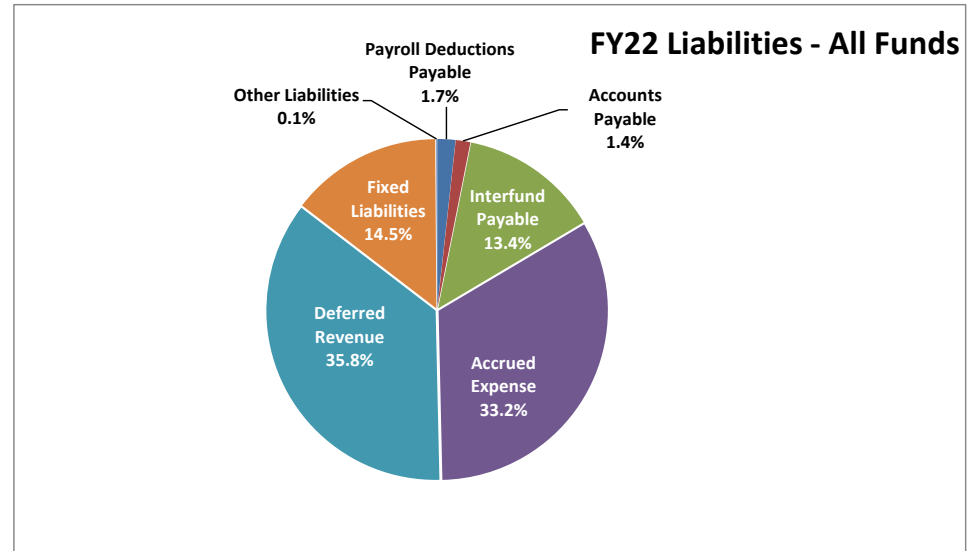
Total Assets = \$ 153,463,314



Total Assets = \$ 149,970,760



Total Liabilities = \$ 71,970,080



Total Liabilities = \$ 71,948,364

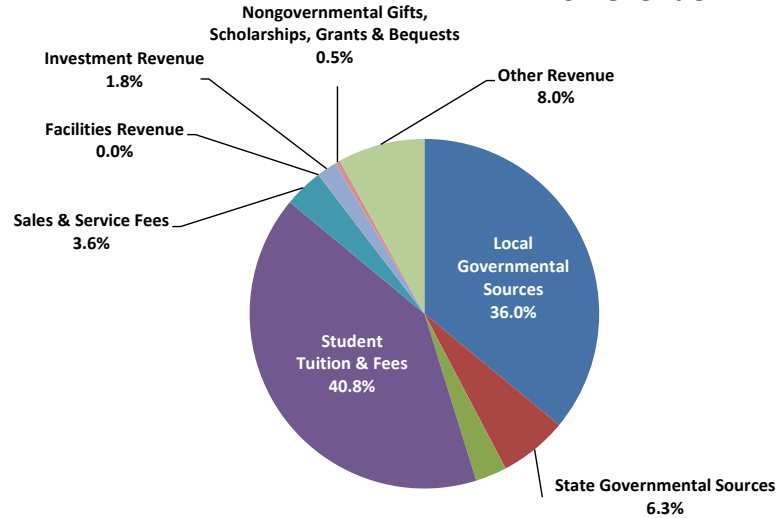
**All Funds Statement of Activities (Income Statement)**  
**July 31, 2022**

		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	2,564,649	2,232,977	266,872	-	-	-	-	-	-	-	-	6,250	58,550	-
State Governmental Sources	450,091	323,386	72,764	-	-	-	53,941	-	-	-	-	-	-	-
Federal Governmental Sources	207,002	-	-	-	-	-	207,002	-	-	-	-	-	-	-
Student Tuition & Fees	2,907,984	2,237,713	180,558	37,630	351,215	100,868	-	-	-	-	-	-	-	-
Sales & Service Fees	256,996	35,433	-	-	-	221,563	-	-	-	-	-	-	-	-
Facilities Revenue	2,100	600	-	-	-	1,500	-	-	-	-	-	-	-	-
Investment Revenue	129,396	61,070	3,416	52,045	-	-	-	7,010	-	-	-	-	5,854	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	35,057	-	-	-	-	2,006	31,050	-	-	-	2,001	-	-	-
Other Revenue	573,024	572,210	-	-	-	-	-	-	-	-	815	-	-	-
<b>Total Revenue</b>	<b>7,126,300</b>	<b>5,463,389</b>	<b>523,611</b>	<b>89,675</b>	<b>351,215</b>	<b>325,938</b>	<b>291,993</b>	<b>7,010</b>	<b>-</b>	<b>-</b>	<b>2,815</b>	<b>6,250</b>	<b>64,404</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	1,883,835	1,645,835	33,118	-	-	141,387	63,495	-	-	-	-	-	-	-
Employee Benefits	917,858	796,298	10,306	-	-	32,161	20,032	-	-	-	-	-	59,061	-
Contractual Services	197,716	159,644	823	-	-	22,455	14,795	-	-	-	-	-	-	-
General Materials & Supplies	161,879	127,132	11,865	-	-	18,820	4,063	-	-	-	-	-	-	-
Travel & Conference/Meeting	12,728	6,275	-	-	-	3,590	2,864	-	-	-	-	-	-	-
Fixed Charges	44,720	116,448	4,200	-	138,900	-	-	-	-	(223,519)	-	-	8,692	-
Utilities	4,722	7,566	(2,845)	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	(63,006)	-	(63,006)	-	-	-	-	-	-	-	-	-	-	-
Other Expenditures	147,886	96,320	-	-	-	2	45,758	-	-	-	5,805	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,308,338</b>	<b>2,955,517</b>	<b>(5,540)</b>	<b>-</b>	<b>138,900</b>	<b>218,414</b>	<b>151,007</b>	<b>-</b>	<b>-</b>	<b>(223,519)</b>	<b>5,805</b>	<b>-</b>	<b>67,753</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,817,961</b>	<b>2,507,872</b>	<b>529,151</b>	<b>89,675</b>	<b>212,315</b>	<b>107,523</b>	<b>140,986</b>	<b>7,010</b>	<b>-</b>	<b>223,519</b>	<b>(2,990)</b>	<b>6,250</b>	<b>(3,349)</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	77,675,270	25,188,538	5,779,437	7,914,875	334,743	167,460	(11,346)	3,010,717	71,599,678	(9,901,874)	403,874	72,685	635,329	(27,518,846)
Ending Fund Balance	81,493,231	27,696,410	6,308,588	8,004,550	547,058	274,983	129,640	3,017,727	71,599,678	(9,678,355)	400,884	78,935	631,980	(27,518,846)

All Funds Statement of Activities (Income Statement)  
July 31, 2022

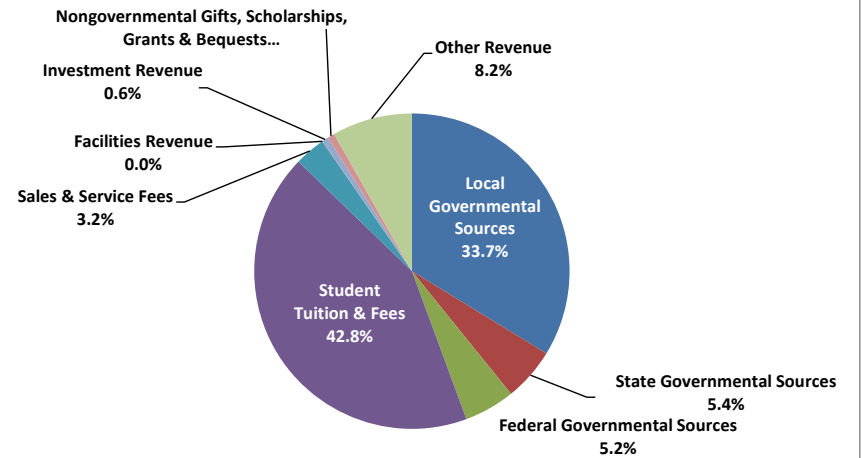
Total Revenue = \$ 7,126,300

**FY23 Revenue - All Funds**

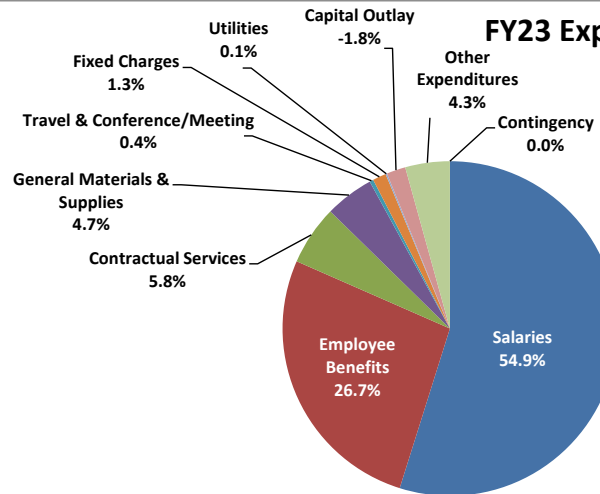


Total Revenue = \$ 7,357,119

**FY22 Revenue - All Funds**

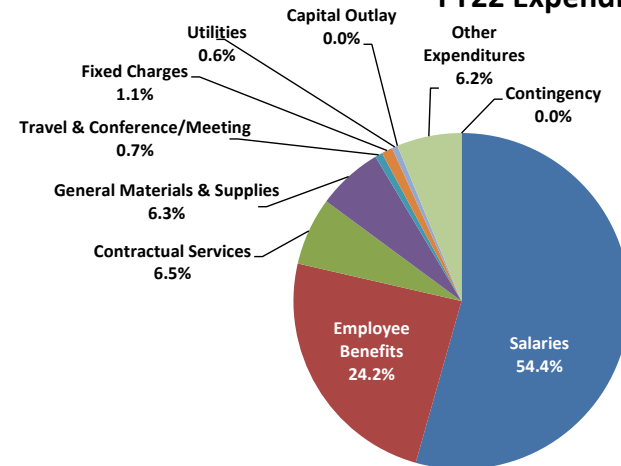


**FY23 Expenditures - All Funds**



Total Expense = \$ 3,308,338

**FY22 Expenditures - All Funds**



Total Expense = \$ 3,793,035

Operating Funds  
Net of SURS/Investments

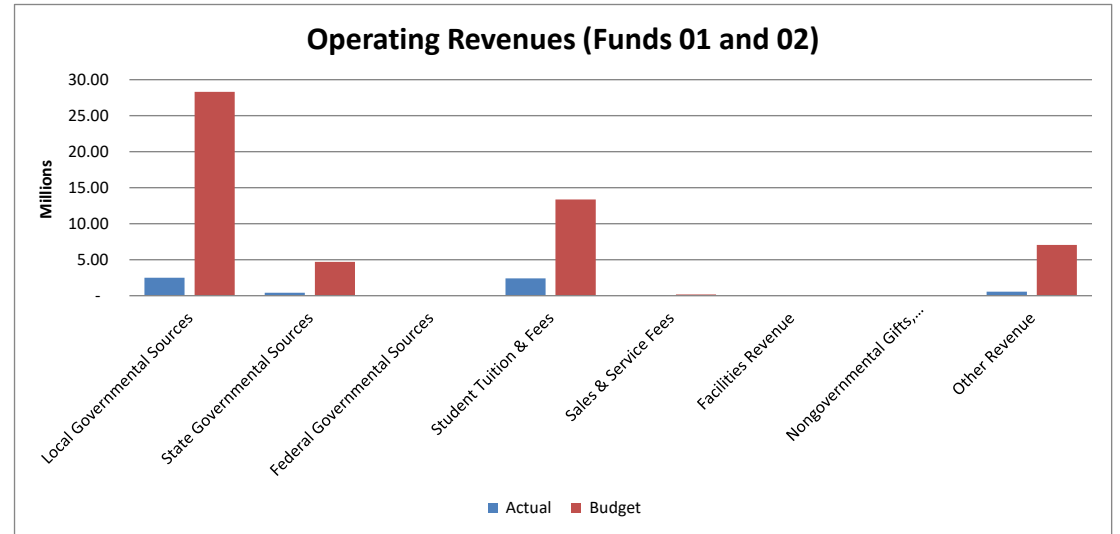
**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**

July 31, 2022

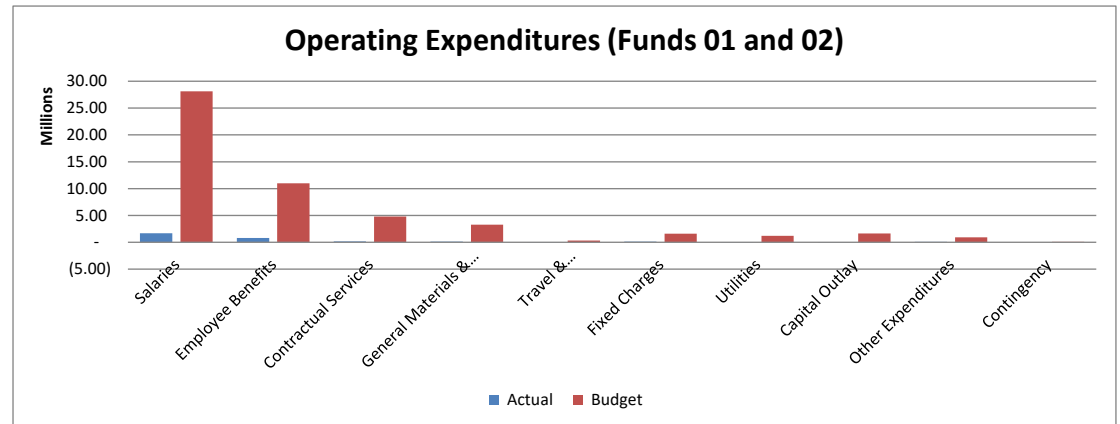
	FY23			FY23 YTD Actual to:		FY22	FY23 Act.
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Change Over FY22 Act.
<b>Revenue</b>							
Local Governmental Sources	\$ 2,499,849	\$ 2,326,083	\$ 28,320,058	107.5%	8.8%	\$ 2,417,447	\$ 82,402
State Governmental Sources	396,151	385,991	4,699,442	102.6%	8.4%	317,627	\$ 78,524
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	\$ -
Student Tuition & Fees	2,418,271	1,196,230	13,350,427	202.2%	18.1%	2,642,557	\$ (224,286)
Sales & Service Fees	35,433	13,470	164,000	263.0%	21.6%	7,919	\$ 27,514
Facilities Revenue	600	1,558	18,966	38.5%	3.2%	600	\$ -
Nongovernmental Gifts	-	903	11,000	0.0%	0.0%	-	\$ -
Other Revenue	572,210	579,041	7,049,827	98.8%	8.1%	603,288	\$ (31,079)
<b>Total Revenue</b>	<b>\$ 5,922,514</b>	<b>\$ 4,503,277</b>	<b>\$ 53,613,720</b>	<b>131.5%</b>	<b>11.0%</b>	<b>\$ 5,989,438</b>	<b>\$ (66,924)</b>
<b>Expenditures</b>							
Salaries	\$ 1,678,952	\$ 2,309,243	\$ 28,115,035	72.7%	6.0%	\$ 1,856,454	\$ (177,502)
Employee Benefits	806,604	902,874	10,992,486	89.3%	7.3%	802,091	\$ 4,513
Contractual Services	160,466	394,642	4,804,764	40.7%	3.3%	235,815	\$ (75,348)
General Materials & Supplies	138,996	269,034	3,275,495	51.7%	4.2%	206,182	\$ (67,186)
Travel & Conference/Meeting	6,275	27,354	333,032	22.9%	1.9%	20,829	\$ (14,554)
Fixed Charges	120,648	130,706	1,591,347	92.3%	7.6%	315,851	\$ (195,203)
Utilities	4,722	100,261	1,220,675	4.7%	0.4%	21,059	\$ (16,337)
Capital Outlay	(63,006)	135,256	1,646,739	-46.6%	-3.8%	60,851	\$ (123,857)
Other Expenditures	96,320	75,277	916,500	128.0%	10.5%	73,989	\$ 22,331
Contingency	-	8,214	100,000	0.0%	0.0%	-	\$ -
<b>Total Expenditures</b>	<b>\$ 2,949,977</b>	<b>\$ 4,352,860</b>	<b>\$ 52,996,073</b>	<b>67.8%</b>	<b>5.6%</b>	<b>\$ 3,593,122</b>	<b>\$ (643,144)</b>
<b>Surplus/(deficit)</b>	<b>\$ 2,972,537</b>	<b>\$ 150,417</b>	<b>\$ 617,647</b>			<b>\$ 2,396,317</b>	<b>\$ 576,220</b>
Net Transfers Out/(In)	\$ -		\$ 1,150,000			\$ -	\$ -
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 2,972,537</b>	<b>\$ 150,417</b>	<b>\$ (532,353)</b>			<b>\$ 2,396,317</b>	<b>\$ 576,220</b>
<i>Beginning Fund Balance</i>	<i>30,967,975</i>	<i>30,967,975</i>	<i>30,967,975</i>			<i>32,311,033</i>	
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>2,972,537</i>	<i>150,417</i>	<i>(532,353)</i>			<i>2,396,317</i>	
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>				
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 33,940,512</b>	<b>\$ 31,118,392</b>	<b>\$ 30,535,622</b>			<b>\$ 34,707,350</b>	

**Operating Funds - Statement of Activities**  
**July 31, 2022**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	2,499,849.02	28,320,058.00
State Governmental Sources	396,150.59	4,699,442.00
Federal Governmental Sources	-	-
Student Tuition & Fees	2,418,271.24	13,350,427.00
Sales & Service Fees	35,433.30	164,000.00
Facilities Revenue	600.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	11,000.00
Other Revenue	572,209.83	7,049,827.00
<b>Total Revenue</b>	<b>5,922,513.98</b>	<b>53,613,720.00</b>



<b>Expenditures</b>		
Salaries	1,678,952.40	28,115,035.00
Employee Benefits	806,604.14	10,992,486.00
Contractual Services	160,466.38	4,804,764.00
General Materials & Supplies	138,996.46	3,275,495.00
Travel & Conference/Meeting	6,274.70	333,032.00
Fixed Charges	120,647.58	1,591,347.00
Utilities	4,721.79	1,220,675.00
Capital Outlay	(63,006.02)	1,646,739.00
Other Expenditures	96,320.05	916,500.00
Contingency	-	100,000.00
<b>Total Expenditures</b>	<b>2,949,977.48</b>	<b>52,996,073.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>2,972,536.50</b>	<b>617,647.00</b>



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

Treasurer's Reports

Information

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

Recommendation

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

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

Clinton E. Gabbard  
President

**McHenry County College**  
**Treasurer's Report**  
**For the Month of June 2022**

<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>	\$199,536.69	\$374,793.82	\$456,338.04	\$117,992.47
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$505,256.03	\$9,331,286.71	\$9,758,566.65	\$77,976.09
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$31,990.00	\$31,990.00	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$789,654.13	\$789,654.13	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$3,783,113.19	\$14,847,717.50	\$13,939,345.53	\$4,691,485.16
Crystal Lake Bank & Trust <b>Operations</b>	\$143,310.39	\$4,718,472.32	\$4,723,765.69	\$138,017.02
Crystal Lake Bank & Trust <b>Payroll</b>	\$43,086.87	\$1,906,304.49	\$1,907,593.86	\$41,797.50

McHenry County College  
June 30, 2022

Investments

College Fund	Financial Institution	06/30/22	05/31/22	06/30/22	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$313,904	\$2,695	1%	see below	N/A	On Demand
Education	PFM Investments	16,232,621	8,492,602	44%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,016,853	1,020,278	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,812,186	6,852,882	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	7,385,053	7,387,415	20%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	198,544	201,684	1%	0.15%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	358,008	359,561	1%	see below	N/A	Various
Working Cash	PFM Investments	2,915,216	2,922,247	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,069,917	2,075,789	6%	see below	N/A	Various
	<b>Total</b>	<b>\$37,302,302</b>	<b>\$29,315,153</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Jun-22	Fiscal YTD
Education	(\$58,526)	(\$371,719)
Operations & Maintenance	(3,354)	(21,305)
Operations & Maintenance (Restricted)	(39,862)	(253,179)
Operations & Maintenance (Restricted CDB Projects)	(7,056)	(38,811)
Working Cash	(6,886)	(43,738)
Liability, Protection and Settlement	(5,752)	(36,532)
<b>Total</b>	<b>(\$121,436)</b>	<b>(\$765,284)</b>

Illinois Fund Rates - June 30, 2022

Annualized rate - Money Market

Low	0.907%
High	1.423%
Average	1.119%

PFM Investment Rates - June 30, 2022

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	2.440%	1.330%	1.300%	2.260%
At Market	2.450%	3.110%	2.550%	2.900%

\*Currently there are no investments in these categories.

**McHenry County College  
Treasurer's Report  
For the Month of July 2022**

<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>	\$117,992.47	\$879,089.73	\$659,930.96	\$337,151.24
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$77,976.09	\$1,361,483.03	\$1,347,318.43	\$92,140.69
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$23,134.87	\$23,134.87	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$49,880.04	\$49,880.04	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$4,691,485.16	\$1,252,203.97	\$4,992,976.93	\$950,712.20
Crystal Lake Bank & Trust <b>Operations</b>	\$138,017.02	\$1,829,666.72	\$1,786,677.22	\$181,006.52
Crystal Lake Bank & Trust <b>Payroll</b>	\$41,797.50	\$1,962,240.12	\$1,962,240.12	\$41,797.50

McHenry County College  
July 31, 2022

Investments

College Fund	Financial Institution	07/31/22 Investments	06/30/22 Investments	07/31/22 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$1,258,521	\$313,904	3%	see below	N/A	On Demand
Education	PFM Investments	16,291,182	16,232,621	42%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,020,197	1,016,853	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,851,919	6,812,186	17%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,195,867	7,385,053	21%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	198,544	198,544	1%	0.15%	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	358,656	358,008	1%	see below	N/A	Various
Working Cash	PFM Investments	2,922,080	2,915,216	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,075,650	2,069,917	5%	see below	N/A	Various
	<b>Total</b>	<b>\$39,172,616</b>	<b>\$37,302,302</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Jul-22	Fiscal YTD
Education	\$61,077	\$61,077
Operations & Maintenance	3,415	3,415
Operations & Maintenance (Restricted)	40,577	40,577
Operations & Maintenance (Restricted CDB Projects)	11,462	11,462
Working Cash	7,010	7,010
Liability, Protection and Settlement	5,855	5,855
<b>Total</b>	<b>\$129,396</b>	<b>\$129,396</b>

Illinois Fund Rates - July 31, 2022

Annualized rate - Money Market

Low	1.465%
High	1.964%
Average	1.593%

PFM Investment Rates - July 31, 2022

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	2.440%	1.340%	1.450%	2.260%
At Market	2.750%	3.050%	2.800%	3.000%

\*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 \$1,907,561.62. Please note that the expenses are not segregated into the respective funds.

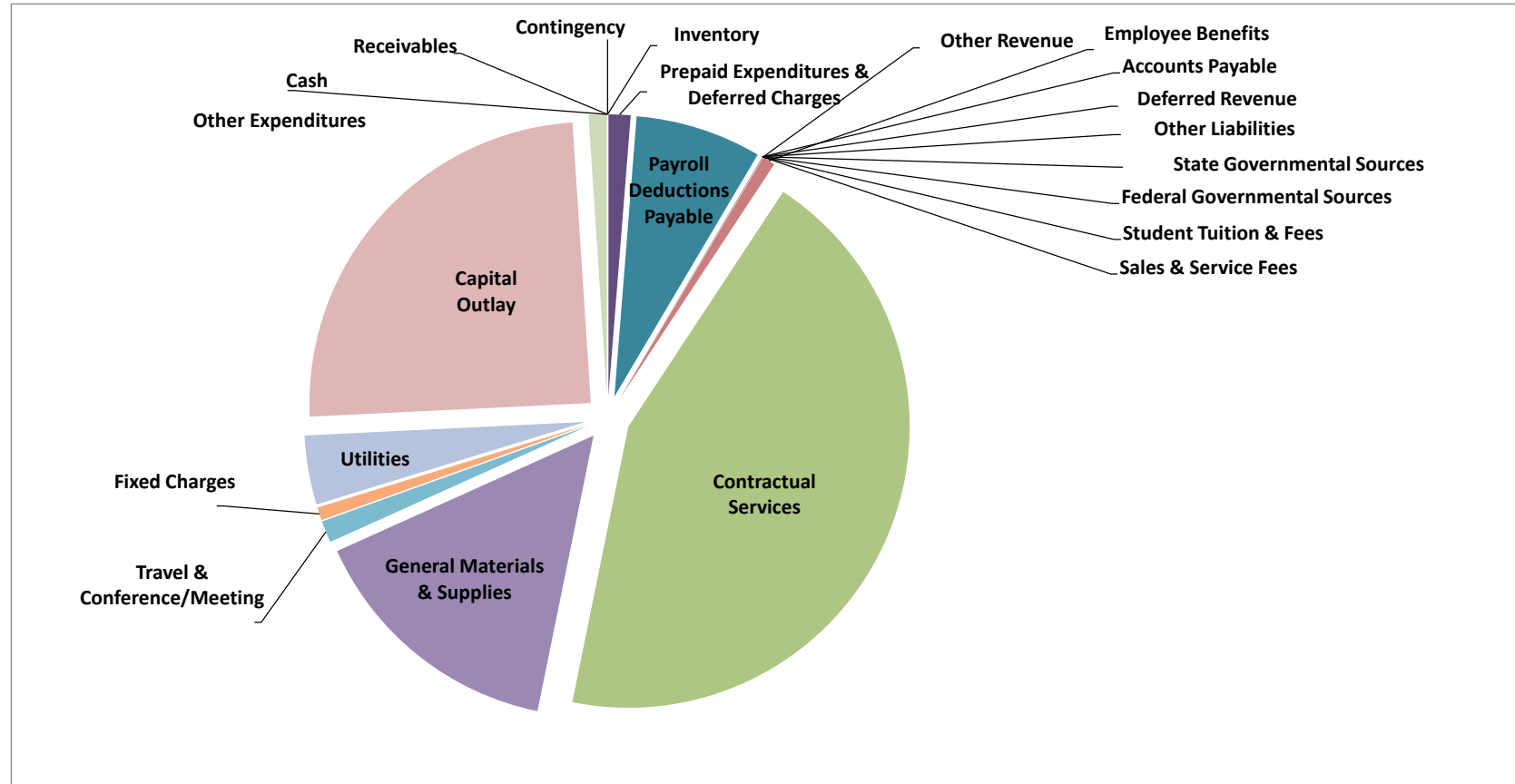
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of June 1 - June 30, 2022, totaling \$1,907,561.62.

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 6/1/22 through 6/30/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	101.00	0.01%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	13,890.30	0.73%
Prepaid Expenditures & Deferred Charges	24,070.00	1.26%	Contractual Services	837,851.55	43.92%
Payroll Deductions Payable	138,246.02	7.25%	General Materials & Supplies	287,433.22	15.07%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	23,849.15	1.25%
Deferred Revenue	0.00	0.00%	Fixed Charges	14,197.62	0.74%
Other Liabilities	0.00	0.00%	Utilities	75,728.76	3.97%
State Governmental Sources	0.00	0.00%	Capital Outlay	471,774.34	24.73%
Federal Governmental Sources	591.54	0.03%	Other Expenditures	19,828.12	1.04%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,907,561.62</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (1-Jan)	FY22: (2-Feb)	FY22: (3-Mar)	FY22: (4-Apr)	FY22: (5-May)	FY22: (6-Jun)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$250.00				250.00		
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$7,457.29					6,837.29	620.00
<b>Engineering Total</b>					\$ 7,707.29	-	-	-	250.00	6,837.29	620.00
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,476.66	235.23	455.73	998.32	751.73	666.58	369.07
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$89,591.82	3,417.20	13,014.77	25,753.01	17,644.41	20,893.51	8,868.92
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,091.54	38.58	209.06	257.28	245.66	510.48	830.48
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,569.60	279.70	895.15	1,298.15	647.95	1,618.75	829.90
<b>Food Vendor Total</b>					\$ 100,729.62	3,970.71	14,574.71	28,306.76	19,289.75	23,689.32	10,898.37
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00	250.00		500.00	250.00		250.00
<b>Landscaping Total</b>					\$ 1,250.00	250.00	-	500.00	250.00	-	250.00
Legal	53	Contractual Services	0394606	Campion, Curran, La	\$3,843.75	1,893.75	900.00	450.00	412.50	150.00	37.50
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$32,422.01	4,410.96		16,991.40	11,019.65		
<b>Legal Total</b>					\$ 36,265.76	6,304.71	900.00	17,441.40	11,432.15	150.00	37.50
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$186,498.10	30,914.43	34,861.47	53,838.42	31,900.57	25,273.80	9,709.41
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$213,722.63	17,563.64	31,571.20	46,461.08	50,630.80	22,345.00	45,150.91
Temporary Staffing	55	Travel & Conference/Meeting	0396989	WORKING WORLD INC	\$3,660.00	3,660.00					
<b>Temporary Staffing Total</b>					\$ 403,880.73	52,138.07	66,432.67	100,299.50	82,531.37	47,618.80	54,860.32
<b>Grand Total</b>					\$ 549,833.40	\$ 62,663.49	\$ 81,907.38	\$ 146,547.66	\$ 113,753.27	\$ 78,295.41	\$ 66,666.19

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 \$1,810,582.59. Please note that the expenses are not segregated into the respective funds.

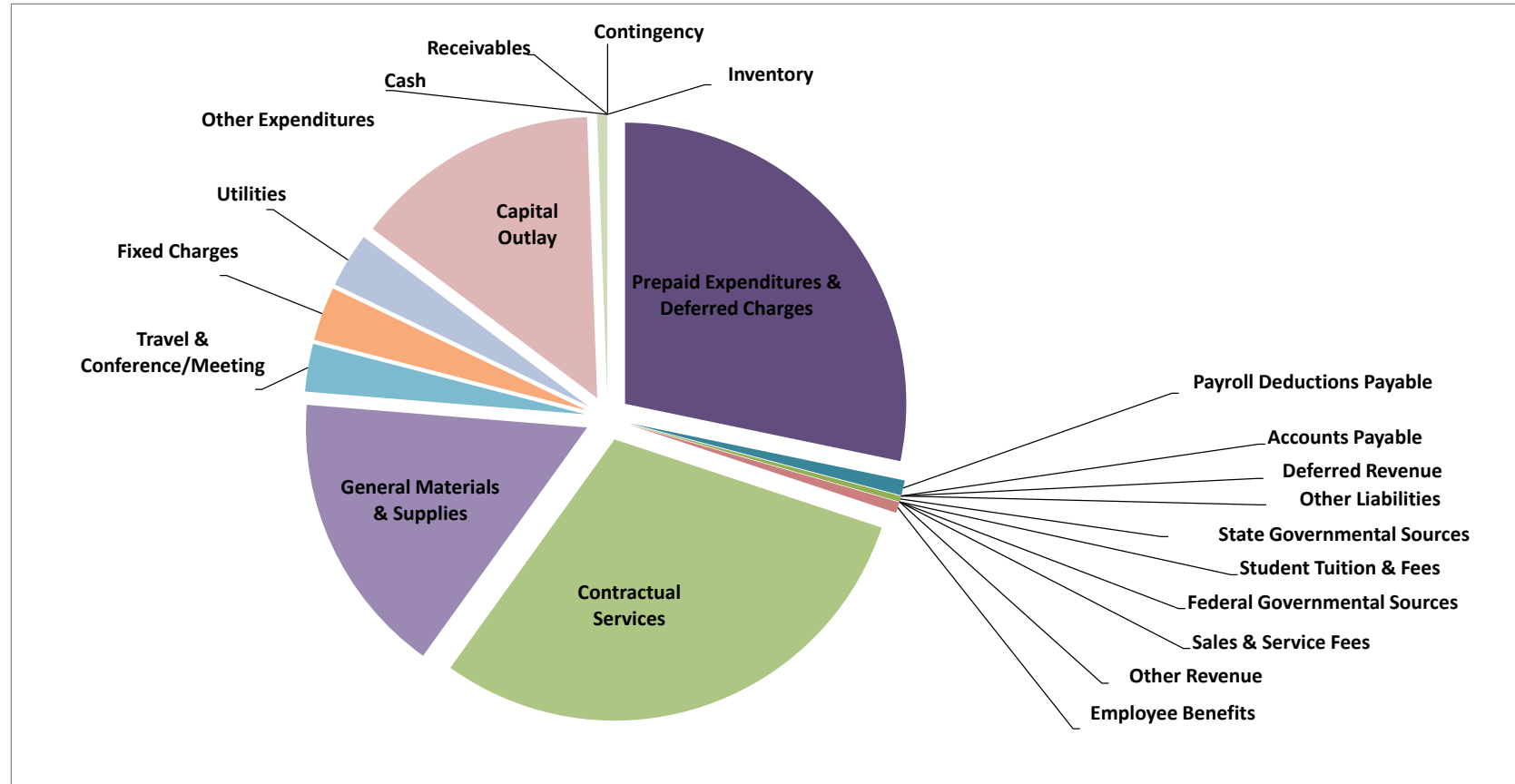
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of July 1 - July 31, 2022, totaling \$1,810,582.59.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 7/1/22 through 7/31/22



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	11,306.93	0.62%
Prepaid Expenditures & Deferred Charges	511,801.92	28.27%	Contractual Services	540,279.30	29.84%
Payroll Deductions Payable	15,695.16	0.87%	General Materials & Supplies	296,358.70	16.37%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	49,680.09	2.74%
Deferred Revenue	0.00	0.00%	Fixed Charges	56,188.78	3.10%
Other Liabilities	0.00	0.00%	Utilities	56,991.74	3.15%
State Governmental Sources	5,789.99	0.32%	Capital Outlay	256,071.34	14.14%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	10,418.64	0.58%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,810,582.59</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (2-Feb)	FY22: (3-Mar)	FY22: (4-Apr)	FY22: (5-May)	FY22: (6-Jun)	FY23: (7-Jul)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$250.00			250.00			
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$7,457.29				6,837.29	620.00	
<b>Engineering Total</b>					\$ 7,707.29	-	-	250.00	6,837.29	620.00	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,474.92	455.73	998.32	751.73	666.58	369.07	233.49
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$90,150.80	13,014.77	25,753.01	17,644.41	20,893.51	8,868.92	3,976.18
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,126.88	209.06	257.28	245.66	510.48	830.48	73.92
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,289.90	895.15	1,298.15	647.95	1,618.75	829.90	
<b>Food Vendor Total</b>					\$ 101,042.50	14,574.71	28,306.76	19,289.75	23,689.32	10,898.37	4,283.59
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00		500.00	250.00		250.00	250.00
Landscaping	58	Capital Outlay	0394808	COUNTRYSIDE GARDEN	\$1,080.00						1,080.00
<b>Landscaping Total</b>					\$ 2,330.00	-	500.00	250.00	-	250.00	1,330.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$55,782.77		16,991.40	11,019.65			27,771.72
<b>Legal Total</b>					\$ 55,782.77	-	16,991.40	11,019.65	-	-	27,771.72
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$158,323.27	34,861.47	53,838.42	31,900.57	25,273.80	9,709.41	2,739.60
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$220,310.24	31,571.20	46,461.08	50,630.80	22,345.00	45,150.91	24,151.25
<b>Temporary Staffing Total</b>					\$ 378,633.51	66,432.67	100,299.50	82,531.37	47,618.80	54,860.32	26,890.85
<b>Grand Total</b>					\$ 545,496.07	\$ 81,007.38	\$ 146,097.66	\$ 113,340.77	\$ 78,145.41	\$ 66,628.69	\$ 60,276.16

### 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 18, 2020
- Committee of the Whole Meeting, May 19, 2020
- Committee of the Whole Meeting, August 18, 2020
- Committee of the Whole Meeting, October 13, 2020
- Regular Board Meeting, October 22, 2020
- Committee of the Whole Meeting, November 10, 2020
- Regular Board Meeting, November 19, 2020
- Committee of the Whole Meeting, January 19, 2021
- Regular Board Meeting, January 28, 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 18, 2020; Committee of the Whole Meeting, May 19, 2020; Committee of the Whole Meeting, August 18, 2020; Committee of the Whole Meeting, October 13, 2020; Regular Board Meeting, October 22, 2020; Committee of the Whole Meeting, November 10, 2020; Regular Board Meeting, November 19, 2020; Committee of the Whole Meeting, January 19, 2021 and Regular Board Meeting, January 28, 2021.



Clinton E. Gabbard  
President

Renewal  
Illinois Community College Risk Management Consortium

Information

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

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

Since joining the consortium in FY 2015, McHenry County College has saved a cumulative total of \$1,194,372.00 vs. the cost of the FY 2014 non-ICCRMC year. The College has also seen its rates decline in six of the nine years of being a member.

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

	Renewals	Dividends	Net Premium	Cumulative Savings/Avoidance vs FY14 Non-ICCRMC	ICCRMC Cost/(Savings) Year Over Year Change
FY14 (non-ICCRMC)	\$495,624.50		\$495,624.50	-	-
FY15 (ICCRMC)	\$382,466.00		\$382,466.00	(\$113,158.50)	(\$113,158.50)
FY16 (ICCRMC)	\$365,074.00		\$365,074.00	(\$130,550.50)	(\$17,392.00)
FY17 (ICCRMC)	\$334,692.00		\$334,692.00	(\$160,932.50)	(\$30,382.00)
FY18 (ICCRMC)	\$344,774.00		\$344,774.00	(\$150,850.50)	\$10,082.00
FY19 (ICCRMC)	\$342,725.00		\$342,725.00	(\$152,899.50)	(\$2,049.00)
FY20 (ICCRMC)	\$326,443.00		\$326,443.00	(\$169,181.50)	(\$16,282.00)
FY21 (ICCRMC)	\$382,681.00		\$382,681.00	(\$112,943.50)	\$56,238.00
FY22 (ICCRMC)*	\$413,371.00	\$34,455.00	\$378,916.00	(\$116,708.50)	(\$3,765.00)
FY23 (ICCRMC)	\$471,166.28	\$62,689.00	\$408,477.28	(\$87,147.22)	\$29,561.28
Total FY15 to FY23	\$3,859,016.78	\$97,144.00	\$3,761,872.78	(\$1,194,372.22)	

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

Recommendation

It is recommended that the Board of Trustees approves the FY 2023 renewal with the Illinois Community College Risk Management Consortium for property, casualty, liability, and worker compensation insurance coverage for a net premium of \$408,477.78.

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

Clinton E. Gabbard  
President

Request to Purchase  
Open Enrollment and Contract Training Instructional Materials

Information

MCC's Workforce Development division offers a variety of leadership training courses for individuals and local companies. These courses are designed to help individuals remain competitive and current in the changing business environment. These courses also provide local companies with customized training tailored to improve their workforce.

The curriculum and participants materials for these programs are purchased from Development Dimensions International, Incorporated (DDI). The College selected DDI curriculum and materials based on the quality and reputation of the company. DDI's Center for Analytics and Behavioral Research conducts research to advance thinking and uncover trends and issues in areas such as hiring, leadership development and innovation, which keeps the curriculum up-to-date. DDI provides an education sales channel, which allows the College discounted access to state-of-the-art training resources otherwise available only to DDI's corporate clients.

Each fiscal year, a number of programs are offered through Open Enrollment and Contract Training and materials are purchased for those programs. The anticipated costs of these materials will be \$50,000.00 per year through June 2025 to serve approximately 1,000 students.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph."

The funds to pay for this expense are budgeted in the Workforce Training account in the Auxiliary Enterprises Fund and are offset by revenues collected from the students and company sponsors.

Recommendation

It is recommended that the Board of Trustees approves the purchase of open enrollment instructional materials each year for the next three fiscal years through June 2025, for an annual amount not to exceed \$50,000.00 from Development Dimensions International, Inc., Bridgeville, PA.



Clinton E. Gabbard  
President

Request to Purchase  
Traffic Safety School Instructional Materials

Information

In 1998, McHenry County College entered into an agreement with the Chief Judge of the Circuit Court of the Twenty-Second Judicial Circuit to operate a Traffic Safety School, which offers court-mandated programs as an alternative to traditional sentences for offenders of traffic laws. The Traffic Safety School also offers courses for individuals interested in improving their defensive driving skills. These programs enroll approximately 10,000 students annually.

In order to offer the programs within the Traffic Safety School, MCC provides students with traditional workbooks and online content. It is anticipated that the costs of these materials will be \$85,000.00 for online codes, \$15,000.00 for workbooks, and \$1,000.00 for instructor certification renewal for a total cost of \$101,000.00 per year for the next three years. The College is reimbursed for these costs either through the court or directly from the participants.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph."

The funds to pay for this expense are budgeted in the Traffic Safety School account in the Auxiliary Enterprises Fund and are offset by revenues collected from the participants.

Recommendation

It is recommended that the Board of Trustees approves the purchase of traditional workbooks, online codes, and instructor recertification for the next three fiscal years through the end of June 2025, for Traffic Safety School students, from the National Safety Council, Itasca, IL, for an amount not to exceed \$101,000.00 annually.



Clinton E. Gabbard  
President

Request to Purchase  
Online Database ServicesInformation

This is an annual renewal for online database services provided by the Consortium of Academic Research Libraries in Illinois (CARLI). The MCC Library uses the services of CARLI to provide the EBSCO online database service and electronic access to the Chronicle of Higher Education.

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

Vendor	Database	Cost
Chronicle of Higher Education	<i>Chronicle of Higher Education</i>	1,496.00
Credo Reference	<i>Credo Reference – Academic Core</i>	2,100.00
EBSCO	<i>CINAHL Complete</i>	10,600.31
	<i>Nursing Reference Center Plus</i>	4,428.61
	<i>PsycArticles</i>	5,259.65
	<i>eBook Community College Collection</i>	3,844.38
Gale Group	<i>Gale OneFile: Fine Arts</i>	1,252.00
Modern Language Association	<i>MLA Handbook Plus</i>	1,080.00
Oxford University Press	<i>Oxford English Dictionary</i>	653.94
	<i>Very Short Introductions Online</i>	2,042.00
	<i>Grove Music Online</i>	2,946.06
	<i>Oxford Handbooks Online: Philosophy</i>	416.61
	<i>Oxford Handbooks Online: Religion</i>	416.61
ProQuest	<i>Women &amp; Social Movements</i>	250.00
	<i>Black Thought &amp; Culture</i>	250.00
	Total	\$37,036.17

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

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

Recommendation

It is recommended that the Board of Trustees approves the one-year contract for services for \$37,036.17 from CARLI, Champaign, IL.



Clinton E. Gabbard  
President

Request to Approve  
Samaritan Counseling Center Partnership Continuation

Utilizing grant funding, MCC partnered with Samaritan Counseling Center from January 2022 through June 2022, which provided two counselors on campus for 10-15 hours per week. That partnership resulted in the following outputs:

- 47 students received individual counseling, over the course of 69 sessions
- 3 QPR Suicide Prevention trainings for students and employees
- 2 Critical Incident Stress Debriefings for groups of students who had traumatic experiences related to classmates
- 7 Stress management group sessions for students
- 4 "Tuesday Talks" informational sessions about student mental health for faculty and staff

Many of the students who used counseling services were referred to other community and campus resources. We feel that this program was successful and as mental health concerns continue to intensify, we would like to continue our contract with Samaritan Counseling Center for the 2022-2023 academic year. The counselor(s) will continue to provide individual and group counseling, as well as educational presentations and outreach.

These services and supplies are exempt from bidding requirements as state in the Illinois Public Community college Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;"

The cost of continuing the Samaritan Counseling Center Partnership will be funded through HEERF II/ Title III: Pathways to Persistence grant. This expense is budgeted in the 06-3080-904147-530900040-Mental Health Contracted Services.

Recommendation

It is recommended that the Board of Trustees approves the Samaritan Counseling Center Contract Continuation from Samaritan Counseling Center of the Northwest Suburbs of Barrington, IL for \$42,000.



Clinton E. Gabbard  
President

Status Update  
Gordon Food Service Prime Vendor Distributor

Information

Since April 2007, the MCC Food Services Department has been participating in the Entegra Procurement Services group purchasing program made available through McHenry County College's participation with the Illinois Community College System Procurement Consortium (ICCSPC), now known as National IPA. Gordon Food Service (GFS) has been Entegra's approved primary distributor of food and supplies for food service operations. GFS provides the MCC Café with the bulk of the products used in producing food and beverages for both the cafeteria and catering needs. After a review of our top 100 most purchased food, beverage, and supply items that MCC obtains from GFS for the Food Services Department, it is noted that prices have increased from FY 2021 to FY 2022 by 12.98%. This is to be expected as the industry deals with the many issues from the COVID-19 pandemic on the market and inflationary impacts.

Quantity	Description	Average price per case purchased
Cases	Top 100 Items FY 2021	\$24.36
Cases	Top 100 Items FY 2022	\$27.52
	Price Change	\$3.16
	Percentage Change	12.98%

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

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

Recommendation

It is recommended that the Board of Trustees approves the continued non-binding purchase of Food and Beverages from Gordon Food Service of Grand Rapids, Michigan, and the Entegra Procurement Program. It is estimated that the annual purchases will not exceed \$350,000.00 for food and \$90,000.00 for supplies and for replacement of equipment as needed on an annual basis.



Clinton E. Gabbard  
President

Ratification of Hires  
New and Replacement Administrative and Faculty Appointments

Information

At the June 2022 Board Meeting, the Board of Trustees authorized MCC President, Dr. Gabbard, to approve full-time administrative and faculty personnel appointments through August 25, 2022. The following appointments have been approved.

➤ **Instructor, Criminal Justice:**

The retirement of Bill Brogan on August 1, 2022 created a vacancy for the faculty position of Instructor, Criminal Justice. Mark Krause has been approved to fill this position effective August 11, 2022. Mr. Krause has both a Bachelor's Degree and Master's Degree from Columbia College of Missouri in Criminal Justice Administration and Law Enforcement Administration. His experience is as follows:

1995 - 2022	Police Chief City of Harvard, Harvard, IL
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Thirty-five applications were received, all met the position minimum requirements, and the search committee interviewed six candidates.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane II, Step 12	\$26,233.14	\$87,538.00	\$78,064.00

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

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

**Qualifications/Desired Qualifications:**

- Master's Degree from a regionally accredited institution
- Master's or Bachelor's degree in Criminal Justice from an accredited university and 2,000 hours of work experience in the Criminal Justice field
- 10,000 hours work experience in the Criminal Justice field
- Demonstrated content expertise in Criminal Investigation, Criminology, Criminal Evidence, Community-based Corrections, Terrorism and Homeland Security, Community Policing, Ethics, and Procedures
- Demonstrated experience in technology enhanced instruction

➤ **Instructor, Accounting:**

The departure of Rustam Saini on May 14, 2022 created a vacancy for the faculty position of Instructor, Accounting. Pauline Halgas has been approved to fill this position effective August 11, 2022. Ms. Halgas has a Master of Business Administration with concentration in Accounting and Finance from the University of Illinois at Chicago. She is a licensed Illinois CPA. Her experience is as follows:

2018 - 2022	Manager Financial Information Systems SAI Global, Chicago, IL
2017 - 2022	Adjunct Accounting Instructor McHenry County College, Crystal Lake, IL
2005 – 2018	Manager, Financial Systems & Conversions ComputerShare, Chicago, IL

Sixteen applications were received, all met the position minimum requirements, and the search committee interviewed six candidates.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane IV, Step 12	\$26,233.14	\$73,741.25	\$85,680.00

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

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

**Qualifications/Desired Qualifications:**

- Master's Degree from a regionally accredited institution
- Master's Degree in Business, Business Education, or Accounting
- Qualifications to include 18 semester hours of Accounting coursework
- A Bachelor's Degree in Business plus the C.P.A. or C.M.A. and 2000 hours of related work experience within the past five years is acceptable.
- Knowledge of computerized accounting systems and of the recommended changes to accounting education as elucidated by the A.I.C.P.A. and the Accounting Education Change Commission is also desired

➤ **Instructor, Anthropology**

The retirement of Judi Cameron on August 1, 2022 created a vacancy for the full-time faculty position of Instructor, Anthropology. Christopher Davis has been approved to fill this position effective August 11, 2022. Mr. Davis has a Master's Degree in Anthropology and a Ph.D. in Archaeology from the University of Illinois at Chicago. His experience is as follows:

2019 – 2022	Adjunct Instructor, Anthropology McHenry County College, Crystal Lake, IL
2017 – 2019	Postdoctoral Fellow in Teaching and Mentoring, Honors College University of Illinois, Chicago, IL
2015 – 2017	Research Associate/Visiting Assistant Professor, Anthropology Dept. Northern Illinois University, Dekalb, IL

Forty-one applications were received, all met the position minimum requirements, and the search committee interviewed four candidates.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane VII, Step 5	\$26,233.14	\$114,655.75	\$77,588.00

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

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

**Qualifications/Desired Qualifications:**

- Master's Degree from a regionally accredited institution
- Master's degree in Anthropology from an accredited university
- Demonstrated content expertise in Anthropology, Biological Anthropology, Cultural Anthropology, and Archaeology
- Demonstrated experience in technology enhanced instruction
- The ability to interact with the students and peers in a positive

➤ **Instructor of Automotive**

The retirement of Mike Albamonte on May 15, 2021 created a vacancy for the full-time faculty position of Instructor of Automotive. Steven Dempsey has been approved to fill this position effective August 11, 2022. Mr. Dempsey has a Master's Degree in Anthropology and a Ph.D. in Archaeology from the University of Illinois at Chicago. His experience is as follows:

2018 – 2022	Automotive Technology and Engineering Teacher Community High School District 155, Crystal Lake, IL
2016 – 2018	Special Education Teacher Northwest Suburban Special Education, Arlington Heights, IL
2004 – 2013	Journeyman Technician Autobarn of Mount Prospect, Mount Prospect, IL

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

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane III, Step 12	\$26,233.14	\$113,169.00	\$81,872.00

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

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

**Qualifications/Desired Qualifications:**

- Bachelor's Degree from a regionally accredited institution
- ASE Master Certification and 5-years of work experience in the automotive repair industry
- Demonstrated skills in Automotive Principles, Advanced Diagnostics, and Electrical and Electronics
- Demonstrated experience in technology enhanced instruction
- The ability to interact with the students and peers in a positive manner; commitment to the mission of the community college and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

➤ **Instructor of Nursing (Med-Surg) 1-year Temporary Non-Tenure Appointment**

Due to increased student demand in the Nursing program, a temporary one-year full-time faculty position of Instructor of Nursing was created. Justin Lawson has been approved to fill this position effective August 11, 2022. Mr. Lawson has a Master's Degree in Nursing Education from Southern Illinois University in Edwardsville, IL. His experience is as follows:

2021 – 2022	Nursing Instructor, Clinical Med-Surg Northern Illinois University, DeKalb, IL
2021 -2022	Nurse Clinician Northwestern Huntley Hospital
2016 – 2022	Nurse Clinician Advocate Aurora Sherman Hospital, Elgin, IL

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

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane II, Step 6	\$26,233.14	N/A	\$64,736.00.00

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

**Position Summary:** MCC librarians and 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 and librarians 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:**

- Master's Degree from a regionally accredited institution
- Master's Degree in Nursing from a regionally accredited institution
- Five years' experience working as a nurse and experience in medical-surgical nursing
- Current licensure as a registered nurse (or eligibility for licensure) in Illinois
- Experience in an acute care setting within the last 2 years
- CPR certified by the American Heart Association, BLS
- Willingness to use educational technology, to include SimMan and other simulation equipment/software

➤ **Reference Librarian**

The departure of Roger Morales on April 1, 2022 created a vacancy for the full-time faculty position of Reference Librarian. Kim Tipton has been approved to fill this position effective August 11, 2022. Ms. Tipton has a Master's Degree in Library and Information Science from the University of Illinois at Chicago. Her experience is as follows:

2018 – 2022	Part-time Reference Librarian McHenry County College, Crystal Lake, IL
2007 – 2019	Adult Services Librarian Crystal Lake Public Library, Crystal Lake, IL

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

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane II, Step 8	\$26,233.14	\$70,886.75	\$70,488.00

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

**Position Summary:** MCC librarians and 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 and librarians 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:**

- Master's Degree from a regionally accredited institution
- Master's degree from an American Library Association-accredited library and information studies program
- Commitment and respect for diversity Commitment to the College mission and goals
- Prior library instruction experience

➤ **Director of User Services:** Replacement

The departure of Todd Smith on March 5, 2021 created a vacancy for the newly revised Director of User Services role within IT. Vernon Carter has been approved to fill this position effective August 1, 2022. Mr. Carter has a Bachelor's Degree in Applied Science from Robert Morris University, Chicago, Illinois. His experience is as follows:

2014 – 2022	Desktop Engineer, Information Technology McHenry County College, Crystal Lake, IL
2012 – 2014	Systems Administrator-Network-Desktop Implementation Management Abbvie, Grayslake, IL
2010 – 2012	IT Migration Support Engineer/ Project Manager Desktop Environment Walgreens, Deerfield, IL
2006 – 2010	Systems Security Associate/Project Manager of Identity Management Hospira Corporation, Lake Forest, IL

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

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	12- Month Salary
A4	\$80,302.45	\$107,068.05	\$133,833.65	\$26,233.14	\$117,416.73	\$100,000.00

**Classification:** Administrative/Full-Time, 12-month, Exempt

**Position Summary:** Ensure reliable and efficient daily operations of the User Services department, including the Help Desk, Desktop Support, and Instructional Media functions for all McHenry County College facilities and functions. Plan and develop new solutions based on MCC need to improve efficiencies. Lead and manage a team that provides critical support services to the MCC community.

**Qualifications/Desired Qualifications:**

- Associate degree or higher from a regionally accredited
- At least four years of experience in a customer facing information technology environment
- Bachelor's Degree preferred
- Community college or other higher education experience preferred
- Supervisory experience is preferred

Recommendation

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



Clinton E. Gabbard  
President

## Salary Adjustment

Information

The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. In accordance with this program, the following 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>
Angela Wallace – 2 <sup>nd</sup> Adjustment – FY 2023 Manager of PTA Clinical Education Coordination	\$83,432.35	\$84,832.35

Recommendation

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



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	5/15/2022	Christopher Jackson	Adjunct Faculty - Arts and Humanities	R
STA	7/05/2022	Mary Lutz*	Accounts Payable Specialist	T
STA	7/11/2022	Ann Murtagh*	Office Assistant III	T
STA	7/11/2022	Denise Andresen	Academic Support Coach	RC
STA	7/25/2022	Cassandra Hardy*	Office Assistant III (Shah)	T
STA	7/25/2022	Gran Garrett	Groundskeeper	R
STA	8/01/2022	Christine Kazumura*	Preschool Teacher	T
STA	8/01/2022	Trucker Harber	Help Desk Specialist	R
STA	8/01/2022	Krista Ellis*	Coordinator Credentials Evaluation	T
STA	8/01/2022	Annette Roewer	Military Benefit Specialist/Student Employment	RC
ADM	8/01/2022	Vernon Carter*	Director of User Services	N
STA	8/08/2022	Jessica Whitcomb*	Administrative Assistant II (A&H)	T
STA	8/08/2022	Kristen Mueller*	Coordinator of New Student Enrollment/WIOA Liaison	T
FAC	8/11/2022	Steven Dempsey	Automotive Instructor	R
FAC	8/11/2022	Christopher Davis*	Anthropology Instructor	T
FAC	8/11/2022	Mark Krause	Criminal Justice Instructor	R
FAC	8/11/2022	Pauline Halgas*	Accounting Instructor	R
FAC	8/11/2022	Kim Tipton*	Reference Librarian	T
FAC	8/11/2022	Justin Lawson	Nursing Instructor, Medical/Surgical	R
ADJ	8/11/2022	Stephanie Erb	Criminal Justice Instructor	R

Classification	Start Date	Employee Name	Primary Position	Position Status
ADJ	8/11/2022	Arthur Osten	Political Science Instructor	R
ADJ	8/11/2022	Maricella Garza	Business Management Instructor	R
ADJ	8/11/2022	Arielle Cassidy	Geography Instructor	R
ADJ	8/11/2022	Heather Yoder	EMS Instructor	N
ADJ	8/11/2022	Scott Wessel	EMS Instructor	N
ADJ	8/1120/22	Jennifer Giangreco	English Instructor	R
ADJ	8/11/2022	Diana Gabriel	Instructor of Art Appreciation & Humanities	R
ADJ	8/11/2022	Sheri Flynn	Occupational Therapy Assistant Program Instructor	R
ADJ	8/11/2022	Jacob Trom	Horticulture Instructure & Landscape Design	R
ADJ	8/11/2022	Lisa Douglas	Nursing Instructor, Clinical	R
ADJ	8/11/2022	Sam Shafer	Criminal Justice Instructor	R
ADJ	8/11/2022	Jason Baldowsky	Criminal Justice Instructor	R
ADJ	8/11/2022	John Birk	Criminal Justice Instructor	R
ADJ	8/11/2022	Caitlin Luetger-Schlewitt	Instructor of Art Appreciation & Humanities	R
ADJ	8/11/2022	Diane Wawrejko Cochran	Instructor of Art Appreciation & Humanities	R
ADJ	8/11/2022	Dana Tress	Physical Therapist Assistant Program Instructor	R
ADJ	8/11/2022	Shannon Guzick	Physical Therapist Assistant Program Instructor	R
ADJ	8/11/2022	Elisa De Feo	Nursing Instructor, Clinical	R
ADJ	8/11/2022	Robert Salazar	Criminal Justice Instructor	R
ADJ	8/11/2022	Christopher Jay	Nursing Instructor, Clinical	R
ADJ	8/11/2022	Cynthia Amore	EMS Instructor	N
ADJ	8/11/2022	Griffin Carrick	Instructor of Art Appreciation & Humanities	R
ADJ	8/15/2022	Fredrick Day Jr.	Instructor, Career & Technical Education	R

Classification	Start Date	Employee Name	Primary Position	Position Status
CON	8/11/2022	Kayla Toussaint	Head Coach, Women's Basketball	S
CON	8/11/2022	Jason Johnson	Women's Basketball Assistant Coach	S
CON	8/11/2022	Richard Lenhardt	Assistant Soccer Coach	S
CON	8/11/2022	William Weirich	Trainer - EMS	N
CON	8/11/2022	Laurie Butts	Trainer - EMS	N
CON	8/11/2022	Damien Amore	Trainer - EMS	N
CON	8/11/2022	Dennis Krenz	Trainer - EMS	N
CON	8/11/2022	John Bruchsalier	Trainer - EMS	N
CON	8/11/2022	Mark Dzwonkiewicz	Trainer - EMS	N
CON	8/11/2022	Jeffrey Lesniak	Trainer - EMS	N
CON	8/11/2022	Bradley Wasiele	Trainer - EMS	N
CON	8/11/2022	Michael Emmert	Trainer - EMS	N
CON	8/11/2022	Casey Magoon	Trainer - EMS	N
CON	8/11/2022	Michael Schultz	Trainer - EMS	N
CON	8/11/2022	Sean Comerford	Trainer - EMS	N
CON	8/11/2022	Cassandra Laing	Trainer - EMS	N
CON	8/11/2022	Rebecca Ralph	Trainer - EMS	N
ADM	8/29/2022	Megan Lombardi	Director, Institutional Research	R
STA	8/29/2022	Paige Nagy	Executive Administrative Assistant, Academic Affairs	R

***Through August 15, 2022***

\*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	6/23/2022	Grace Carlberg	Lab Assistant, Biology
CON	7/26/2022	Amy Faubl	Reference Librarian Part-Time
STA	7/28/2022	Sarah Frank	Grants Specialist
STA	7/29/2022	Brian Aquino	Help Desk Specialist
ADM	8/9/2022	Jim Disrude	Director, Student Success
STA	8/19/2022	Ava Pauly	Office Assistant

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	10/01/2022	Yvonne Ward	Accountant

***Through August 15, 2022***

## Friends of MCC Foundation Update

### **Friends of MCC Foundation Board**

At its August 10, 2022 Board Meeting, The Friends of MCC Foundation Board elected and welcomed Laurie Retzlaff as a new director. Laurie spent most of her career with The State Bank Group in Wonder Lake as a certified human resource professional, retiring as Vice President of Human Resources in 2019. Laurie was recognized in October 2021 as a MCC Distinguished Alumni. She has been an active member of Education to Empowerment since 2014 and served as a E2E student mentor last year. The Foundation Board now consists of 15 directors.



*Pictured above: Laurie Retzlaff*

The Foundation will host a Board and Committee Appreciation Event on Thursday, September 15 at Kishwaukee Brewing in Woodstock.

### **New Scholarships**

The family of Virginia Hinner recently established The Virginia Hinner GED Next Step Scholarship to honor her love for MCC. Virginia was an MCC student and an active community member beginning in the mid 1980's. After attending MCC she went on to serve as President of the Foundation Board for six years and was the first recipient of the MCC Legacy Award in 2000 in recognition of her contributions to strengthen the College through volunteer service, friendship, and support.

### **Education to Empowerment Update**

Education to Empowerment (E2E) held its Summer Scholarship Event on July 28 at Lincoln Farmstead in Huntley. Over 100 guests attended the event to celebrate the 10 new E2E scholarship recipients. To date, E2E has awarded \$520,000 to 57 women. This is a truly remarkable accomplishment.



*Pictured above: 2022 E2E Scholarship Recipients*

E2E will host the 2<sup>nd</sup> annual Women's Fall Luncheon, EMPOWHER, on Thursday, September 22 at The Venue at Goebbert's. E2E will proudly celebrate its 10-year anniversary at this event. With 91 current members, E2E expects to achieve the original goal of 100 members this year. This event is open to the public. Registration is available at [www.mchenry.edu/rsvp](http://www.mchenry.edu/rsvp).

### **IME Becas Grant**

The Foundation was recently awarded a \$6,000 IME Becas grant from the Consulate of Mexico in Chicago. Through this grant and additional funds of \$11,500 approved by the Foundation Board, the Foundation was able to award fall scholarships to 20 students of Mexican heritage. The Foundation is planning an event at MCC to celebrate the scholarship recipients and introduce them to officials from the Consulate.

The 2022 Friends of MCC Foundation Golf Invitational was held on Monday, July 18, 2022 at Boulder Ridge Country Club. The event exceeded its fundraising goal by raising over \$105,000, which is a golf invitational record. A total of 121 golfers participated to support MCC students.

College president, Dr. Clint Gabbard, opened the event with welcoming remarks, then scholarship recipient Yadira Placencia shared about the impact scholarships had on her as a first-generation Upward Bound student from Harvard. The outing included breakfast, 18 holes of golf in a scramble format, a reception featuring a barbeque buffet dinner and drinks, prizes and auction items, and an awards presentation.

At the reception, MCC scholarship recipient Sarah Schuetzle also shared her story about the positive impact scholarships made in her life. The winning foursome—comprised of Mike Klingenberg, John Wegener, John Blum, and James Moyna—came in 13 under par.

A special thank you to all event sponsors, including presenting sponsor Robbins Schwartz. All event sponsors are list at [www.mchenry.edu/supportmcc/golf/sponsors.html](http://www.mchenry.edu/supportmcc/golf/sponsors.html)

### **MCC's 55<sup>th</sup> Anniversary Gala**

Please join us for MCC's 55<sup>th</sup> Anniversary Gala will take place on Friday, October 28 at The Venue at Goebbert's in Pingree Grove. The evening will feature live music, delicious food and drinks, an auction, and many inspiring MCC stories of student impact. Tickets and sponsorships are available at [www.mchenry.edu/gala](http://www.mchenry.edu/gala).

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 DCEO Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Mark Piekos, Manager of Illinois Small Business Development Center
Motorola Solutions Foundation	MCC received a second year of funding to provide scholarships to underrepresented students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs. Motorola awarded \$5,000 more than requested, which will allow MCC to provide scholarships to 14 students total, rather than the 12 planned.	\$35,000	Dawn Katz, Dean of Social Science and Public Service
Illinois Secretary of State Adult Volunteer Literacy Program	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 300 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$78,525	Delia Rodriguez, Director of Adult Education
IBHE Illinois Cooperative Work Study Program	The Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with the opportunity for career-based work experience.	\$47,029	Catherine Jones, Associate Vice President of Workforce Development
ICCB Perkins/Career and Technical Education Postsecondary Grant	The Perkins Career and Technical Education Improvement Act improves the academic performance of CTE students by funding instructors, tutoring, equipment, and supplies.	\$350,310	Gina McConoughey, Associate Vice President of Academic Affairs
ICCB Adult Education and Literacy Grant	This grant provides operational support for MCC's Adult Education program, including classes in Adult Basic Education, Adult	\$673,214	Delia Rodriguez, Director of Adult Education

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Funded</b>	<b>Project Director</b>
	Secondary Education, High School Equivalency, and English as a Second Language classes.		
ICCB Integrated English Language and Civics Education	This grant provides operational support for Spanish language instruction and citizenship preparation classes and is designed to support successful entry into the United States workforce.	\$19,000	Delia Rodriguez, Director of Adult Education
U.S. Department of Education – Congressionally Directed Spending	In 2021, MCC received tentative approval of a project supported by Congresswoman Underwood to increase the availability of dual credit and dual degree programs within the county. A formal award from the U.S. Department of Education has now been approved, with a project start date of October 1, 2022.	\$825,000 over three years	Gina McConoughey, Associate Vice President of Academic Affairs
ICCB College Bridge Program	This program will provide funding to develop and implement a bridge program for incoming students designed to support first generation, low-income, students of color, and other marginalized individuals as they transition to college, preparing them to successfully complete a postsecondary credential.	\$220,000	Sonia Reising, Assistant Vice President of Student Affairs

**PENDING APPLICATIONS**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
Advance McHenry County	MCC is requesting funding for an on-campus food hub. A food hub will strengthen the local food economy by better serving farmers and food entrepreneurs, as well as increasing the amount of fresh food available for county residents.	\$4,845,925	Pending	July
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.	\$41,970	Pending	September

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Status</b>	<b>Expected Notification</b>
U.S. Department of Education – Child Care Access Means Parents In School (CCAMPIS)	This grant provides funding to low-income student-parents to help offset the cost of child care, thereby increasing their chances of successfully completing higher education. Funding will support the Children’s Learning Center as well as partnering centers.	\$90,000 per year for four years	Pending	September
Illinois Green Economy Network (IGEN)	MCC developed an application focusing on an energy efficiency project, with the goal of increasing sustainability as well as educating the campus community.	\$15,000	Pending	October
Illinois Green Economy Network (IGEN)	MCC applied for funding for an additional electric vehicle charging station.	\$6,880	Pending	October
ICCB Pipeline for the Advancement of Healthcare (PATH)	This allocation grant is designed to support and expand healthcare training opportunities by helping marginalized individuals enroll in and successfully complete training, while also addressing the shortage of healthcare workers caused by the COVID-19 pandemic.	\$551,270	Pending	September
Patriot Run 5K	MCC requested funding to allow student veterans to travel to the Student Veterans of America national conference.	\$1,500	Pending	September

**APPLICATIONS IN DEVELOPMENT**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Estimated Request</b>	<b>Status</b>	<b>Application Due Date</b>
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$6,500	In progress	August 29, 2022
Community Foundation for McHenry County Mission Grant	Mission grants are designed to support organizations that provide community resources to McHenry County residents, consistent with the mission, values, and priorities of the application and the Community Foundation.	Up to \$25,000 per year for two years	In progress	September 1, 2022

**APPLICATIONS DENIED**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Requested</b>	<b>Follow Up</b>
U.S. Department of Commerce/EDA Economic Adjustment Assistance	This program supports projects designed to improve economic and workforce development and resiliency, particularly in areas affected by the pandemic. MCC was seeking funding for equipment to be used in the Foglia Center for Advanced Technology and Innovation.	\$1,680,134	This program received a tremendous number of applications, and MCC was not selected. We will continue to explore funding options.

## McHenry County College Grants Office

### Year-End Report – Fiscal Year 2022

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

#### **Summary of Grant Efforts for FY 2022**

A total of **57** grants were submitted in FY 2022, totaling **\$16,463,304**. As of June 30, 2022:

**36** grants were awarded totaling **\$7,598,558**, including:

- 12 grants from federal sources totaling \$4,723,752
- 14 grants from state sources totaling \$2,573,306
- 10 grants from foundation or private sector sources totaling \$301,500

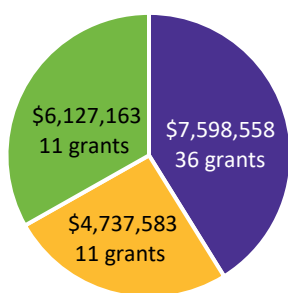
**11** proposals were pending, totaling **\$6,127,163**, including:

- 4 grants from federal sources totaling \$4,996,895
- 5 grants from state sources totaling \$1,098,768
- 2 grants from foundation or private sector sources totaling \$31,500

**11** proposals were denied totaling **\$4,737,583**, including:

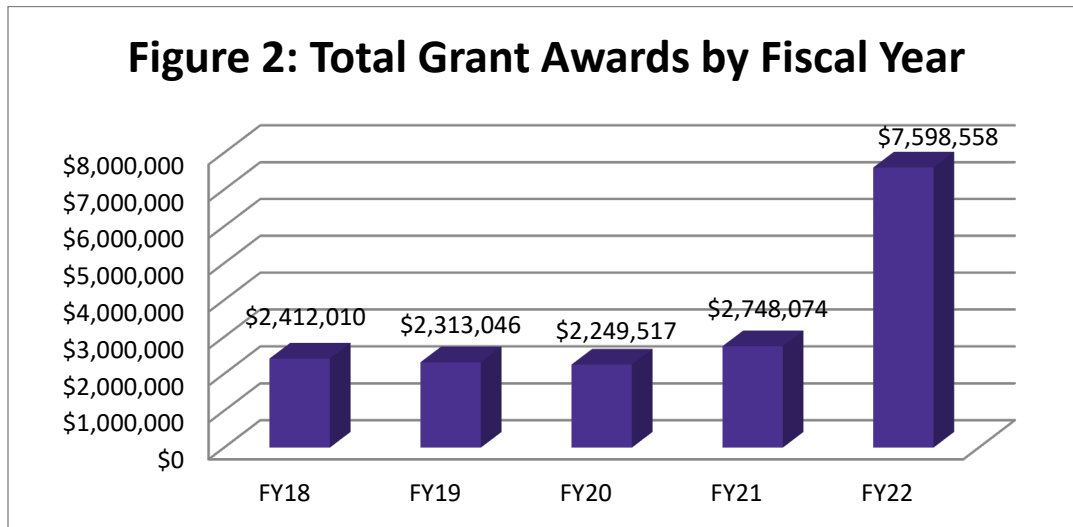
- 4 grants from federal sources totaling \$2,317,671
- 3 grants from state sources totaling \$2,244,960. This includes one grant for \$2,000,000 originally submitted to the Rebuild Illinois program in June 2020 (FY 2020), for which MCC received a denial in September 2021 (FY 2022). *NOTE: This grant is excluded from the count of grants submitted in FY 2022 above.*
- 4 grants from foundation or private sector sources totaling \$174,952

**Figure 1: FY 2022 Summary**



■ Awarded ■ Denied ■ Pending

**Figure 2** below demonstrates the large increase in revenue over the past fiscal year. Increased funding opportunities due to COVID relief funds, coupled with an aggressive grant-seeking strategy, helped the College's grant revenue grow by 281% compared to one year ago, and by 395% compared to five years ago. This tremendous success was not shared by all organizations. In the 2022 State of Grantseeking Report, which includes responses from 3,476 organizations across all sectors nationally, 58% of respondents reported applying for more grants than during the same period in the prior year. However, only 46% of respondents reported increased revenue.



**Figure 3** shows MCC's grant application success rate over the past five fiscal years, with the number of awarded grants shown in purple, and the number of denied grants shown in yellow. MCC's overall success rate compares favorably with other organizations. The 2022 State of Grantseeking Report found that most organizations of MCC's size and scope had a success rate of 40-80%. MCC's combined success rate over the past five years is more than 77%, indicating that MCC is submitting quality applications to good-fit funding sources. Please note that Figure 3 shows only those grants for which a decision was received in FY 2022. Grants that were still pending a decision as of June 30, 2022, are not included.

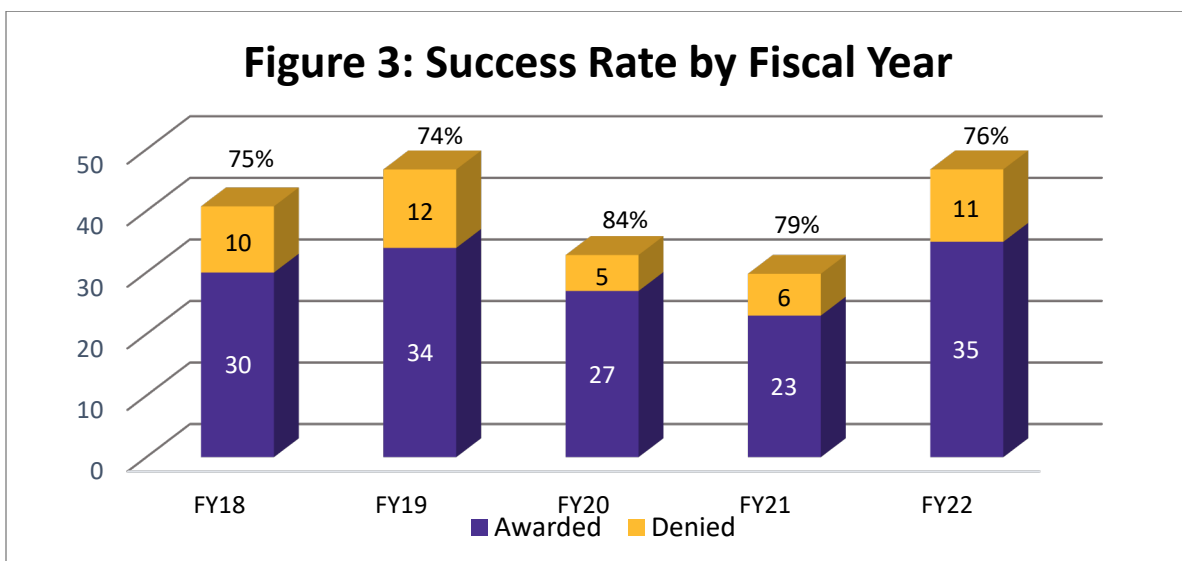
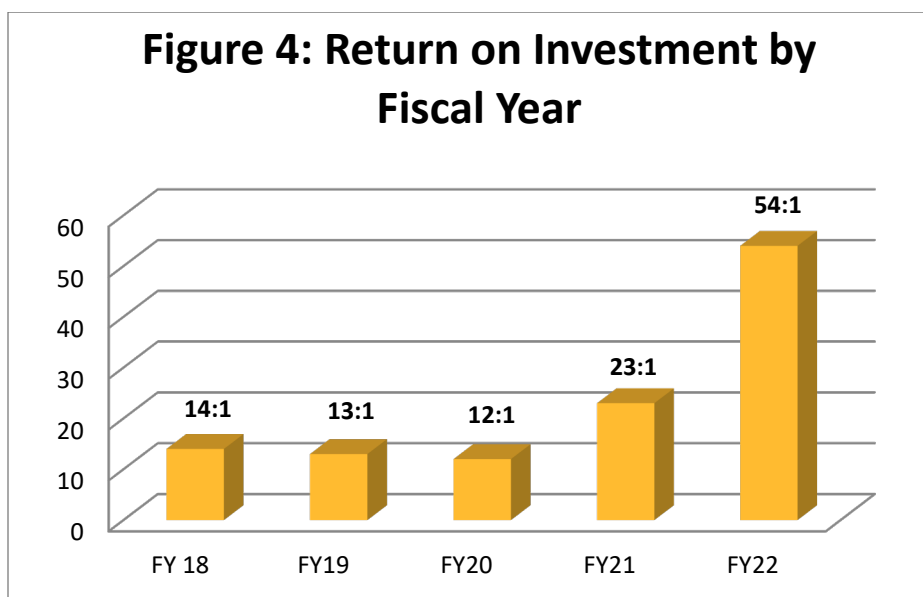


Figure 3 also demonstrates the increased efficiency of MCC's grant seeking strategy in FY 2022. The total number of grants to which MCC applied increased by approximately 27%, growing from 45 in FY 2021 to 57 in FY 2022. That this relatively modest increase in the number of grant applications led to such a large increase in overall revenue is due to an increase in the average size of MCC's grants. In FY 2019, for instance, the GO had very similar application numbers and an almost-identical success rate. However, in FY 2019, total grant revenue was \$2,313,046 for an average award size of \$68,031. In FY 2022, MCC's average award size was more than three times as large at \$214,427.

In FY 2022, nearly \$7.6 million was secured in grant awards, while the operating expenditures for the Grants Office were \$141,625. As shown in **Figure 4**, for every dollar expended in the operation of the grants department, 54 dollars were generated in grant awards.



### **Highlights of Selected New Awards**

#### **Renewal of Partnership to Support First-Generation Students**

MCC's Upward Bound grant in partnership with Harvard High School was renewed for another five years through a competitive application process. The program received \$297,023 in year-one funding from the U.S. Department of Education, which will fund staffing and support services to help low-income and potentially first-generation students successfully complete high school and go on to earn a postsecondary degree. The program serves 60 students each year.

#### **Expanding Access to Dual Credit and Dual Degree Opportunities**

Through a Congressionally Directed Spending award from Representative Lauren Underwood, MCC received \$825,000 over three years to strengthen dual credit and dual degree programs throughout the county. The grant will fund graduate education for high school instructors as well as providing tuition relief to high school students whose families are self-funding their dual credit coursework. Dual credit can increase equity by allowing low-income students to earn college credits at no cost to themselves.

#### **Increasing the Diversity of Public Safety Workers in McHenry County**

The Friends of MCC Foundation received \$25,000 from the Motorola Solutions Foundation to provide scholarships to students in MCC's Criminal Justice, Emergency Medical Services, and Fire Science

programs, with an emphasis on supporting traditionally underrepresented populations. The scholarships will not only help students succeed, but also enhance the safety and wellbeing of local communities.

### **Exploring Local Food Options to Support Farmers and Residents**

MCC was awarded \$84,150 in funding through the USDA's Local Food Promotion Program to conduct a comprehensive feasibility study for a campus-based food hub. A food hub would support county farmers by increasing their market sales channels as well as supporting county residents by expanding the availability of fresh local food in county restaurants and other organizations, such as schools.

### **Advancing Equity Through Expanded Access to Child Care**

The Early Childhood Access Consortium for Equity (ECACE) program is designed to improve the accessibility of early childhood educational pathways and advance racial equity by supporting ECE students and incumbent workers with scholarships and other supportive services that lead to the successful completion of training programs. MCC received \$864,992 in funding over three years from the ICCB to support the ECACE program.

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

In FY 2022, MCC received **six grants from pandemic relief funds totaling \$2,975,316**. This included:

- **\$423,884 from the U.S. Department of Education** through MCC's Title III Strengthening Institutions Program award, which is funding direct student relief such as transportation assistance and food security support
- **\$65,531 from the Illinois Community College Board** through the Governor's Emergency Education Relief fund, which is funding both academic and social emotional support for students, including tutoring and mental health services
- **\$375,000 from the Illinois Department of Commerce and Economic Opportunity** through the Job Training and Economic Development program, which is funding a healthcare pathway training program in partnership with Harvard High School
- **\$17,801 from the Illinois Department of Agriculture** through the Specialty Crop Grant, which is funding an expansion of MCC's student farm to include fruits and nuts
- **\$1,693,100 from the McHenry County Board** through the Advance McHenry County program, which is funding training equipment and supplies in the new Foglia Center for Advanced Technology and Innovation
- **\$400,000 from the Illinois Manufacturing Excellence Center** as a subrecipient on their Advance McHenry County award, which is funding workplace skills training for incumbent workers

MCC also applied for **\$1,680,134 from the Economic Development Administration** through the Economic Adjustment Assistance program to fund additional training equipment in the Foglia CATI; however, that application was denied.

### **Post-Award Compliance Activities**

As the number of grants at MCC has increased, the need for compliance support has also grown. This year, the GO continued its past practice of hosting post-award kick-off meetings for all new grant awards. These meetings include representatives from the GO, Accounting Office, and the grant manager and provide an opportunity to review the grant objectives and budget, as well as general best practices in grant management. In FY 2022, the GO facilitated **25 grant kick-off meetings**. (Meetings were not needed for some recurring awards.)

New in FY 2022, the GO expanded its support of required grant reporting by providing deadline reminders to grant managers, as well as reviewing programmatic/narrative reports prior to submission.

The Accounting Office continued their essential support of grants by preparing fiscal reports. In FY22, the GO and Accounting Office oversaw the submission of nearly 100 reports.

The GO also provides ongoing support to grant managers throughout the year by providing guidance on the allowability of grant activities and expenses, preparing and submitting budget modifications, and assisting with program modifications as needed.

### **Mini-Grant Program**

In FY 2022, the GO partnered with the Friends of MCC Foundation to administer the College's mini-grant program. All MCC employees were encouraged to submit applications for small-scale, innovative projects that align with the College's institutional goals and priorities and support student success. Grants were available through the College Programs Fund, the Technology Endowment Fund, and the Faculty Enrichment Fund. The GO offered informational sessions prior to the May 1 deadline and received nine applications which met eligibility requirements.

After reviewing all eligible applications, the FMCCF Board and President's Cabinet made **nine mini-grant awards totaling \$26,869:**

- \$3,496 for anatomy models for biology students
- \$4,250 for cultural activities to enhance Conversational Spanish classes
- \$2,000 for a coffee corner for Adult Education students
- \$1,600 for an iPad to help cello students develop competency with digital scores
- \$5,000 to host a Diversity, Equity, and Inclusion summit for students, especially those who are first generation
- \$2,478 for a digital job board for the Career Services department
- \$4,295 for a large-format printer to be used in art classes
- \$2,250 for the Experts and Insights faculty speaker series
- 1,500 to develop a child-focused library space to benefit student-parents

These projects will be implemented during FY 2023, and grant managers will provide the FMCCF with a midterm and final report demonstrating progress toward project objectives and the impact on students.

### **Thank You**

The GO experienced remarkable success in FY 2022, which would not have been possible without the contributions of many other departments, including but not limited to Accounting, Financial Aid, the Friends of MCC Foundation, Institutional Research, Marketing and Public Relations, the MCC Store, and Recruitment and Admissions – as well as the dedication of MCC's many outstanding grant managers. The Grants Team is grateful for the commitment the College and Board of Trustees have shown to seeking grants and looks forward to another successful year in FY 2023.

## 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
  - 2021-2022 Annual Report
- **Integrated Marketing Campaigns:** A mixture of strategic marketing efforts 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 2022 Radio Campaign (STAR 105.5 and WNIJ NPR)
  - Fall 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 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
  - Academic program videos for program promotion
  - MCC Student Assistance landing page to highlight resources for students
  - Fast Track to On-Track rebranding initiative
  - New Fitness Center promotion
  - MCC Mercedes-Benz Open House Event
  - 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
    - Golf invitational wrap up
    - 55th anniversary gala event support
- **MCC Brand Identity Efforts:** The following efforts are in progress to support enrollment growth and enhance MCC's brand awareness:
    - MCC "NEXT" tagline promotion
    - MCC website development project (content management system)
    - Alumni video series
    - Production of general MCC awareness video commercials for social media
    - MCC virtual tour videos
    - New digital signage package for TV monitors across campus
    - Wall graphics for CO/LAB student spaces
    - New awareness campaign: More Than You Think (billboards are installed)

- New branded graphics for all entrances
- New fitness center entrance wall and door graphics
- **Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:
  - New-Student Communication System for integrated messaging (text, voice, email)
  - MCC awareness campaign – programs and faculty
  - Social media campaign boosts to reach prospective students
  - Career Services awareness and promotion

### **Monthly Releases and Features**

The following releases and feature stories were submitted to local and regional media outlets from June 16, 2022—August 8, 2022.

- MCC Program Plants Seeds of Confidence for a Career in Agriculture
- McHenry County College Names 2022 Education to Empowerment Scholarship Recipients
- Still Time to Enroll in Fall Classes at MCC
- Friends of McHenry County College Foundation Golf Invitational Raises More Than \$105,000 for Student Scholarships
- Relieve Stress with Tai Chi at MCC's Upcoming Experts and Insights Series
- McHenry County College Art Gallery Features Work by Julie Weber

*\*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).*

### **Student, Alumni, Donor Spotlights**

[View all student spotlights »](#)

[View all alumni spotlights »](#)

[View all donor spotlights »](#)

Workforce Development Update  
*Spotlight on Kids and College*

Kids and College, part of MCC's Community Education department of the Workforce Development Division, provides a wonderful way for young learners to explore the College's educational resources. Participants experience a variety of quality academic classes (science, technology, engineering, art, math, and more) and are introduced to cutting-edge learning skills while expanding their knowledge in many areas. This summer, Kids and College resumed its in-person classes and camps. Here are some of the program's successes and impactful stories that occurred over the summer.

**Kids and College Summer 2022 Recap**

This summer's 6-week summer program ran from June 13-July 28, 2022 and brought in nearly 500 enthusiastic campers. The campers participated in more than 50 different educational experiences that included extracting honey from the MCC beehives, launching homemade rockets, designing innovative inventions that were created on the MCC 3D printers, discovering artistic ability through chalk art, exploring space in the MCC Planetarium, welding a belt buckle, and investigating crime scenes. Throughout the summer, the team heard several exciting stories that were created among the campers, their parents/guardians, and the camp staff.



- Several campers had younger siblings who were present during arrival and dismissal. Two of the regular campers' younger sister was eager to hear about what her older siblings learned each day, and she would re-enact her perception of the Kids and College program at home while her older siblings attended camp. The most popular ages of campers run between 8-13.
- Campers in the Police Academy had the opportunity to learn about law enforcement training techniques, including how to triage a medical emergency, conduct a proper building search, and control a crime scene. Campers heard from officers at local police departments throughout the week. Because of these career-related interactions and experiences, one of the campers shared that she is strongly considering MCC to pursue her associate's degree in criminal justice.
- Supported by a grant from The Foundation of the Fabricators & Manufacturers Association, International (FMA), students participating in the Nuts, Bolts, & Thingamajigs (NBT) Makers Camp had the opportunity to design and create products to solve problems in today's society.





The campers' inventions included a special nose plug for breathing, a self-loading dishwasher, and an insert that stretches shoes for a better fit, which all were produced on the MCC 3D printers. Campers heard from special guest, Harry Harman, a professional engineer from Baxter & Woodman Engineering in Crystal Lake, about the process of creating an idea from start to finish. Tom McGee, Dean of Career and Technical Education at MCC, provided a tour of the MCC Manufacturing Lab that sparked campers' interest in considering manufacturing in their future career goals. We welcomed representatives from both the NBT and FMA as they visited to see their grant funding in action. They were pleased with the quality of experiences and are looking forward to strengthening our partnership for 2023.

- MCC added a new partnership with the National Inventors Hall of Fame (NIHF) to host Camp Invention®, which is a nationwide K-6 STEM program that provides creative and open-ended learning opportunities. This year's camp had a rotation of four theme-based adventures: Spacecation, Robot Aquatics, The Attic, and Marble Arcade. Campers built their own space packs, created robotic fish, formed moving animation images, and engineered a marble arcade to learn about kinetic energy.
- Additionally, MCC partnered with the Youth Family Center of McHenry County (YFCMC) to provide two hands-on programs: a Culinary Camp where students learned the basics of cooking and baking, and a Digital Media Arts Camp, led by Civic Studios in Chicago, which was sponsored by the College's Institutional Advancement and Development division. The Arts Camp students created a civic engagement video that connected a challenge and a cause. The challenge was learning all aspects of digital media production, while the cause was MCC's Center for Agrarian Learning. Campers met with Sheri Doyel from the Center for Agrarian Learning and heard about farming, food, and entrepreneurial agriculture. They presented their behind-the-scenes work and final video production during the "Digital Media Arts Summer Spectacular Showcase," which was attended by many MCC representatives, family members, friends, and staff from the YFCMC. These efforts received community funding from The Community Foundation for McHenry County through its Mission Grant initiative.



- As the summer progressed, positive learning experiences led to parents registering their campers for additional classes, as well as sharing the Kids and College program with their networks. This word-of-mouth sharing led to an increase of first-time registered campers each

week. The combined efforts of camp counselors, instructors, staff, and other MCC employees supported this growth.

- Participating students came from 23 different municipalities in the area. Campers were encouraged to participate in multiple classes – 22 students registered for three camps, while three students enrolled in six camps. The most popular camp offerings this summer aligned with the topics of science, art, and technology & engineering.



Plans are underway for an even bigger and better Summer 2023 Kids and College program, where the focus will continue to align with MCC academic pathways, while maintaining partnerships with Nuts, Bolts, and Thingamajigs, and the National Inventors Hall of Fame Camp Invention®.

Appointment of Replacement  
Director of Institutional Research

Information

The resignation of Amy Humke on May 9, 2022 created a vacancy for the Director of Institutional Research. Megan Lombardi has been approved to fill this position. Ms. Lombardi has a Doctorate in Experimental Psychology from DePaul University, Chicago, Illinois. Her experience is as follows:

2020 – 2022	Assistant Director, Institutional Effectiveness, Planning and Research College of Lake County, Grayslake, IL
2016 – 2020	Accreditation and Assessment Manager, Institutional Effectiveness, Planning and Research College of Lake County, Grayslake, IL
2011 – 2016	Research Analyst, Institutional Effectiveness, Planning and Research College of Lake County, Grayslake, IL
2007 – 2011	Research Teaching Assistant, Department of Psychology DePaul University, Chicago, IL

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

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	12- Month Salary
A5	\$89,221.48	\$115,989.20	\$142,756.93	\$26,233.14	\$103,851.98	\$105,000.00

**Classification:** Administrative/Full-Time, 12-month, Exempt

**Position Summary:** Provide leadership for the College's institutional research program that supports the continuous improvement of institutional effectiveness and student learning. Facilitates the use of College data in planning and decision making, and ensures compliance with state and federal reporting obligations and accreditation requirements.

**Qualifications/Desired Qualifications:**

- Bachelor's Degree from a regionally accredited institution in Social Science, Educational Psychology, Statistics, Educational Research, or related field
- Five years of institutional research experience, including quantitative and qualitative research methods, required

- Demonstrated ability to get results within a team environment and to develop productive working relationships at all levels of the organization
- Experience with program evaluation and assessment of educational and learning outcomes
- Experience utilizing database, statistical, spreadsheet, and query software packages
- Two years of leadership experience either in directly managing employees or in a project management role
- Master's degree from a regionally accredited institution preferred
- Experience in higher education preferred; experience in the Illinois Community College system
- Experience with federal and state reporting with data in higher education preferred
- Experience with the Academic Quality Improvement Program preferred

Recommendation

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

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

Clinton E. Gabbard  
President

Approval of IDOT Acquisition of Parcel(s) and Temporary Easement(s)

Information

The Illinois Department of Transportation (IDOT), Division of Highways, proposes to improve U. S. Route 31. This project will run the length of our property along Route 31 in McHenry Il. at the Shah Center campus. This improvement requires the acquisition by IDOT of a portion of that land owned by McHenry County College.

**First Parcel:** The first parcels of land, for which the College will receive compensation of \$89,900.00. consists of:

- 0.435 acres of land as fee simple

Included in the IDOT offer package is:

- Introduction and Offer Package Letter dated May 13, 2022
- Appraisal and Appraisal Review
- A.L.T.A. Title Commitment
- Basis for Computing Total Approved Compensation and Offer to Purchase
- Legal Descriptions
- Plat of Highways

Also included are the conveyance documents that need to be approved and signed consisting of:

- Warranty Deed
- Certified Resolution
- Affidavit of Title
- Receipt of Conveyance and Documents Disbursement Statement

**Second Parcel:** The second parcel of land will only be temporary easement to IDOT for a period of 5 years:

- 0.051 acres of land as a temporary construction easement for five (5) years

Included in the offer package is:

- Introduction and Offer Package Letter Dated May 13, 2022
- Legal Descriptions
- Plat of Highways

Also included are the conveyance documents that need to be approved and signed consisting of:

- Temporary Construction Easement

Recommendation

It is recommended that the Board of Trustees approves and executes the documents for the acquisition by the Illinois Department of Transportation of the "First Parcel" for \$86,200. Further, it is recommended that the Board of Trustees approves and executes the documents for granting a five (5) year temporary construction easement for the "Second Parcel" to the Illinois Department of Transportation for the consideration of \$3,800.00.

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

Clinton E. Gabbard  
President

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
McHENRY COUNTY COMMUNITY COLLEGE DISTRICT #528 TO SELL REAL ESTATE AND  
GRANT TEMPORARY CONSTRUCTION EASEMENT**

**WHEREAS**, the Board of Trustees of McHenry County Community College District #528, McHenry County, Illinois (“the College”) holds title to certain real estate located at 4100 Shamrock Lane, McHenry, Illinois (the “Property”); and

**WHEREAS**, The Illinois Department of Transportation (“IDOT”) has determined that it requires that a portion of the Property consisting of 0.435 acres (“Transferred Property”) be transferred from the College to IDOT to allow for IDOT to perform certain expansion work to Illinois Route 31, a legal description of the Transferred Property is attached to this Resolution as Exhibit A; and

**WHEREAS**, IDOT has further requested that the College grant IDOT a temporary construction easement over an additional 0.051 acres of the Property (“Easement Property”) for a period of 5 years, a legal description of the Easement Property is attached to this Resolution as Exhibit B; and

**WHEREAS**, the College has determined that the Transferred Property is no longer needed for College purposes; and

**WHEREAS**, the College has further determined that it will grant IDOT a temporary construction easement over the Easement Property; and

**WHEREAS**, the College is authorized pursuant to Section 3-41 of the *Community College Act*, 110 ILCS 805/3-41 and the *Illinois Local Government Property Transfer Act*, 50 ILCS 605/1 et. seq. to transfer property to IDOT when the College determines such property is no longer needed for College purposes; and

**WHEREAS**, IDOT has offered to pay the College \$86,200.00 to purchase the Transferred Property and \$3,800.00 for a temporary construction easement over the Easement Property; and

**WHEREAS**, the College has determined that it is in its best interest to sell the Transferred Property to IDOT and further grant a temporary easement to IDOT over the Easement Property;

**NOW, THEREFORE,** be it resolved by the Board of Trustees of Lake Land College District #517, Mattoon, Illinois as follows:

**Section 1:** The preamble recitals of this Resolution are hereby adopted as if fully set forth herein.

**Section 2:** The Board hereby approves the sale of the Transferred Property to IDOT for \$86,200.00.

**Section 3:** The Board further approves granting IDOT a temporary construction easement over the Easement Property in exchange for the payment of \$3,800.00.

**Section 4:** The Board hereby authorizes Dr. Clinton Gabbard, President, or his designee, to execute all documents necessary to carry out the intent of this Resolution.

**Section 5:** This Resolution shall be in full force and effect immediately upon its passage.

**ADOPTED** this 25th day of August, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

By: \_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF LAKE        )

#### CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of McHenry County Community College District #528, McHenry County, Illinois, and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of the "Resolution of the Board of Trustees of McHenry County Community College District #528 to sell real estate and grant temporary construction easement" approved by the Board at a meeting duly convened the 25<sup>th</sup> day of August, 2022, a true, correct and complete copy of said Resolution being on file in my office.

I do further certify that the deliberations of the Board on the approval of said Resolution were conducted openly, that the vote on approval of the Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board not less than 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with The Illinois Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this \_\_\_\_\_ day of August, 2022.

\_\_\_\_\_  
Secretary, Board of Trustees

Route:	IL Route 31
Section:	
County:	McHenry
Job No:	R-91-013-07
Parcel:	<b>1NV0038</b>
Station:	368+47.34 to 372+43.77
Index No.	14-02-400-033

#### **LEGAL DESCRIPTION – 1NV0038**

That part of Lot 1 in J.B. & Clara Subdivision, being a subdivision of part of Section 3 and part of the Southwest Quarter of Section 2, Township 44 North, Range 8 East of the Third Principal Meridian, McHenry County, Illinois, according to the plat recorded November 13, 1985 as document number 923371, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Beginning at the northeast corner of said Lot 1; thence South 18 degrees 18 minutes 26 seconds West, along the east line of said Lot 1, a distance of 94.24 feet to a point of curvature; thence southerly 245.69 feet, along said east line, being a curve to the right with radius of 11418.35 feet, chord bearing South 18 degrees 56 minutes 01 seconds West, and chord length of 245.69 feet; thence westerly 60.72 feet, along said east line, being a curve to the right with radius of 50.00 feet, chord bearing South 54 degrees 20 minutes 37 seconds West, and chord length of 57.06 feet to a point of tangency; thence South 89 degrees 08 minutes 14 seconds West, along the south line of said Lot 1, a distance of 19.91 feet; thence North 00 degrees 02 minutes 09 seconds East, 8.00 feet; thence North 69 degrees 43 minutes 59 seconds East, 17.23 feet; thence northerly 167.95 feet along a curve to the left with radius of 14710.01 feet, chord bearing North 20 degrees 41 minutes 58 seconds East, and chord length of 167.95 feet; thence North 69 degrees 37 minutes 40 seconds West, 35.00 feet; thence northerly 64.16 feet along a curve to the left with radius of 14675.01 feet, chord bearing North 20 degrees 14 minutes 49 seconds East, and chord length of 64.16 feet; thence South 69 degrees 52 minutes 42 seconds East, 10.00 feet; thence northerly 99.99 feet along a curve to the left with radius of 14685.01 feet, chord bearing North 19 degrees 55 minutes 36 seconds East, and chord length of 99.99 feet; thence North 14 degrees 26 minutes 41 seconds East, 21.41 feet to the north line of said Lot 1; thence North 89 degrees 22 minutes 57 seconds East, along said north line, 61.85 feet to the point of beginning.

Said parcel containing 0.435 acres, more or less.

**APPROVED**  
By coreanom at 12:33 pm, Jul 30, 2021

Route:	IL Route 31
Section:	
County:	McHenry
Job No:	R-91-013-07
Parcel:	<b>1NV0038TE-A</b>
Station:	10+44.91 to 11+12.82
Index No.	14-02-400-033

#### **LEGAL DESCRIPTION – 1NV0038TE-A**

That part of Lot 1 in J.B. & Clara Subdivision, being a subdivision of part of Section 3 and part of the Southwest Quarter of Section 2, Township 44 North, Range 8 East of the Third Principal Meridian, McHenry County, Illinois, according to the plat recorded November 13, 1985 as document number 923371, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Commencing at the northeast corner of said Lot 1; thence South 18 degrees 18 minutes 26 seconds West, along the east line of said Lot 1, a distance of 94.24 feet to a point of curvature; thence southerly 245.69 feet, along said east line, being a curve to the right with radius of 11418.35 feet, chord bearing South 18 degrees 56 minutes 01 seconds West, and chord length of 245.69 feet; thence westerly 60.72 feet, along said east line, being a curve to the right with radius of 50.00 feet, chord bearing South 54 degrees 20 minutes 37 seconds West, and chord length of 57.06 feet to a point of tangency; thence South 89 degrees 08 minutes 14 seconds West, along the south line of said Lot 1, a distance of 216.73 feet for the point of beginning; thence continuing South 89 degrees 08 minutes 14 seconds West, along said south line, 67.84 feet; thence North 00 degrees 02 minutes 09 seconds East, 6.29 feet; thence South 89 degrees 57 minutes 51 seconds East, 67.83 feet; thence South 00 degrees 02 minutes 09 seconds West, 5.23 feet to the point of beginning.

Said parcel containing 0.009 acres (391 square feet), more or less.

**APPROVED**  
By coreanom at 12:33 pm, Jul 30, 2021

Route:	IL Route 31
Section:	
County:	McHenry
Job No:	R-91-013-07
Parcel:	<b>1NV0038TE-B</b>
Station:	12+44.64 to 13+30.27
Index No.	14-02-400-033

#### **LEGAL DESCRIPTION – 1NV0038TE-B**

That part of Lot 1 in J.B. & Clara Subdivision, being a subdivision of part of Section 3 and part of the Southwest Quarter of Section 2, Township 44 North, Range 8 East of the Third Principal Meridian, McHenry County, Illinois, according to the plat recorded November 13, 1985 as document number 923371, bearings and distances based on the Illinois State Plane Coordinate System, East Zone, NAD 83 (2011 adjustment), with a combined factor of 0.999943109, described as follows:

Commencing at the northeast corner of said Lot 1; thence South 18 degrees 18 minutes 26 seconds West, along the east line of said Lot 1, a distance of 94.24 feet to a point of curvature; thence southerly 245.69 feet, along said east line, being a curve to the right with radius of 11418.35 feet, chord bearing South 18 degrees 56 minutes 01 seconds West, and chord length of 245.69 feet; thence westerly 60.72 feet, along said east line, being a curve to the right with radius of 50.00 feet, chord bearing South 54 degrees 20 minutes 37 seconds West, and chord length of 57.06 feet to a point of tangency; thence South 89 degrees 08 minutes 14 seconds West, along the south line of said Lot 1, a distance of 19.91 feet for the point of beginning; thence continuing South 89 degrees 08 minutes 14 seconds West, along said south line, 64.93 feet; thence North 00 degrees 12 minutes 55 seconds East, 24.67 feet; thence North 89 degrees 12 minutes 33 seconds East, 85.20 feet; thence southerly 11.67 feet along a curve to the right with radius of 14710.01 feet, chord bearing South 21 degrees 00 minutes 13 seconds West, and chord length of 11.67 feet; thence South 69 degrees 43 minutes 59 seconds West, 17.23 feet; thence South 00 degrees 02 minutes 09 seconds West, 8.00 feet to the point of beginning.

Said parcel containing 0.042 acres, more or less.

**APPROVED**  
By coreanom at 12:33 pm, Jul 30, 2021