

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, March 28, 2024
Regular Board Meeting
6:00pm

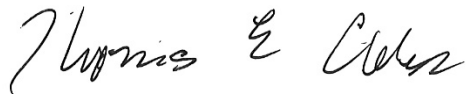


MCC Board Room, A217
8900 U.S. Highway 14
Crystal Lake, IL 60012

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, February 29, 2024
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: Mr. David Behrens
 - D. Student Trustee Report: Ms. Liza Smith
 - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #24-41
 2. Treasurer's Report, Board Report #24-42
 3. Ratification for Accounts Payable Check Register, Board Report #24-43
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Foglia CATI Donaldson Fume Extraction and Particulate Collection System, Board Report #24-44
 2. Foglia CATI HAAS CNC Lathes, Mills, and Tooling, Board Report #24-45
 3. Foglia CATI HVAC Lab Tools and Equipment, Board Report #24-46
 4. Foglia CATI Trak Machine Lathes and Mills, Board Report #24-47
 5. Foglia CATI Zund Digital Cutter, Board Report #24-48
 6. DualEnroll Software Platform for Dual Credit Registration, Board Report #24-49
 7. Architectural Services for 2024 Renovations, Board Report #24-50
 8. Digistar7 with 4k Projection System, Board Report #24-51
 9. Great Lakes Coca-Cola Distribution Purchase, Board Report #24-52
 10. Furniture for University Center, Board Report #24-53
 11. Furniture for Foglia CATI, Board Report #24-54
 12. Air Conditioning Equipment for Data Center, Board Report #24-55
 13. Compensation Study, Board Report #24-56
 - C. Personnel
 1. Administrative Appointments for FY 2025, Board Report #24-57
 2. New and Replacement Administrative and Faculty Appointments, Board Report #24-58

11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. FY 2025 TUITION APPROVAL, Board Report #24-59
13. FACULTY SPONSORED LEAVE, Board Report #24-60
14. SELF-INSURANCE EMPLOYEE PREMIUM HOLIDAY, Board Report #24-61
15. FOR INFORMATION
 - A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Friends of McHenry County College Foundation Update
 - D. Grants Office Update
 - E. Office of Marketing and Public Relations Update
 - F. Sustainability Center Update
 - G. Workforce Development Update
16. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
17. CLOSED SESSION
 - A. 120/2(c), Exception #21, Review of Closed Session Minutes
 - B. Other matters as pertain to the exceptions of the Open Meetings Act
18. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of January 25, 2024
19. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Thomas E. Allen". The signature is written in a cursive, flowing style.

Thomas E. Allen
Chair

Student Trustee Report

The Business Club held a mid-term Chill Time with a break from the normal routine where they had games, movies, snacks, and raffles. The crowd had a great time, taking it easy for a while.

The Canines 4 Comfort has visited MCC campus several times this semester to provide a way for students to relax and receive some attention from these furry friends. Who doesn't love dogs?

The Black Box Theatre has nine production days in March of *Present Laughter*, the 1939 comedy by Noel Coward; however, due to WWII, it was not produced until 1942. The community and students have enjoyed this intellectual witty farce, observing the vainglory life of Garry Essendine. While attending this comedy, playgoers will smell the wonderfully freshly popped buttery popcorn, along with concessions for everyone in attendance which can be purchased before, at two intermission and after. There are a variety of chocolate bars, vegan-friendly options, and an assortment of drinks. Even an array of fresh flower arrangements is available and supported by Student Veterans of America (SVA).

A great job to the Student Nursing Organization's Blood Drive, which was held in the Scot Room. This was a student-led blood drive, headed up by their president, Shawn Lee. The drive was open to all students who stopped over to donate blood. It was a successful blood drive, which had 61 first time donors and 24 double red donors. This allows a donor to safely donate two units of blood by returning the platelets and plasma by using a special process called apheresis. The 84 units of blood products, which is the highest historically at MCC and saved over 250 lives. Bravo for a job well done!

The MCC Commons was filled with lots of students for the Relaxation Event, which was on the same day as the blood drive. There, students would find a hot chocolate bar with all the fixings, along with massage chairs, and large color pages to allow students to take a well needed break. Another opportunity to twist some soft ears of the Canine 4 Comfort dogs, releasing some anxiety, and make some comfort connections.

The Artist Talk & Reception bring Lawrence Agyei, a successful photographer, with his all-embracing influence of Ghanaian roots and born and raised in Italy. Who as a young teenager moved to Chicago. Grown-up with creativity around him with his director father, and mother with professor photographs taken of family members, he was heavily influenced by his surroundings. Agyei has been spotted for its bold color and natural light to enhance the beauty portraits and stylish clothing of his portfolio. He has been on the list for 2020 Honorees for "The 30 New + Emerging Photographers to Watch." Some companies and publications are quite a laundry list of high visibility accounts, that includes Adobe, Apple, Google, Nike, The New York Times, New Yorker, Nordstrom, Puma, Rolling Stone, Studio Magazine, and Teen Vogue. His current project is a documentary of the famous South Shores Drill Team, founded by Arthur Robertson, who provided was a positive and expressive outlet for inner city students that serves over 300+ children ranging from age eight to twenty-one and has performed over 100 events since the start.

In the Mathematics Department they brought students from all over the campus with pie, to be accurate, pizza pie for National Pi Day. This national day started in 1988, by Larry Shaw, a physicist, while at a retreat in San Francisco, started talking about pi day. Over 20+ pizzas were dished out to students to

honor the constant 3.14 day. This day is celebrated internationally by enjoying a slice of sweet or savory pie or pi. A fun fact, this day is shared by Albert Einstein's birthday, and he would be 145 years old.

Along with Pi Day, there were several other events. The Environmental Action Club gathered in Co/Lab B to watch the open to the Loyola Climate Change Conference Virtual turned in for the Keynote Presentation. Amand Little, the author of *The Fate of Food: What We'll Eat in a Bigger, Hotter, Smarter World*, and Vanderbilt professor of journalism and science writing. Topics that were discussed included:

"What are the most urgent problems we're facing in global food production?"

"Why is the quest for food security so critical now?"

"How did I go about investigating this topic?"

"What do emerging solutions look like?"

The one thing that stuck with me and resonated was the profound statement that Little made, "...the last four years of the combined impacts of climate change from the COVID-19 pandemic and increasing geological conflict have accelerated food insecurity and pushed some countries toward famine shows us how closely correlated climate change is with food insecurity, and how prevalent this problem is the global South, and how relatively insulated the wealthy global North's is from these stresses. I have included the Climate Change Conference link for the Keynote Speaker from March 2024:

<https://www.youtube.com/live/gExCQwmz-vQ?si=NoeRDHOXWrpF4OTi>

Student Veterans of America (SVA) has collaborated with community partners to bring an exclusive short film, *Merit x Zoe*, written and directed by Kyle Hausmann Stokes, a USC graduate and an Army veteran which is in a cast of US veteran actors. This event brought community members together around the crucial subject of mental health and shared a meal of Mission BBQ. The short film, which was efficacious in highlighting the importance of mental health. It was relatable to my own life and my time in the service. This was impactful to all in attendance where they learned about service in McHenry County with Be Safe for Kids, Road Home a service out of Rush Hospital, American Legion, Soulful Prairies, and NAMI. A candlelight memorial was held in the Zen Garden, a tribute to those who sacrificed their lives.

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2024 through the month of February.

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2024 is currently 66.5% complete with the year-to-date results ending February 29, 2024 being reported. In the Operating Funds, total revenue is 50.7% of budget, as compared with 48.1% at the same time last year. Total expenditures are 45.0% of budget, as compared with 41.9% 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 66.7% of budget and down \$164,871 (-0.9%) from last year at this time. FY 2024 revenue is \$19,141,705 vs. FY 2023 revenue of \$19,306,576. For FY 2024, this revenue is derived from 50% of the 2022 tax levy (as approved by the Board in November 2022) and 50% of the 2023 tax levy (as approved by the Board in November 2023).
- State government is 62.2% of budget and up \$4,079,228 (165.8%) from last year at this time. FY 2024 revenue is \$6,539,381 vs. FY 2023 revenue of \$2,460,153.
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$0 vs. FY 2023 revenue of \$0.
- Student tuition and fees is 77.4% of budget and up \$516,693 (4.9%) from last year at this time. FY 2024 revenue is \$11,116,214 vs. FY 2023 revenue of \$10,599,521. 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 51.4% of budget and up \$25,806 (40.2%) from last year at this time. FY 2024 revenue is \$89,960 vs. FY 2023 revenue of \$64,154. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 87.3% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$16,566 vs. FY 2023 revenue of \$16,566. 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 296.9% of budget and up \$745,202 (658.9%) from last year at this time. FY 2024 revenue is \$858,303 vs. FY 2023 revenue of \$113,101.
- Nongovernmental gifts, scholarships, grants & bequests is 150.0% of budget and up \$13,744 (499.3%) from last year at this time. FY 2024 revenue is \$16,497 vs. FY 2023 revenue of \$2,753. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 14.6% of budget and up \$58,485 (1.4%) from last year at this time. FY 2024 revenue is \$4,173,614 vs. FY 2023 revenue of \$4,115,129. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$4,090,077 Retiree Health contributions, which account for \$315, Other Misc. Income, which account for \$42,703 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$40,519. 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 2023 that "On-Behalf Payment" was \$11,174,056.

Expenditures

- Salaries expenditures are 67.1% of budget and up \$1,807,224 (10.1%) from last year at this time. FY 2024 expenditures are \$19,657,294 vs. FY 2023 expenditures of \$17,850,070.
- Employee benefit expenditures are 20.0% of budget and up \$455,895 (7.3%) from last year at this time. FY 2024 expenditures are \$6,679,007 vs. FY 2023 expenditures of \$6,223,112. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$14-21 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 62.1% of budget and up \$462,476 (17.1%) from last year at this time. FY 2024 expenditures are \$3,170,712 vs. FY 2023 expenditures of \$2,708,236. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 60.4% of budget and down \$15,475 (-0.7%) from last year at this time. FY 2024 expenditures are \$2,083,615 vs. FY 2023 expenditures of \$2,099,091.
- Travel and meeting expenditures are 44.9% of budget and up \$40,833 (26.9%) from last year at this time. FY 2024 expenditures are \$192,869 vs. FY 2023 expenditures of \$152,036.
- Fixed charges expenditures are 90.4% of budget and up \$322,450 (28.2%) from last year at this time. FY 2024 expenditures are \$1,464,824 vs. FY 2023 expenditures of \$1,142,375. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 48.2% of budget and up \$159,160 (38.0%) from last year at this time. FY 2024 expenditures are \$577,771 vs. FY 2023 expenditures of \$418,611.
- Capital Outlay expenditures are 11.2% of budget and up \$66,913 (62.8%) from last year at this time. FY 2024 expenditures are \$173,497 vs. FY 2023 expenditures of \$106,585. ***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 67.0% of budget and up \$21,256 (3.4%) from last year at this time. FY 2024 expenditures are \$646,622 vs. FY 2023 expenditures of \$625,366. 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 2024 expenditures are \$0 vs. FY 2023 expenditures of \$0.



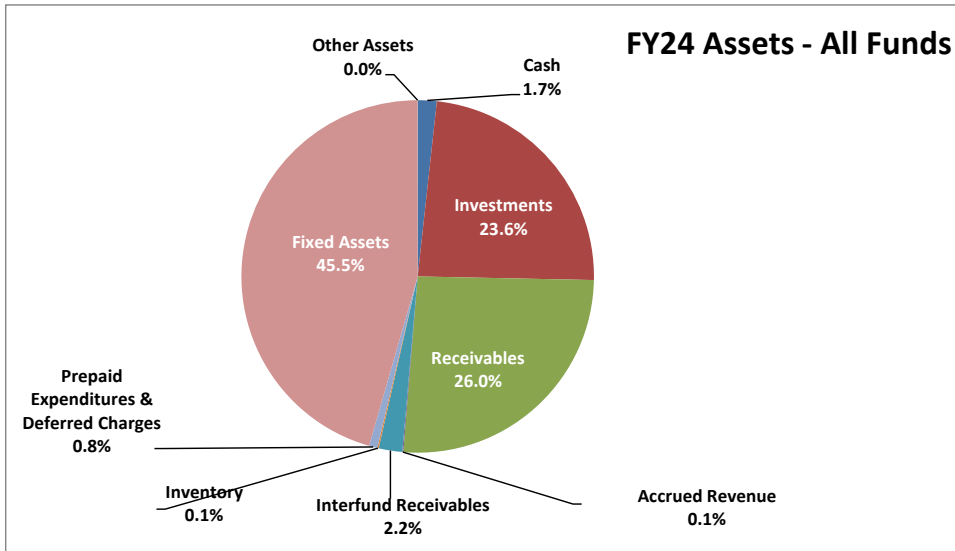
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
February 29, 2024

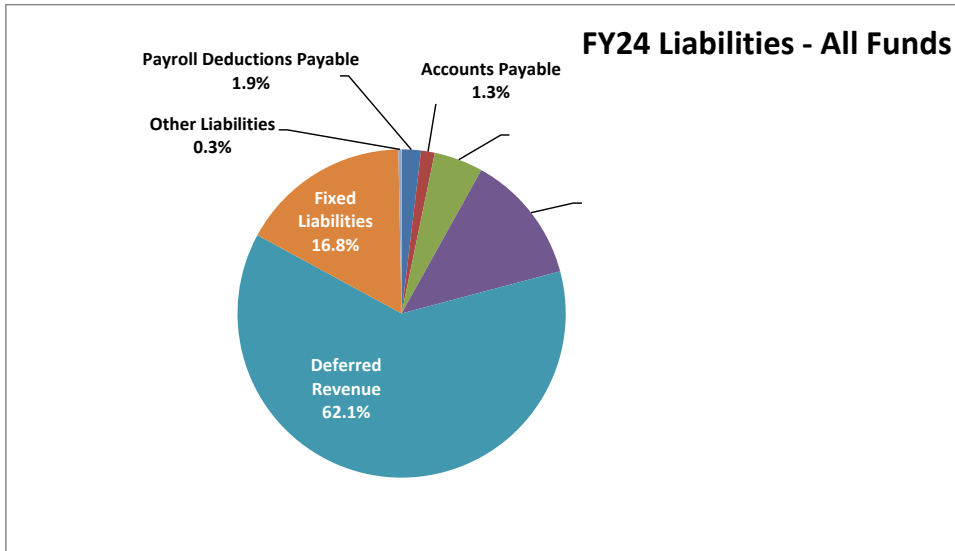
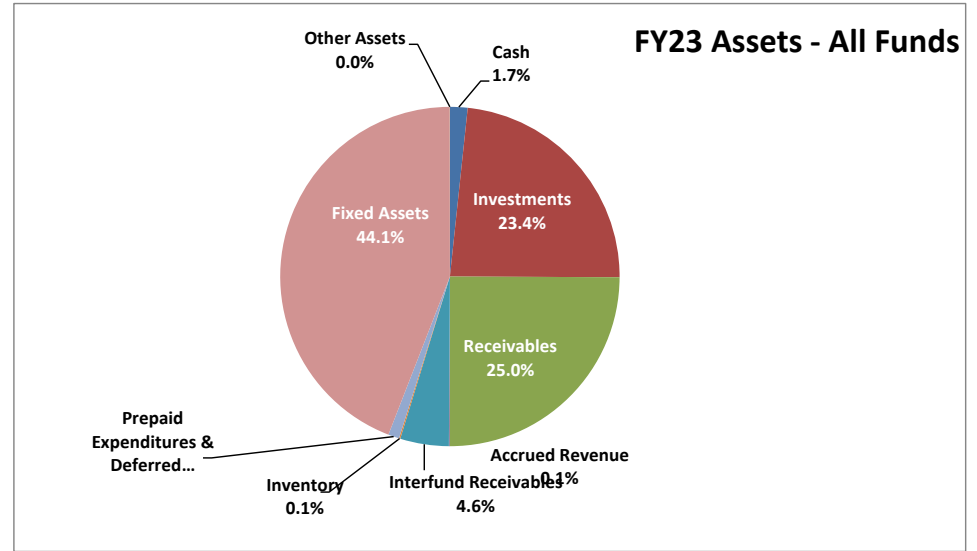
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	2,915,044	1,699,644.83	(105,306)	(1,645,944)	363,087.48	169,881	1,588,599	95,646	-	450,320	(39,697)	(311,186)	650,000	
Investments	39,582,279	17,942,480	5,483,133	10,880,791	-	-	3,083,297	-	-	-	-	2,192,578	-	
Receivables	43,589,529	39,037,059	2,753,499	-	-	(1,461)	1,021,648	-	-	-	75,118	703,667	-	
Accrued Revenue	150,583	68,789	15,667	42,009	-	-	-	13,615	-	-	-	10,503	-	
Interfund Receivables	3,624,781	2,644,134	749,778	1,345,944	171,255	137,867	(1,773,963)	-	-	(15,119)	53,698	311,186	-	
Inventory	213,173	-	-	-	-	213,173	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	1,287,060	734,070	14,617	-	-	6,264	83,255	-	78,144	-	-	102,173	268,537	
Fixed Assets	76,420,350	-	-	-	-	-	-	76,420,350	-	-	-	-	-	
Other Assets	16,239	-	-	-	-	-	-	-	16,239	-	-	-	-	
Total Assets	167,799,039	62,126,176	8,911,389	10,622,800	534,342	525,724	919,539	3,192,558	76,420,350	94,383	435,201	89,119	3,008,920	918,537
Liabilities														
Payroll Deductions Payable	1,427,365	1,278,258	30,554	-	-	109,772	8,781	-	-	-	-	-	-	
Accounts Payable	1,011,212	855,197	-	130,010	-	1,693	24,312	-	-	-	-	-	-	
Interfund Payable	3,624,781	-	-	1,831,314	-	12,910	-	-	-	-	-	1,780,557	-	
Accrued Expense	9,588,541	961,260	-	-	-	-	-	-	2,661	-	-	-	8,624,620	
Deferred Revenue	46,561,252	27,727,198	2,318,379	-	-	5,795	-	-	-	-	62,500	585,370	15,862,011	
Fixed Liabilities	12,571,467	-	-	-	-	-	-	-	12,571,467	-	-	-	-	
Other Liabilities	236,524	54,775	-	-	-	181,750	-	-	-	-	-	-	-	
Total Liabilities	75,021,143	30,876,687	2,348,932	1,961,323	-	311,921	33,093	-	12,574,128	-	62,500	2,365,927	24,486,631	
Designated Fund Balance	92,777,896	31,249,489	6,562,456	8,661,477	534,342	213,803	886,446	3,192,558	76,420,350	(12,479,745)	435,201	26,619	642,993	(23,568,094)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	20,002,250	18,189,447	1,812,803	-	-	-	-	-	-	-	-	-	-	
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Improvement/Investment in Capital Assets	85,081,828	-	-	8,661,477	0	-	-	76,420,350	-	-	-	642,993	-23,568,094	
Liabilities, Protection, and Settlement	-35,496,568	-	-	-	-	-	-	-	-12,571,467	-	-	-	-	
Working Cash/Other Restricted	3,098,266	-	-	-	-	886,446	1,750,000	-	-	435,201	26,619	-	-	
Remaining Unassigned Balance	20,092,120	13,060,042	4,749,653	0	534,342	213,803	0	1,442,558	0	91,722	0	0	0	

All Funds Statement of Net Position (Balance Sheet)
February 29, 2024

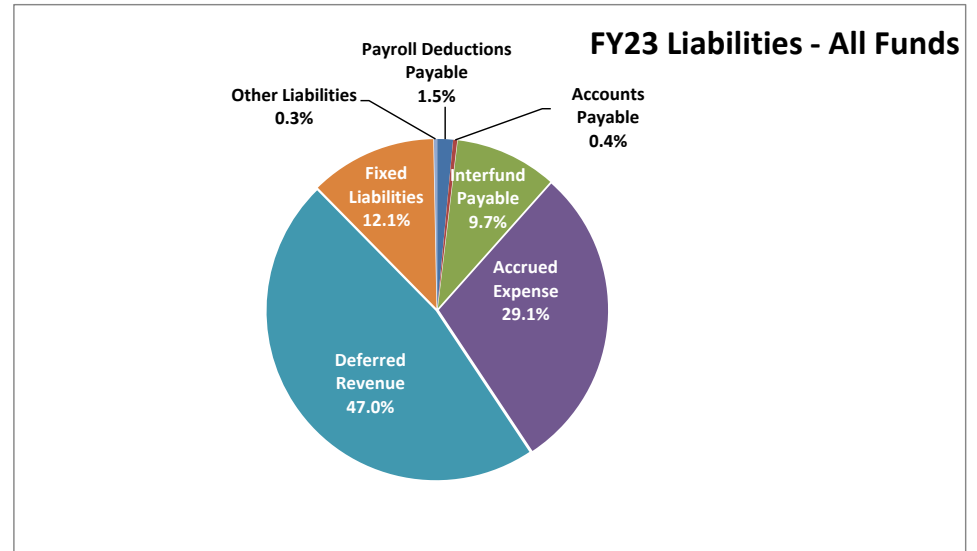
Total Assets = \$ 167,799,039



Total Assets = \$ 162,130,916



Total Liabilities = \$ 75,021,143



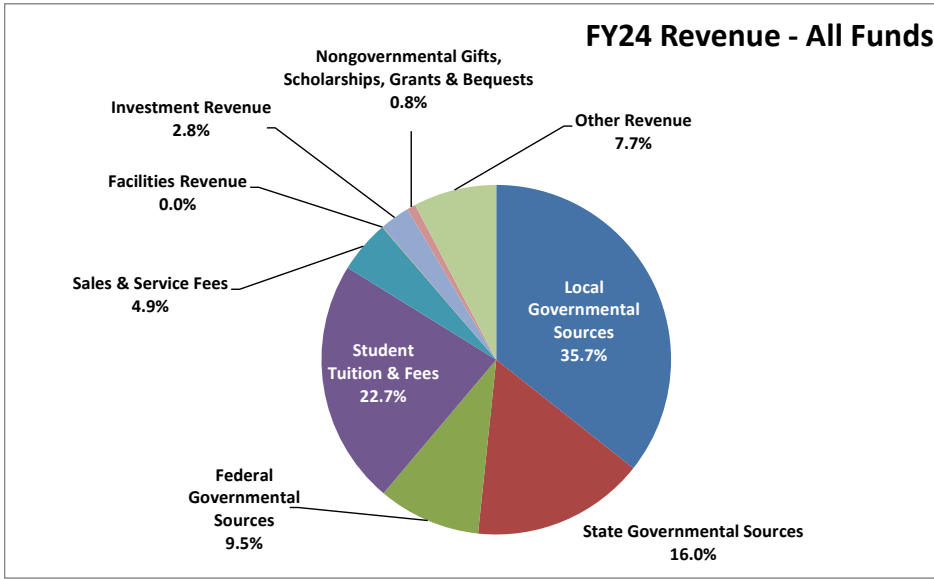
Total Liabilities = \$ 77,551,445

All Funds Statement of Activities (Income Statement)
February 29, 2024

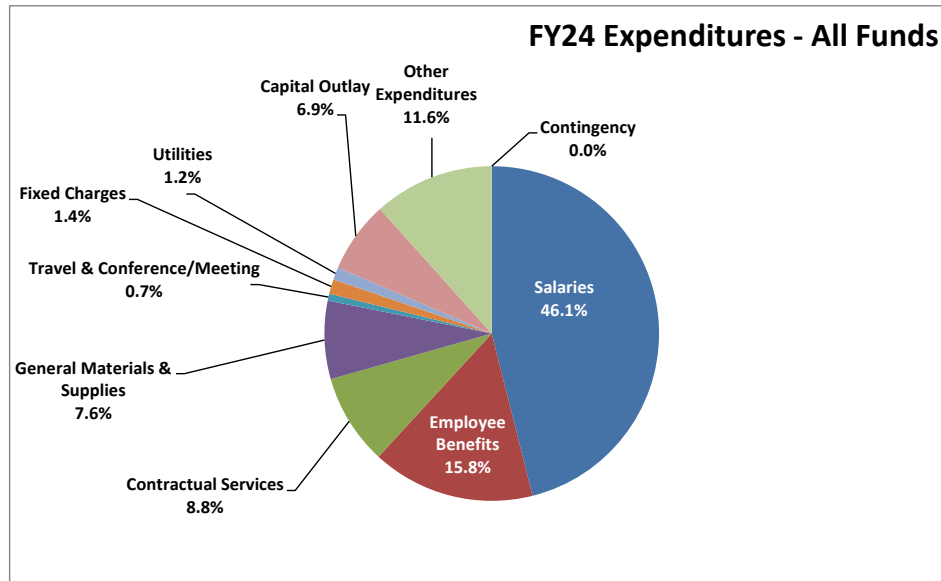
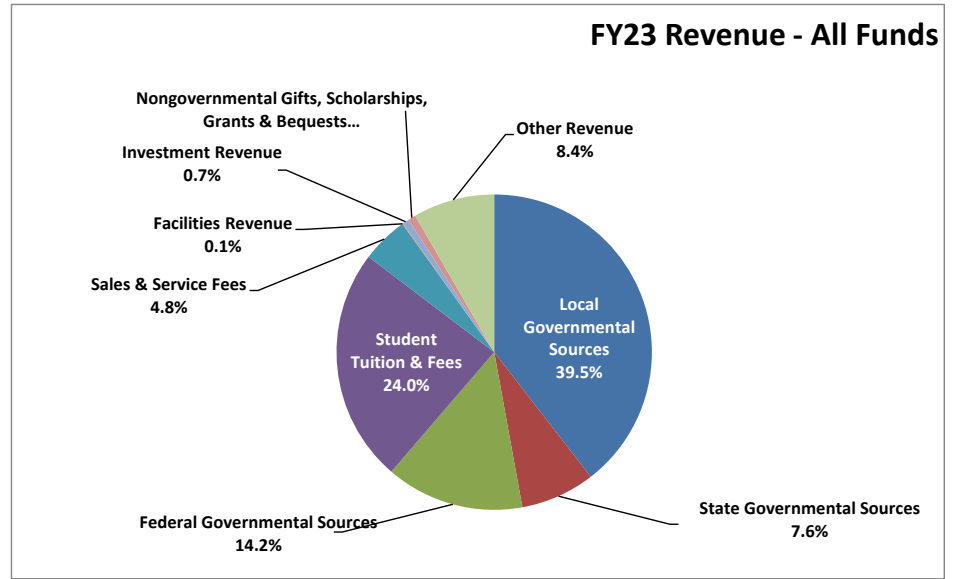
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	19,660,096	17,388,768	1,752,937	-	-	-	-	-	-	-	-	50,026	468,365	-
State Governmental Sources	8,825,206	5,827,964	711,417	-	-	-	2,285,825	-	-	-	-	-	-	-
Federal Governmental Sources	5,235,048	-	-	-	-	-	5,235,048	-	-	-	-	-	-	-
Student Tuition & Fees	12,493,982	10,069,996	1,046,218	76,588	714,837	586,343	-	-	-	-	-	-	-	-
Sales & Service Fees	2,683,620	89,960	-	-	-	2,593,660	-	-	-	-	-	-	-	-
Facilities Revenue	23,686	16,566	-	-	-	7,120	-	-	-	-	-	-	-	-
Investment Revenue	1,531,694	575,887	282,416	401,170	-	-	-	159,065	-	-	-	-	113,156	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	444,655	16,497	-	-	-	-	362,562	-	-	-	65,596	-	-	-
Other Revenue	4,237,334	4,167,583	6,031	1,241,620	-	-	-	-	-	(1,241,620)	63,720	-	-	-
Total Revenue	55,135,321	38,153,221	3,799,019	1,719,377	714,837	3,187,123	7,883,435	159,065	-	(1,241,620)	129,316	50,026	581,521	-
Expenditures														
Salaries	22,006,168	19,223,633	433,662	-	-	1,311,996	1,036,877	-	-	-	-	-	-	-
Employee Benefits	7,522,458	6,560,015	118,992	-	-	183,724	198,249	-	-	-	-	-	461,479	-
Contractual Services	4,193,116	1,657,141	1,513,571	70,927	-	447,343	431,754	-	-	-	-	72,380	-	-
General Materials & Supplies	3,606,435	1,796,998	286,618	161,255	-	1,065,676	295,889	-	-	-	-	-	-	-
Travel & Conference/Meeting	320,521	188,562	4,307	-	-	43,646	84,006	-	-	-	-	-	-	-
Fixed Charges	672,287	1,404,869	59,956	-	624,000	9,367	-	-	-	(1,505,752)	-	-	79,847	-
Utilities	577,771	126,303	451,468	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,300,791	19,069	154,429	2,403,889	-	30,731	141,863	-	550,811	-	-	-	-	-
Other Expenditures	5,558,914	646,622	-	-	-	2,921	4,794,057	-	-	-	115,314	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	47,758,461	31,623,211	3,023,001	2,636,071	624,000	3,095,404	6,982,695	-	550,811	(1,505,752)	115,314	72,380	541,326	-
Excess/(deficit) of revenues over expenditures	7,376,860	6,530,010	776,018	(916,694)	90,837	91,719	900,740	159,065	(550,811)	264,132	14,002	(22,354)	40,195	-
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	85,401,031	24,719,477	5,786,437	9,578,171	443,504	122,085	(14,295)	3,033,493	76,971,160	(12,743,878)	421,199	48,973	602,799	(23,568,094)
Ending Fund Balance	92,777,891	31,249,487	6,562,455	8,661,477	534,341	213,804	886,445	3,192,558	76,420,349	(12,479,746)	435,201	26,619	642,994	(23,568,094)

All Funds Statement of Activities (Income Statement)
February 29, 2024

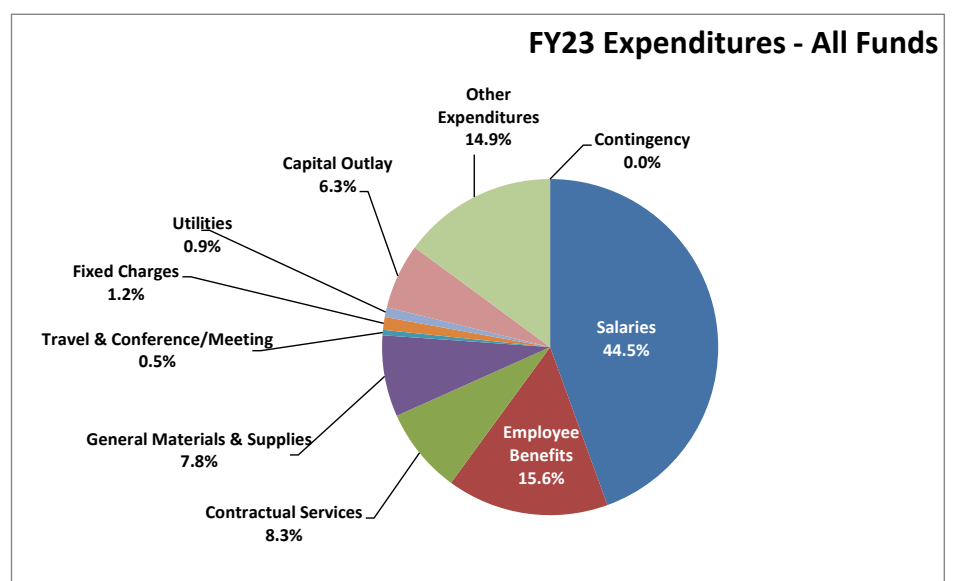
Total Revenue = \$ 55,135,321



Total Revenue = \$ 50,177,416



Total Expense = \$ 47,758,461



Total Expense = \$ 44,838,087

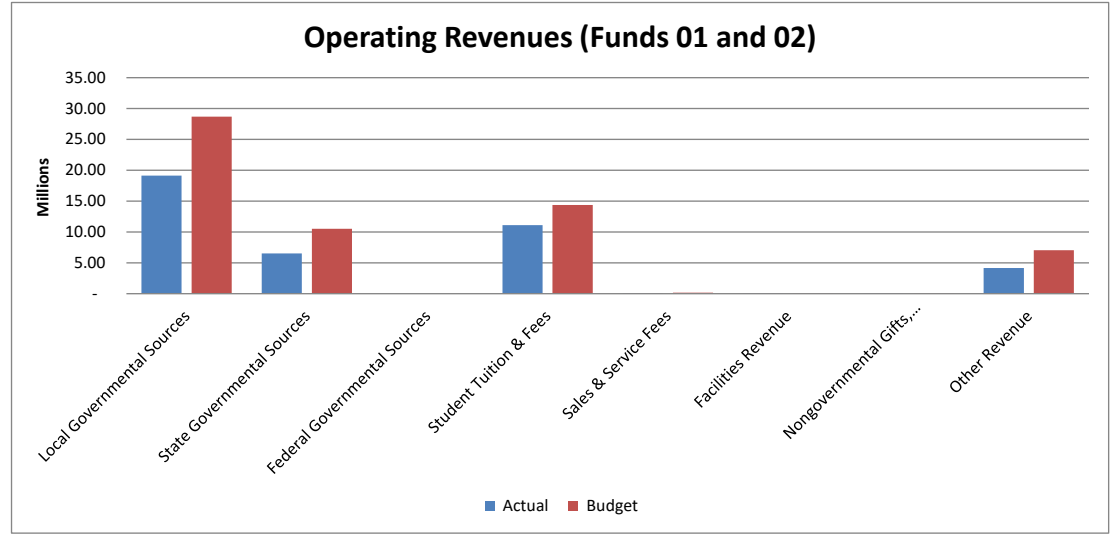
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
February 29, 2024

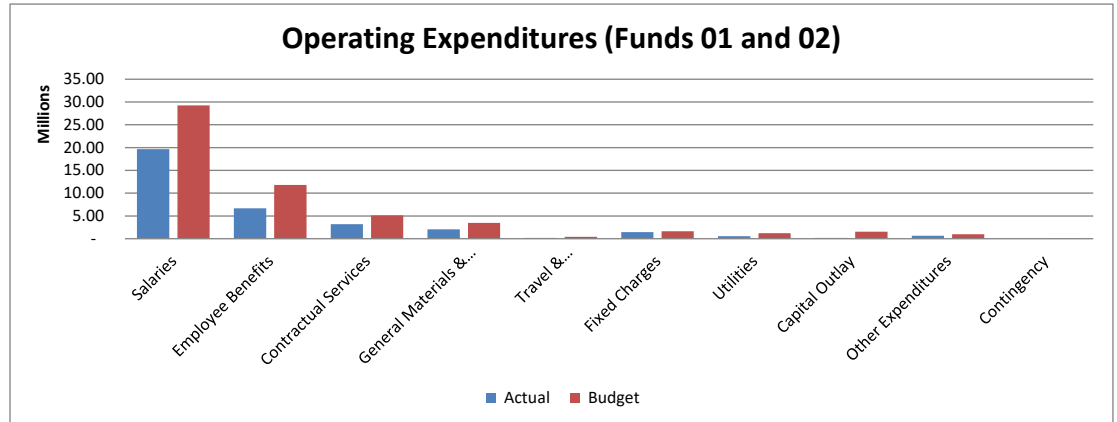
	FY24			FY23		FY23			FY24 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Budget	% Chng	Change Over FY23 Act.	% Chng
Revenue										
Local Governmental Sources	\$ 19,141,705	\$ 19,094,518	\$ 28,700,710	100.2%	66.7%	\$ 19,306,576	\$ 28,962,379	66.7%	\$ (164,871)	-0.9%
State Governmental Sources	6,539,381	6,991,703	10,509,134	93.5%	62.2%	2,460,153	4,872,056	50.5%	\$ 4,079,228	165.8%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	11,116,214	10,422,806	14,360,846	106.7%	77.4%	10,599,521	13,350,427	79.4%	\$ 516,693	4.9%
Sales & Service Fees	89,960	116,427	175,000	77.3%	51.4%	64,154	164,000	39.1%	\$ 25,806	40.2%
Facilities Revenue	16,566	12,618	18,966	131.3%	87.3%	16,566	18,966	87.3%	\$ -	0.0%
Nongovernmental Gifts	16,497	7,318	11,000	225.4%	150.0%	2,753	11,000	25.0%	\$ 13,744	499.3%
Other Revenue	4,173,614	4,688,870	7,047,777	89.0%	59.2%	4,115,129	11,671,443	35.3%	\$ 58,485	1.4%
Total Revenue	\$ 41,093,937	\$ 41,334,260	\$ 60,823,433	99.4%	67.6%	\$ 36,564,852	\$ 59,050,271	61.9%	\$ 4,529,085	12.4%
Expenditures										
Salaries	\$ 19,657,294	\$ 19,480,349	\$ 29,280,648	100.9%	67.1%	\$ 17,850,070	\$ 28,170,035	63.4%	\$ 1,807,224	10.1%
Employee Benefits	6,679,007	7,837,726	11,780,779	85.2%	56.7%	6,223,112	15,614,102	39.9%	\$ 455,895	7.3%
Contractual Services	3,170,712	3,396,403	5,105,087	93.4%	62.1%	2,708,236	4,823,014	56.2%	\$ 462,476	17.1%
General Materials & Supplies	2,083,615	2,296,770	3,452,244	90.7%	60.4%	2,099,091	3,307,839	63.5%	\$ (15,475)	-0.7%
Travel & Conference/Meeting	192,869	285,949	429,806	67.4%	44.9%	152,036	332,282	45.8%	\$ 40,833	26.9%
Fixed Charges	1,464,824	1,077,772	1,619,985	135.9%	90.4%	1,142,375	1,591,347	71.8%	\$ 322,450	28.2%
Utilities	577,771	796,880	1,197,780	72.5%	48.2%	418,611	1,220,675	34.3%	\$ 159,160	38.0%
Capital Outlay	173,497	1,033,743	1,553,805	16.8%	11.2%	106,585	1,687,269	6.3%	\$ 66,913	62.8%
Other Expenditures	646,622	642,012	965,000	100.7%	67.0%	625,366	916,500	68.2%	\$ 21,256	3.4%
Contingency	-	44,725	67,225	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 34,646,212	\$ 36,892,329	\$ 55,452,359	93.9%	62.5%	\$ 31,325,481	\$ 57,763,063	54.2%	\$ 3,320,731	10.6%
Surplus/(deficit)	\$ 6,447,725	\$ 4,441,931	\$ 5,371,074			\$ 5,239,371	\$ 1,530,279		\$ 1,208,354	23.1%
Net Transfers Out/(In)	\$ -		\$ 850,000			\$ 2,130,279	\$ 1,530,279		\$ (2,130,279)	-100.0%
Net Operating Funds Surplus/(Deficit)	\$ 6,447,725	\$ 4,441,931	\$ 4,521,074			\$ 3,109,092	\$ -		\$ 3,338,633	107.4%
Beginning Fund Balance	30,505,914	30,505,914	30,505,914			33,702,147				
Net Operating Funds Surplus/(Deficit)	6,447,725	4,441,931	4,521,074			3,109,092				
Add: Contingency (assumption is it is not used)			67,225							
Calculated YTD Ending Fund Balance (b)	\$ 36,953,639	\$ 34,947,845	\$ 35,094,213			\$ 36,811,239				

Operating Funds - Statement of Activities
February 29, 2024

	Actual	Budget
Revenue		
Local Governmental Sources	19,141,705.24	28,700,710.00
State Governmental Sources	6,539,380.95	10,509,134.00
Federal Governmental Sources	-	-
Student Tuition & Fees	11,116,213.65	14,360,846.00
Sales & Service Fees	89,960.02	175,000.00
Facilities Revenue	16,566.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	16,497.00	11,000.00
Other Revenue	4,173,614.23	7,047,777.00
Total Revenue	41,093,937.09	60,823,433.00



Expenditures		
Salaries	19,657,294.31	29,280,648.00
Employee Benefits	6,679,006.92	11,780,779.00
Contractual Services	3,170,711.81	5,105,087.00
General Materials & Supplies	2,083,615.25	3,452,244.00
Travel & Conference/Meeting	192,868.95	429,806.00
Fixed Charges	1,464,824.43	1,619,985.00
Utilities	577,770.77	1,197,780.00
Capital Outlay	173,497.45	1,553,805.00
Other Expenditures	646,622.26	965,000.00
Contingency	-	67,225.00
Total Expenditures	34,646,212.15	55,452,359.00
Excess/(deficit) of revenues over expenditures	6,447,724.94	5,371,074.00



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

Treasurer's Report

Information

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

Recommendation

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



Clinton E. Gabbard
President

**McHenry County College
Treasurer's Report
For the Month of February 2024**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$111,474.65	\$349,653.83	\$279,582.55	\$181,545.93
Crystal Lake Bank & Trust Direct Pay	\$21,137.98	\$1,202,446.47	\$1,058,566.33	\$165,018.12
Crystal Lake Bank & Trust Employee Benefits	\$0	\$42,428.96	\$42,428.96	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$1,589,291.53	\$1,589,291.53	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$2,090,738.50	\$5,582,305.22	\$6,807,070.01	\$865,973.71
Crystal Lake Bank & Trust Operations	\$275,739.94	\$4,677,290.77	\$4,468,894.39	\$484,136.32
Crystal Lake Bank & Trust Payroll	\$5,685.26	\$3,487,186.05	\$2,289,725.96	\$1,203,145.35

McHenry County College
February 29, 2024

Investments

College Fund	Financial Institution			02/29/24			
		Investments	Investments	% of Total	Interest	No. of Days	Maturity
Education	Illinois Funds	\$139,668	\$27,007	0%	see below	N/A	On Demand
Education	PFM Investments	17,871,601	20,379,181	45%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,498,801	5,502,927	14%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,676,137	1,677,394	4%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,731,975	8,693,189	22%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	133,941	130,899	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	380,748	379,057	1%	see below	N/A	Various
Working Cash	PFM Investments	3,096,912	3,099,236	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,203,081	2,204,734	6%	see below	N/A	Various
	Total	\$39,732,862	\$42,093,624	100%			

Investment Revenue

Investment Revenue

College Fund	Feb-24	Fiscal YTD
Education	(\$5,431)	\$559,836
Operations & Maintenance	(3,582)	285,984
Operations & Maintenance (Restricted)	(1,092)	87,172
Operations & Maintenance (Restricted CDB Projects)	40,478	312,049
Working Cash	(2,017)	161,066
Liability, Protection and Settlement	(1,435)	114,579
Total	\$26,921	\$1,520,686

Illinois Fund Rates - February 29, 2024

Annualized rate - Money Market

Low	5.364%
High	5.422%
Average	5.399%

PFM Investment Rates - February 29, 2024

Range of CD Rates

	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	5.72%	-	-	-
High	5.75%	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	5.720%	4.060%	-	-
At Market	5.460%	4.710%	-	-

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,171,534.70. Please note that the expenses are not segregated into the respective funds.

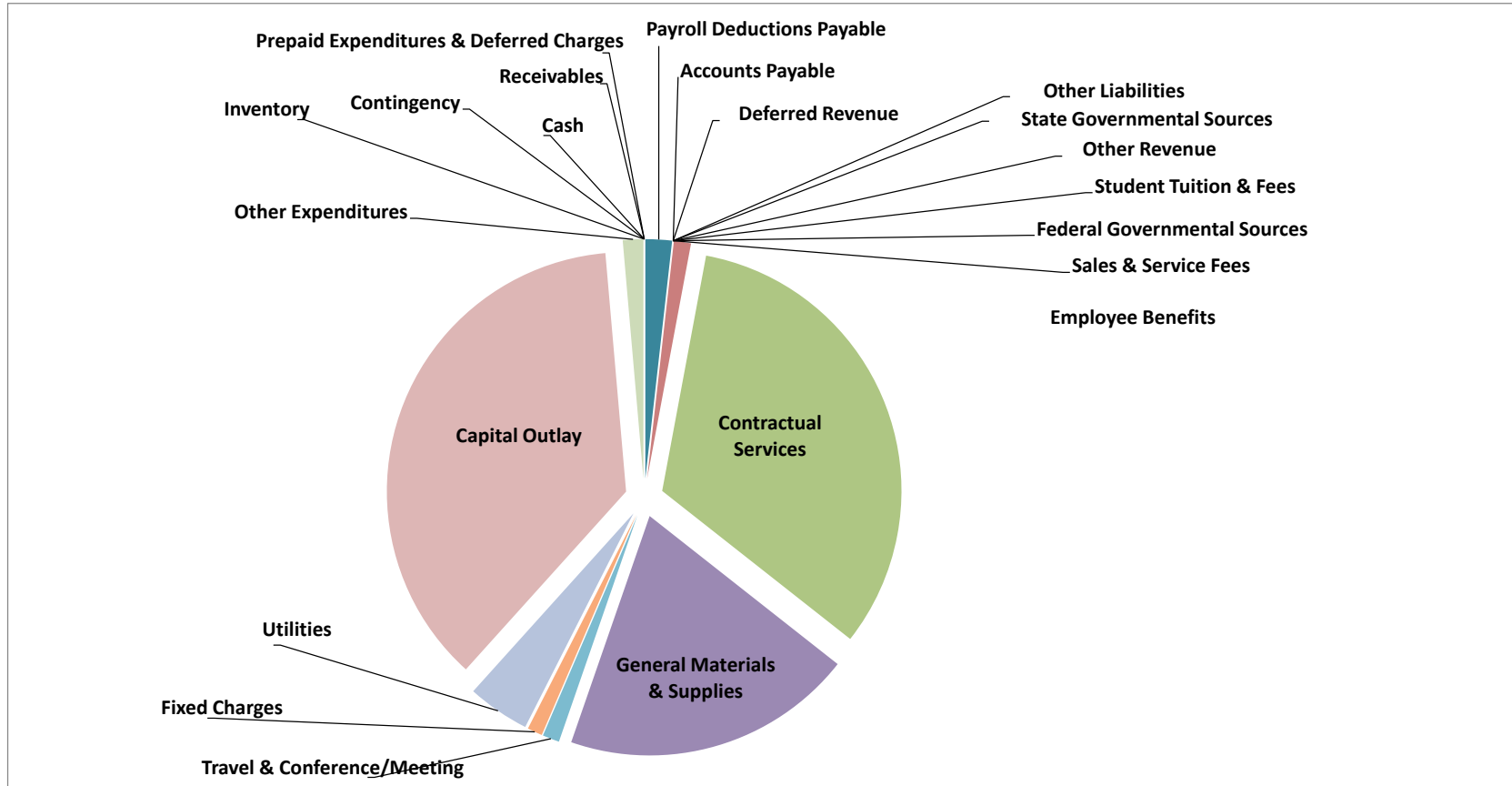
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of February 1 – February 29, 2024 totaling \$2,171,534.70.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 2/1/24 through 2/29/24



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	37.50	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	24,995.93	1.15%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	709,442.16	32.67%
Payroll Deductions Payable	38,836.17	1.79%	General Materials & Supplies	427,904.61	19.71%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	24,748.25	1.14%
Deferred Revenue	0.00	0.00%	Fixed Charges	21,998.76	1.01%
Other Liabilities	0.00	0.00%	Utilities	91,421.14	4.21%
State Governmental Sources	0.00	0.00%	Capital Outlay	802,115.03	36.94%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	30,035.15	1.38%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	2,171,534.70	100.00%

**Six Month
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY24: (9-Sep)	FY24: (10-Oct)	FY24: (11-Nov)	FY24: (12-Dec)	FY24: (1-Jan)	FY24: (2-Feb)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$697.00						697.00
Engineering Total					\$ 697.00	-	-	-	-	-	697.00
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,857.90	952.77	785.12	682.32	346.90	247.76	843.03
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,377.20	445.68	585.60	867.20	1,032.32	49.60	396.80
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,518.20		1,338.20			180.00	
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,679.90	943.00	1,342.70	1,108.60	792.80	631.60	861.20
Food Vendor Total					\$ 14,433.20	2,341.45	4,051.62	2,658.12	2,172.02	1,108.96	2,101.03
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00	250.00		500.00	250.00		250.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$31.96	31.96					
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$525.00					525.00	
Landscaping Total					\$ 1,806.96	281.96	-	500.00	250.00	525.00	250.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$27,501.58	16,786.25			10,715.33		
Legal Total					\$ 27,501.58	16,786.25	-	-	10,715.33	-	-
Temporary Staffing	51	Salaries	0396989	WORKING WORLD INC	\$792.80	792.80					
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$107,613.26	22,992.35	19,976.12	20,846.45	6,916.78	11,348.45	25,533.11
Temporary Staffing Total					\$ 108,406.06	23,785.15	19,976.12	20,846.45	6,916.78	11,348.45	25,533.11
Grand Total					\$ 152,844.80	\$ 43,194.81	\$ 24,027.74	\$ 24,004.57	\$ 20,054.13	\$ 12,982.41	\$ 28,581.14

Request to Purchase
Foglia CATI Donaldson Fume Extraction and Particulate Collection System

Information

When the Foglia Center for Advanced Technology and Innovation (CATI) opens for Fall 2024 classes, MCC will move its Welding and Fabrication Program from the current lab in Woodstock, IL to the new space.

To support the Welding and Fabrication program, the College is requesting to purchase a Donaldson Fume Extraction and Particulate Collection System, which is included in the Foglia CATI building design and construction documents to remove welding fumes and gasses from the Welding Lab. This system will also collect particulates and provide a spark cooler to ensure that welding sparks do not cause a fire.

The cost for the Donaldson Fume Extraction and Particulate Collection System is \$94,366.00 and is provided by Weldstar Company of Aurora, Illinois.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) 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”*; and exemption (vii) which reads, *“purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.”*

This expense is budgeted in the Fund 03 Foglia Center for Advanced Technology and Innovation budget.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Donaldson Torit® Downflo® Evolution Fume Extraction and Particulate Collection System from Weldstar Company of Aurora, IL for \$94,366.00.



Clinton E. Gabbard
President

Request to Purchase
Foglia CATI HAAS CNC Lathes, Mills, and Tooling

Information

When the Foglia Center for Advanced Technology and Innovation (CATI) opens for Fall 2024 classes, MCC will move its Precision Machining program from the current lab into the new space. The College is requesting to purchase additional HAAS CNC lathes, mills, and tooling to for use in the lab space. Students will learn to program and operate the CNC lathes and mills to machine parts that will be used as they complete their lab projects. The additional equipment includes the latest technology and will also improve the student to equipment ratio in the labs.

The HAAS lathes and mills are used to make precise and efficient machining of metal parts that are used in many different applications. The term "CNC" refers to "Computer Numerical Control," which means that a computer is used to direct the machine's motion based on numerical codes in a program. The cost for the HAAS CNC lathes, mills, accessories and tooling is \$456,583.11 and is provided by Haas HFO LLC of Chicago, Illinois.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) 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*"; and exemption (vii) which reads, "*purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.*"

This expense is budgeted through a combination of the Foglia CATI equipment purchases account in Fund 03 and the Advance McHenry County Grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the HAAS CNC lathes, mills, accessories, and tooling from HAAS HFO LLC of Chicago, IL for \$456,583.11.



Clinton E. Gabbard
President

Request to Purchase
Foglia CATI HVAC Lab Tools and Equipment

Information

MCC will be launching the Heating, Ventilation, and Air Conditioning (HVAC) program in the Foglia Center for Advanced Technology and Innovation (CATI) when it opens in August 2024. The College is seeking to purchase HVAC tools and equipment for use in the Foglia CATI HVAC Lab. Students will learn to work with residential and commercial HVAC equipment in this program. The tools and equipment that will be in this lab will provide hands-on experience in the operation, troubleshooting, diagnosis and repair of residential and commercial HVAC equipment.

The equipment and tools included in this order include meters, display cases, pipe threader, vises, and other items listed in the CATI lab drawings and equipment plans. The cost for the HVAC lab tools and equipment is \$138,616.38 and is provided by Global Industries of Port Washington, New York.

The equipment will be funded from the Advanced McHenry County grant.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums.

Note: This is not all the tools and equipment needed for this lab and it is anticipated that additional purchases for the HVC and other labs in the Foglia Center for Advanced Technology and Innovation (CATI) may be made from Global Industrial following the MCC purchasing guidelines.

Recommendation

It is recommended that the Board of Trustees approves the purchase of HVAC tools and equipment from Global Industrial of Port Washington, NY for \$138,616.38.



Clinton E. Gabbard
President

Request to Purchase
Foglia CATI Trak Machine Lathes and Mills

Information

When the Foglia Center for Advanced Technology and Innovation (CATI) opens for Fall 2024 classes, MCC will move its Precision Machining Program into the new space. As part of this move, the College is requesting to purchase additional lathes and mills from Trak Machine Tools for use in the new Foglia CATI Precision Machining Lab. Students will learn to operate the manual lathes and mills to machine parts that will be used as they complete their lab projects.

The Trak lathes and mills are used to make precise and efficient machining of metal parts that are used in many different applications. The lathes and mills from Trak Machine Tools will provide additional tools for the lab and improve the student to equipment ratio in the manual machining courses. The cost for the Trak lathes and mills equipment is \$140,308.00 and is provided by Trak Machine Tools of Rancho Dominguez, California.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) 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”*; and exemption (vii) which reads, *“purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.”*

This equipment expense will be funded by the Advanced McHenry County grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the lathes and mills from Trak Machine Tools of Rancho Dominguez, CA for \$140,308.00.



Clinton E. Gabbard
President

Request to Purchase
Foglia CATI Zund Digital Cutter

Information

When the Foglia Center for Advanced Technology and Innovation (CATI) opens for Fall 2024 classes, MCC will move several programs into the new space, including: Architecture; Construction; Automation, Robotics, and Mechatronics; and Welding and Fabrication.

To support programming that will be in the Foglia CATI, the College is requesting to purchase a Zund Digital Cutter that will support both labs and the center's incubator space. This equipment will be used in several Manufacturing and Advanced Technology courses, as the tool can be used to cut fabric, cardboard, wood, vinyl plastic, rubber, and foam. With the wide range of materials, it can be used to make architectural models, prototypes, and any other fabrication project. Students will learn to program and operate the Zund Digital Cutter to make parts that will be used as they complete their lab projects. The cost for the Zund Digital Cutter is \$222,865.00.

This purchase is from a sole source technology supplier, and therefore exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 105 ILCS 5/10-20.21, exemption (xiii) 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*"; and exemption (vii) which reads, "*purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services.*"

This expense is budgeted in the Foglia CATI equipment purchases account in Fund 03.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Zund Digital Cutter from Zund America, Inc. of Oak Creek, WI for \$222,865.00 plus freight.



Clinton E. Gabbard
President

Request to Renew
DualEnroll Software Platform for Dual Credit Registration

Information

DualEnroll was successfully implemented for Spring 2024 dual credit registration by MCC's College and Career Readiness department, in collaboration with IT and Records and Registration. More than 6,000 College in High School dual credit registrations were processed through the system. The DualEnroll platform is a solution that allows college employees and high schools to manage dual credit programs and automate processes collaboratively and efficiently. The system is designed with an automated workflow specific to the College's needs. Additional workflow updates will be provided as part of the contract with DualEnroll.

The management of dual credit course registration pivoted from a multi-week strain on multiple college offices to a system that streamlines processes and allows departments to balance workload during the start of the College's semesters. High school students now actively engage in their registration process, and high school counselors, teachers, and administrators can assist via roster viewing and management permissions. Additional perks include enhanced student and parent communication via text and email. High schools reported that the process was smooth for students.

The previous service agreement will expire on April 30, 2024, so it is time to renew. The newly negotiated contract reduced license fee costs from \$45,000.00 to \$39,044.00.

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

This expense is budgeted in the Department of Education Dual Credit Expansion Grant funds for FY 2025.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the DualEnroll software platform from CourseMaven, Inc. of Leesburg, VA, for \$39,044.00 from May 2024 through April 2025.



Clinton E. Gabbard
President

Request to Approve Payment
For Architectural Services for 2024 Renovations

Information

The College has recognized the essential need for extensive campus renovations, covering various sectors. These encompass the Phase 1 renovation of the Library, the relocation of the Center for Agrarian Learning (CAL), and the transfer of Fire Rescue Science (FRS) and Emergency Medical Service (EMS) programs to renovated spaces previously utilized by programs transitioning to the new Foglia Center for Advanced Technology and Innovation (CATI) Building. These efforts are directed not only toward enhancing the functionality and aesthetic appeal of these areas but also toward freeing up additional space to facilitate the expansion of Allied Health programming.

A crucial milestone in fulfilling these necessary renovations is entrusting our Architect, Demonica Kemper Architects (DKA) with the completion of Schematic Design, Design Development, Construction Documents and Bids, as well as overseeing Construction Administration including inspections and budget management. The services rendered by DKA are exempt from bid requirements due to their designation of professional services as the College's architectural firm. Funding for this project is sourced from the Equalization Grant received by the institution.

Proposed A/E Fees	
Phase 1 Library, Fire, EMS, and CAL	\$236,225.00
50% Schematic Design Phases 2 & 3 Library	\$21,600.00
Total	\$257,825.00

Recommendation

It is recommended that the Board of Trustees approves the agreement for payment of \$257,825.00 to Demonica Kemper Architects, Chicago, IL, for the professional, architectural services for the proposed 2024 campus renovations.



Clinton E. Gabbard
President



DEMONICA KEMPER ARCHITECTS

125 North Halsted Street, Suite 301 Chicago, Illinois 60661 T 312.496.0000 | F 312.496.0001
www.dka-design.com

February 18, 2024

Mr. Dave Dammon, Asst. Vice President
McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012

Re: McHenry County College
2024 Interior Renovations

Dear Mr. Dammon:

Demonica Kemper Architects (DKA) is pleased to submit the following proposal to provide Architectural / Engineering services associated with the 2024 Interior Renovations for McHenry County College.

PROJECT SCOPE

Based on your direction, we understand the Project Scope to include the following:

- Library Renovations – Phase 1 (approx. 6,400 SF)
 - New Help Desk
 - New Circulation Desk
 - New Library Offices
 - New Open Computing Space
- Fire Science / Emergency Medical Technician (EMT)
 - Create new Fire Science Classroom within Building E / First Floor
 - Create new Fire Science Faculty Offices and Storage within Building E / First Floor
 - Create new EMT Classroom within Building C / First Floor
 - Create new EMT Classroom / Lab within Building D / First Floor
- Center for Agrarian Learning (CAL)
 - Create new CAL Classroom within Building D / First Floor
 - Create (3) Faculty / Staff Offices within Building D / First Floor
- Create new Gender-Neutral Toilet Room within Building D / First Floor

SCOPE OF SERVICES

Based on the approved Conceptual Planning Study, we propose to provide the following scope of services:

Program Confirmation

- Meet with each User Group to be located within the areas of renovation
- Discuss overall space needs and required adjacencies
- Document space needs and adjacencies

Schematic Design

- Survey existing conditions and document in Revit format
- Floor plan development
- Ceiling plan / lighting development
- Preliminary furnishings and equipment layout
- Coordination of all mechanical, electrical, plumbing, fire protection, technology, and structural work
- Provide an updated cost estimate
- Review / confirm Schematic Design Scope of Work and Cost Estimate with MCC



Design Development

- Floor plan refinement
- Ceiling plan / lighting refinement
- Interior elevation development
- Power / data plan development
- Refine furnishings and equipment layout
- Interior finish selections
- Coordination of all mechanical, electrical, plumbing, fire protection, technology, and structural work
- Provide an updated cost estimate
- Review / confirm Design Development Scope of Work and Cost Estimate with MCC

Construction Documents

- Develop drawings and specifications for all work suitable for bidding by general contractors
- Provide an updated cost estimate at the completion of construction documents

Bidding / Negotiation

- Coordinate distribution of bidding documents to general contractors for bidding purposes
- Conduct a pre-bid meeting
- Respond to any bidder inquiries and issue addenda as required
- Attend bid opening
- Review project scope with apparent low bidder
- Recommend award of contract

Construction Administration

- Conduct a pre-construction meeting
- Review all required submittals and shop drawings
- Respond to all requests for information (RFI's)
- Review and certify all requests for payment from contractor
- Conduct site visits on an as-needed basis to review construction progress and to ensure the contractor is complying with the contract documents (assumes one site visit every other week during construction)
- Conduct a punch list upon substantial completion of each phase of construction and follow up with contractor to ensure completion
- Coordinate delivery of all required close-out documents to McHenry County College

Please note that our scope of services excludes the following items:

- Evaluation and/or removal of any asbestos-containing materials
- Specification of loose furnishings and technology equipment
- Specification of audio-visual equipment, security equipment, and IT racks/switches

PROJECT SCHEDULE

In order to ensure minimal disruption to the ongoing operations of the College, we understand that the Work will be bid as a single bid package, however, the construction work will need to be phased. Based on our preliminary conversations with the College, we understand the general project schedule to be as follows:

- | | |
|----------------------|------------------------------|
| • March 4, 2024 | Begin Design / Documentation |
| • September 16, 2024 | Out to Bid |
| • October 10, 2024 | Receipt of Bids |
| • October 17, 2024 | Letter of Recommendation |
| • October 24, 2024 | Board Approval of Bids |
| • December 16, 2024 | Start Construction |
| • May 2, 2025 | Substantial Completion |

A detailed schedule will be developed, reviewed with the College, and updated as the project progresses.

PROJECT BUDGET

Our preliminary budget break-down for the proposed Scope of Work is shown below. Once the design is further developed, the budget break-down will be further refined.



• Building Construction		\$2,260,530
○ Building D / E Work	\$1,120,365	
○ Library Phase 1 Work	\$1,140,168	
• Contingency		\$ 226,050
• A/E Fees – Basic Services for All Work		\$ 236,225
• A/E Fees – 50% Schematic Design for Library Phases 2 & 3		\$ 21,600
Total Estimated Project Cost		\$3,744,405*

*cost estimate does not include furnishings and equipment

FEE PROPOSAL

As indicated above, we propose to provide our proposed Scope of Services for a **Lump Sum Fee of \$257,825.00**, exclusive of reimbursable expenses which shall include project related travel to be invoiced at the current IRS rate and printing/delivery services to be invoiced at their direct costs. Invoicing for our services indicated above shall be forwarded to the College on a monthly basis for work completed within the previous month, and payment is appreciated within thirty (30) days from date of invoice.

Please do not hesitate to contact me should you have any questions regarding this proposal or if you require any further clarification. We thank you for this opportunity to continue to work with McHenry County College and look forward to the successful completion of this project.

Sincerely,

Dominick A. Demonica, AIA, NCARB, LEED AP
Principal

Accepted:

McHenry County College

Mr. David Dammon

Date

Request to Purchase
New Projection System for MCC Planetarium

Information

Since the Liebman Science Center opened, the MCC Planetarium has supported a wide range of daily curricular course offerings, including extensive support for various Earth Science sessions, as well as other disciplines throughout the College. In addition to college coursework, the MCC Planetarium has also drawn in the community, offering shows for individuals throughout the region, with more added annually. In FY 2023-2024 alone, over 100 community shows were scheduled.

The MCC Planetarium's original and current projection system is now seven years old. Given the evolution of technology, as well as extensive system use, it has become obsolete and no longer allows for the level of content and functionality needed. A newer projection system that offers advances in both hardware and software can access, render, and stream massive new science datasets seamlessly, and project real science in real time. Replacing the system with a newer, more dynamic option will also increase the use of the MCC Planetarium across *all* content disciplines, not just space and atmospheric sciences.

The College is requesting the purchase of a new planetarium projection system (Digistar7 with 4k Projection), which includes a powerful suite of real-time science visualization tools, allowing MCC audiences to explore the cosmos live in three dimensions. This system offers the latest technology that is demonstrated through clarity and depth for viewers. By updating the projection system, the MCC Planetarium will remain a leading destination for both student and community education.

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

This expense for this purchase will be paid out of the Education Fund utilizing funds from the State Equalization Grant. The intent is to also fundraise to cover a portion of the cost. The total purchase price includes training, shipping, and installation.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a new projection system for the MCC Planetarium from Digistar7, Salt Lake City, UT for \$410,750.00.



Clinton E. Gabbard
President

Great Lakes Coca-Cola Distribution Purchase

Information

The MCC Café uses various distributors and consortiums for acquiring the goods and services for its continued operation and related food services. Great Lakes Coca-Cola Distribution, LLC is used to provide the café and related catering services with the majority of its beverages.

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 beverages from Great Lakes Coca-Cola Distribution, LLC, not to exceed \$45,000.00 for beverages.



Clinton E. Gabbard
President

Request to Purchase
Furniture for the University Center at MCC

Information

The College must purchase and install furniture for the renovated University Center at MCC in Woodstock, IL, which includes six new classroom rooms, three computer labs, an administrative/reception area, 20 office areas, conference rooms, break rooms, and furniture for student study and gathering areas.

This furniture will be purchased through Krueger International (KI), which is exempt from Bid requirements as an Interprofessional Education Collaborative (IPEC) vendor for the State of Illinois. The quote for the furniture follows:

KI FURNITURE COSTS NOT TO EXCEED	
Total	\$450,654.50

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, *exemption (k) contracts for goods and services procured from another governmental agency.*

This expense is budgeted in Fund 03 within the University Center equipment budget.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of furniture for the University Center at MCC from Krueger International of Green Bay, WI, not to exceed \$450,654.50.



Clinton E. Gabbard
President

Request to Purchase
Furniture for Foglia Center for Advanced Technology and Innovation

Information

The College must purchase and install furniture for the Foglia Center for Advanced Technology and Innovation (CATI), which includes six new classroom rooms and labs, three computer labs, an administrative/ reception area, two office areas, work benches and storage cabinets, and furniture for student study and gathering areas.

This furniture will be purchased through Krueger International (KI), which is exempt from Bid requirements as an Interprofessional Education Collaborative (IPEC) vendor for the State of Illinois. The quote for the furniture follows:

KI FURNITURE COSTS NOT TO EXCEED	
Total	\$575,000.00

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, *exemption (k) contracts for goods and services procured from another governmental agency.*

This expense is budgeted in Fund 03 in the Foglia CATI equipment budget.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of furniture for the Foglia Center for Advanced Technology and Innovation from Krueger International of Green Bay, WI, not to exceed \$575,000.00.



Clinton E. Gabbard
President

Request to Purchase
Air Conditioning Equipment for Data Center

Information

The College has identified the need to purchase new air conditioning equipment for the Data Center on campus. The current main cooling unit is at its end of operational life. Additionally, the backup unit for the main unit cannot be repaired as the original manufacturer is now out of business. The need for a reliable cooling unit is critical in keeping our Information Technology (IT) server equipment cooled and operating correctly.

The new cooling equipment includes two (2) new Liebert Air Conditioning Units (Model #PX023DA) and two (2) Liebert Econophase Units for winter cooling. All of these units will take 8-10 weeks to manufacture and be delivered. In order ensure the cooling units are installed prior to the summer and warmer weather it is essential to order the equipment now, given the extended lead time. Therefore, we are requesting to purchase the equipment and have it on campus when a contractor is awarded a contract for installation. We will then go for a public bid for the installation of the equipment.

The company, Zonatherm, is the sole distributor of Liebert cooling equipment in our area. The Liebert equipment is the only equipment manufactured that meets the technical specifications, service, and warranty as recommended by the engineers for the project at 2010 Engineering.

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

The estimated costs are as follows:

COSTS NOT TO EXCEED	
Liebert Air Cooling Equipment Units (2)	\$125,000.00
Liebert Econophase Units (2)	\$50,000.00
Shipping and Handling	\$10,000.00
Total	\$185,000.00

This project is being funded from the Education Fund 02.

Recommendation

It is recommended that the Board of Trustees approves the purchase of air conditioning equipment to cool the data center as described above from Zonatherm of Buffalo Grove, Illinois for a cost not to exceed \$185,000.00.



Clinton E. Gabbard
President

Request to Approve
Consulting Services for an Employee Compensation Study and Market Analysis

Information

Community colleges face multifaceted challenges in attracting, retaining, and rewarding talent. Therefore, it is crucial to ensure that staff and administrator compensation aligns with industry standards, fosters equity, and supports recruitment efforts. To achieve these goals, MCC is investing in a comprehensive consulting agreement for an employee compensation study and market analysis.

MCC wishes to enter into an agreement with Carlson Dettmann Consulting to provide professional consulting services for an assessment of our compensation program for approximately 215 staff and administrative positions, including a market analysis for wages in comparable jobs in the competitive market, and recommendations on any changes to our salary plan.

Carlson Dettmann Consulting services will provide the following:

- Review and analyze relevant organizational values and concerns. Determine current organizational needs regarding modifications to the compensation system.
- Collect market comparable information as needed to support the external market measurement.
- Measure and analyze base salary market data for up an appropriate set of benchmark positions.
- Develop recommendations for any changes to pay plan structures.
- Review MCC's current pay practices and recommend any necessary changes.
- Present an overall plan and final presentation that is clear and understandable, including a summarization of the information gathering process, recommended framework for policy and procedure revisions, and findings and final recommendations.

This expense is budgeted in the General Fund and will use Equalization Grant funding.

Recommendation

It is recommended that the Board of Trustees approves a contract with Carlson Dettmann Consulting, a division of Cottingham & Butler Insurance Services, Inc. to complete an Employee Compensation Study and Market Analysis at a cost not to exceed \$100,000.00.



Clinton E. Gabbard
President

Administrative Appointments for FY 2025

Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. It is recommended that the appointments of the College Administrators holding the positions listed below be extended through FY2025:

Assistant Vice President of Enrollment Services	Director of Grants
Assistant Vice President of Facilities Management	Director of Infrastructure and Security
Assistant Vice President of Finance	Director of Innovation - Center for Agrarian Learning
Assistant Vice President of Human Resources	Director of Innovation – Liebman Center
Assistant Vice President of Student Affairs	Director of Institutional Research
Associate Vice President of DEBI	Director of Nursing Program
Associate Vice President of Human Resources	Director of Pathways to Success
Associate Vice President of Workforce Development	Director of Registration & Records
Chief Financial Officer/Treasurer	Director of Student Engagement and Support
Chief Information Officer	Director of Student Success
Chief People Officer	Director of Sustainability
Chief of Police	Director of Teaching and Learning
Dean of Arts and Humanities	Director of the MCC Store
Dean of Career and Technical Education	Director of Upward Bound Program
Dean of Business, Social Sciences and Public Services	Executive Director of Friends of MCC Foundation
Dean of Math, Science and Health Services	Executive Director of Library & Learning Resources
Director of Access and Disability Services	Executive Director of Marketing and Creative Services
Director of Admissions & Recruitment	Executive Director of the University Center
Director of Adult Education	Executive Director of Workforce Development
Director of Athletics, Intramurals & Recreation	Fire Science Chief
Director of Capital Projects & Improvement	Information Security Officer
Director of Client Technology Services	Manager of IL Small Business Development Center
Director of College and Career Readiness	Manager of Nursing Laboratory
Director of Community Education	Manager of PTA Clinical Education Coordination
Director of Conference and Event Services	Vice President of Academic Affairs
Director of Employee Development	Vice President of Marketing, Communications and Development
Director of Enterprise Applications	
Director of Financial Aid	
Director of Food Services	

Recommendation

It is recommended that the Board of Trustees ratifies the above appointment actions as presented.



Clinton E. Gabbard
President

New and Replacement Administrative and Faculty Appointments

Information

➤ **Chief People Officer**

The College adjusts position descriptions periodically to focus the efforts of the employee’s work in making the College more effective in serving our students and employees. While Dr. Talia Koronkiewicz has been serving as the Vice President of Student Affairs since 2018, she has also served as the Interim Vice President of Human Resources and the Interim Vice President of Academic Affairs and Workforce Development. In addition to these positions, she has led key initiatives for the College including the development of the Hospitable Work initiative, lead negotiator for contract negotiations, and Cabinet-level leadership to the creation of the University Center at MCC.

Effective March 29, 2024, Dr. Koronkiewicz will assume the position, Chief People Officer (CPO), which plays a pivotal role in shaping the College’s culture and enhancing the overall experience for students, employees, and the community. The CPO oversees Student Affairs and Human Resources, while actively contributing to the College’s success by nurturing its people, optimizing processes, and driving positive change. This position more aptly represents the current operational goals of the institution.

Dr. Koronkiewicz has a Doctor of Education in Community College Leadership from Ferris State University, a Master of Arts in Student Affairs Administration in Higher Education from Ball State University, and a Bachelor of Science in Nonprofit Organizational Leadership from Carroll University. Her experience is as follows:

July 2018 - Present	Vice President of Student Affairs McHenry County College
August 2023 - Present & July 2022 -February 2023	Interim Vice President of Human Resources McHenry County College
July 2021 – July 2022	Interim Vice President of Academic Affairs & Workforce Development McHenry County College
August 2016 – June 2018	Assistant Vice President of Student Services Volunteer State Community College
April 2008 – July 2016	Multiple Positions McHenry County College

Pay Grade	Benefit Value	Current Annual Salary	Salary Offer
No Grade, President’s Cabinet	\$26,435.64	\$177,981.15	\$195,000.00

➤ **Associate Vice President of Human Resources**

The departure of Gail Phoenix, Vice President of Human Resources, and subsequent restructure of Human Resources created a vacancy for the full-time position of Associate Vice President of Human Resources. Karen Rasch has been recommended to fill this position beginning April 1, 2024. Karen Rasch’s experience is as follows:

April 2023 – November 2023	Chief People Officer Grenzebach Glier & Associates, Chicago IL
December 2019 – March 2023	Senior Director, Talent Management Washington State University, Pullman WA
October 2018 – February 2020	Director of Talent Management Shorelight Education, Boston MA
June 2017 – October 2018	Director of Talent Acquisition Northeastern University, Boston MA
May 2011 – June 2017	Associate Director of Talent Management Northeastern University, Boston MA

Forty four (44) applications were received, 34 met the position minimum requirements, and the search committee interviewed 6 candidates.

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee (Formerly President’s Cabinet)	Salary Offer
A7	\$123,527.75	\$152,035.38	\$180,543.00	\$26,435.64	\$162,000	\$135,000.00

Classification: Administrator | Full-Time, Pay Grade A7, Exempt

Position Summary: The Associate Vice President of Human Resources (AVPHR) is charged with leading a robust Human Resource department that strives for excellence in serving MCC employees and the greater community. The AVPHR is specifically responsible for developing a vibrant Talent Acquisition function responsible for sourcing, attracting, interviewing, hiring, and onboarding employees, all while factoring in the long-term goals of MCC. The AVPHR will oversee administration of the College’s compensation and classification programs.

Qualifications:

- Master’s degree from a regionally accredited institution
- Substantial experience in HR administration, including supervision of multiple HR functions
- Five years’ supervisory experience
- Talent Acquisition experience including significant exposure to sourcing, attracting, interviewing, hiring and onboarding employees
- A record of advancing and supporting a diverse, equitable, and inclusive work environment

Desired Qualifications:

- Master’s degree in Human Resources
- Current SHRM or HRCI certification
- Community college or higher education experience
- Experience in labor relations
- Experience in talent acquisition strategies for college faculty and staff

➤ **Instructor, Precision Machining:**

The addition of the Foglia Center for Advanced Technology and Innovation (CATI) at McHenry County College created a vacancy for the faculty position of Instructor, Precision Machining. Thomas Pleuger has been recommended to fill this position in advance of the 24-24 academic year, beginning April 1, 2024 to develop curriculum and instructional materials for this new academic program.

Mr. Pleuger has completed doctoral coursework for the Doctorate for Leadership for Advancement of Learning and Science, holds a Master of Science Educational Leadership, and a Bachelor of Science specifically in Management from Cardinal Stritch University. His experience is as follows:

2019 - Present	Faculty Gateway Technical College, Kenosha, IL
2014 - 2019	Faculty Blackhawk Technical College, Janesville, WI
2010 – 2014	Senior Factory Automation Training/Applications Engineer Mitsubishi Electric Automation, Vernon Hills, IL
2007 – 2009	Technology Education Teacher Burlington High School, Burlington, WI

Five applications were received, all met the position minimum requirements, and the search committee interviewed three candidates and selected Mr. Pleuger.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane VI, Step 12	\$26,233.14	N/A	\$100,181.95

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

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

Qualifications/Desired Qualifications:

- Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; or
- Bachelor’s degree in technology education and four years of manufacturing or industrial technology experience with 2,000 hours of work-related experience

➤ **Instructor, Heating, Air Conditioning, and Ventilation:**

The Foglia Center for Advanced Technology and Innovation (CATI) at McHenry County College created a vacancy for the faculty position of Instructor, Heating, Air Conditioning, and Ventilation. Allan Levandowski has been recommended to fill this position in advance of the 24-24 academic year, beginning April 1, 2024 to develop curriculum and instructional materials for this new academic program.

Levandowski holds a Doctorate for Policy, Organization and Leadership, a Master’s in Education specifically Community College Teaching and Learning, a Bachelor of Science in Workforce Education, and an Associate degree in HVAC from Cardinal Stritch University. His experience is as follows:

2020 - Present	President Education, Training, and Consulting, Rockford, IL
1999 - 2020	Professor Emeritus College of Lake County, Grayslake, IL

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

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane VII, Step 12	\$26,233.14	N/A	\$103,723.73

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

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

Qualifications/Desired Qualifications:

- Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; or
- Bachelor’s degree in technology education and four years of manufacturing or industrial technology experience with 2,000 hours of work-related experience

Recommendation

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



Clinton E. Gabbard
President

FY 2025 Tuition Approval

Information

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

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

The recommended \$5.00 per credit hour increase for tuition represents a net increase of 3.75% over the current rate of \$133.25, with a new proposed tuition and fee rate of \$138.25 and is well below the anticipated FY 2025 average tuition and fee rate of all community colleges in Illinois of \$159.41. The net revenue estimated to be received from a \$5.00 increase in tuition only is approximately \$527,543.

		FY 2025* Proposed
a	Forecasted Billable Credit Hours	105,509
b	Current Tuition & Fee Rate	\$133.25
c	Proposed Tuition Increase	\$5.00
d	Proposed Tuition & Fee Rate (b)+(c)	\$138.25
e	Net Revenue Due to Increase (a)x(c)	\$527,543

**FY 2025 proposed amount to be approved by the Board of Trustees*

In FY 2024, the College has the 37th lowest combined tuition and fee rate amongst the 39 community colleges in the state; in FY 2024 the state average tuition and fee rate is \$156.53, compared to \$133.25 for MCC. In FY 2025 with a proposed \$138.25 tuition and fee rate, the College is estimated to be 38th lowest (not all colleges have responded to survey) in the state with a state average tuition and fee rate currently estimated at \$159.41. The current survey shows of those 29 colleges responding, the average tuition increase is \$4.63 with an average fee increase of \$3.06.

Recommendation

It is recommended that the Board of Trustees approve a \$5.00 per credit hour tuition increase for FY 2025, effective with the Fall 2024 semester.



Clinton E. Gabbard
President

Request for
Faculty Sponsored LeaveInformation

The following Faculty Sponsored Leave requests were reviewed and recommended to the President by the Sponsored Leave Task Force, which includes two past faculty recipients, the Dean of Business, Social Sciences, and Public Services, the Dean of Manufacturing and Advanced Technology, and reviewed by the Vice President of Academic Affairs. The Task Force has confirmed that the leave requests meet all obligations relative to Faculty Sponsored Leaves, as outlined in section 13.1 of the Full-time Faculty Collective Bargaining Agreement.

- Kate Kramer: The purpose of this sponsored leave is for graduate study directly related to Kate's current role and responsibilities as a faculty member in the Geology department. Kate is pursuing an Ed.D. in Educational Sustainability from the University of Wisconsin and will complete six graduate credits, develop her dissertation, and create innovative course materials to be incorporated in Earth Science courses at MCC. This request aligns with Kate's faculty action plan, which prescribes continued professional development in her discipline.
- Maria-Magdalena Farc: The purpose of this sponsored leave is for research and scholarly development, which directly relate to Maria-Magdalena's current role and responsibilities as a faculty member in the Psychology Department. From her social psychologist lens, Maria-Magdalena will take an interdisciplinary approach through study of intrapersonal, interpersonal, and intergroup growth from psychology, sociology, political science, philosophy, and behavioral economics. Through courses taught by leading scholars and endorsed by respected universities such as Arizona State University, UC Berkeley, and University of Edinburgh. Maria-Magdalena will apply her knowledge to update the curriculum in Introduction to Psychology, Social Psychology, and Educational Psychology. This request aligns with Maria-Magdalena's faculty action plan, which prescribes continued professional development in her discipline.
- Cynthia Wolf: The purpose of this sponsored leave is for research and scholarly development, which directly relate to Cynthia's current role and responsibilities as a faculty member in the English Department. Cynthia will research modern pedagogy and open educational resources. Cynthia will then take all her research and develop a high-quality online ENG 151 course including functional online resource material, assignments, papers, and rubrics. Rather than simply compiling existing resources, Cynthia will be writing and developing innovative course materials. The final product will be available to all English faculty, full-time, adjunct, and dual credit, and will belong to MCC. Through intensive reading, studying, and writing, Cynthia will apply her Illinois Online Network certifications and enrich the student experience in ENG 151 Composition I. This request aligns with Cynthia's faculty action plan, which prescribes continued professional development in her discipline.
- Lindsay Carson: The purpose of this sponsored leave is for graduate study directly related to Lindsay's academic field, but not necessarily related directly to her responsibilities as a faculty member in the World Languages department. Lindsay is pursuing an Ed.D. in Community College

Leadership at Northern Illinois University and will use the leave to complete a dissertation of practice titled, "This College is Run by Women': The Narratives of Overburden and Burnt-out Community College Women Faculty." This request aligns with Lindsay's faculty action plan, which prescribes continued professional development.

Recommendation

It is recommended that the Board of Trustees approves the above requests for Faculty Sponsored Leave for 2024-2025.

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

Clinton E. Gabbard
President

Self-Insurance Employee Premium Holiday

Information

Since FY 2015, MCC has been a member of the Community College Health Consortium (CCHC), after the Board of Trustees approved joining in June 2014. There now nine participating colleges, an increase from the original three members prior to McHenry County College (MCC) joining. The CCHC members are: Moraine Valley; College of DuPage; Oakton; MCC; Triton; Illinois Valley; Sauk Valley; Kishwaukee; and newest member, Prairie State College.

The benefit of being a CCHC member lies with the College’s ability to retain its current benefit plan, yet leveraging the full purchasing power of multiple colleges to reduce its fixed costs. There are no changes in benefits to the employees as a result of joining the consortium; the only change is how the payments are handled. Under the CCHC, the payments are paid to the consortium, which collects all member payments; the consortium then pays the insurance provider. The CCHC members combine efforts to pool their resources, which allows for savings with fixed costs associated with administering a health plan due with more covered lives for increased leverage and purchasing power. In particular, savings can be seen in lower administrative fees, stop loss premiums, network access fees, and also higher RX (prescription) rebates.

Since joining the CCHC, the College has improved its financial self-insurance performance that has allowed the College to be flexible in sharing the success of the plan with the participating employees. Prior to the work done by the Chair/President of the CCHC Board, there was no mechanism in place to allow CCHC members to adjust their own balances, other than to increase their required reserves through adjusting medical rates for their own employees. However, the CCHC has worked on modifying the bylaws that allow a member College to skip a monthly payment and instead draw on their reserve balances from the CCHC to pay the monthly premium. With the impact of COVID-19 and the overall performance of the health care plan, the reserve balances grew for all CCHC members, and this performance has given MCC the opportunity to adjust our reserve balance. This will allow MCC employees to essentially receive a premium holiday for one month. The amount for the premium is nearly equivalent to the monthly contribution by employees based on their medical plan deductions. If an employee’s monthly deduction falls within the min/max on any range, they will receive the grossed-up (adjusted for payroll taxes) amount listed in the “Holiday Premium” column. For part-time employees unable to participate in the health care plan, they will get the default payment of the lowest range to give them a premium holiday for the College Insurance Plan (CIP) payment.

Range	Min	Max	Holiday Premium
0	\$ -	\$ 99.99	\$ 125.00
1	\$ 100.00	\$ 299.99	\$ 200.00
2	\$ 300.00	\$ 399.99	\$ 300.00
3	\$ 400.00	\$ 499.99	\$ 400.00
4	\$ 500.00	\$ 599.99	\$ 500.00
5	\$ 600.00	\$ 1,000.00	\$ 600.00

The funding for the premium holiday comes from the CCHC Reserve balance for McHenry County College. The reserve balance being used for this premium holiday and CIP is in part paid by employee health contributions. The estimated cost for the non-SURS eligible premium holiday payout is estimated at \$120,810.06 that affects 245 employees and CIP payout of \$10,127.75 that affects 58 employees pending final payout calculations. There is no cost to the operating budget of the College.

Recommendation

It is recommended that the Board of Trustees approves the proposed premium holiday for the participating employees covered under the CCHC Health Consortium and for those employees with deductions only under the College Insurance Plan as determined from the first payroll in December 2023.



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
ADM	4/1/2024	Karen Rasch	Associate Vice President of Human Resources	N
FAC	4/1/2024	Allan Levandowski	Instructor, Heating, Air Conditioning, and Ventilation	N
FAC	4/1/2024	Thomas Pleuger	Instructor, Precision Machining	N
STA	4/3/2024	Matthew Mercado	Farm Production Manager and Practicum Lead	R

Through March 19, 2024

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

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
STA	3/18/2024	Kau Nou Yang	Adult Education Transition Specialist
STA	3/22/2024	Jessica Rizza	Development Coordinator

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

Classification	Retirement Date	Employee Name	Primary Position
N/A	N/A	N/A	N/A

Through March 19, 2024

Friends of MCC Foundation Update

New Friends of MCC Foundation Board Member

At its December 13, 2023 Board Meeting, the Friends of MCC Foundation Board elected and welcomed Linnea Kooistra as a new director. Linnea and her husband Joel owned and operated Kooistra Farms for over 40 years where they worked as grain and dairy farmers, retiring in 2023 from active farming. Linnea served for many years as the media spokesperson for Dairy Management, Inc., and has been a frequently featured speaker in support of agriculture in both local and national media. She currently serves as the Chair of the McHenry County Zoning Board of Appeals and is the Board President of the Family Health Partnership Clinic.



Fall 2024 Scholarship Update

Scholarship applications for the Fall 2024 semester are open now through April 3, 2024. Students apply online at www.mchenry.edu/scholarships. Foundation staff promoted scholarship applications on campus by hosting Scholarship Days to help students start or complete their application.

Scholarship Recipient Lunch

The Foundation hosted a drop-in lunch event for current scholarship recipients. This event was free to students and allowed scholarship recipients to connect with one another, learn more about the Friends of MCC Foundation, and write thank you notes to donors. Over 40 scholarship recipients were in attendance.



My Sister's Dress Donation

The My Sister's Dress fundraiser donated \$11,125.13 toward the Education to Empowerment scholarship fund.

My Sister's Dress re-sells formal wear and accessories to make prom affordable for all. The event took place at MCC on March 2, 2024, and welcomed over 1,000 shoppers. My Sister's Dress is planned and run by a group of dedicated volunteers. The Foundation is grateful to be selected as the recipient of this generous donation.

Pictured left to right from the planning committee: Jessica Rizza, Emily Smith, Betsy Felde, and Jill Ernst.



Friends of MCC Foundation Golf Invitational

The Friends of MCC Foundation Golf Invitational will be held on Monday, June 10, 2024 at Bull Valley Golf Club. The Invitational includes 18 holes with cart along with all-inclusive food and drink. Registration and sponsor information is available at www.mchenry.edu/supportmcc/golf. Sponsors for the Golf Invitational include: Foglia Family Foundation, Coilcraft, Home State Bank, and Miller Verchota CPAs.

The Golf Invitational also received an updated logo and fresh look designed by the College's Office of Marketing and Public Relations.



Foundation Team Update

It is with mixed emotions we share that Jessica Rizza will be leaving MCC to take a new position. While we are excited for Jessica in her new opportunity, words cannot express how much she will be missed by all at MCC, and how impactful she has been during her 6½ years of service to the College and to the Friends of MCC Foundation team. In addition to being instrumental in the growth of many programs including Education to Empowerment, the Friends of MCC Golf Invitational, and People in Need, the care with which she has cultivated relationships with others is what has been the most important. We will all miss Jessica's kindness, grace, professionalism, and integrity and wish her continued success in her next endeavor. Thank you, Jessica!

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

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
ICCB Access and Equity in Dual Credit	This project will help scale equitable access to dual credit courses for marginalized or otherwise underserved high school students. College in the High School students will receive support to encourage them to persist to completion of a postsecondary credential, including transfer guidance.	\$149,000	Cara Schultz, Director of College and Career Readiness
ICCB ECACE Debt Relief Supplement	As part of the Early Childhood Access Consortium for Equity (ECACE) grant, MCC received additional funds to help clear past due balances preventing ECE students from registering for future classes. This is the second ECACE debt relief supplement awarded to MCC.	\$48,000	Dawn Katz, Dean of Business, Social Sciences and Public Services

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
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	Pending	April
ICCB Noncredit Workforce Training Initiative	The goals of this initiative are to expand noncredit offerings, offer business solutions to employers, and increase the affordability of noncredit training for students.	\$100,000	Pending	April
Motorola Solutions Foundation	MCC has submitted a preliminary application for a fourth year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services	\$35,000	Pending	April

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	programs. If approved, a full application will be due in late April.			
U.S. Department of Labor Strengthening Community Colleges Training Grant	MCC is participating in a consortium application of northern Illinois community colleges coordinated by the ICCB and focusing on advanced manufacturing. This grant is designed to build capacity at community colleges to meet the skill development needs of employers and equitably support students in obtaining good jobs in in-demand industries.	MCC's share is estimated at about \$1.1 million over four years	Pending	May
Reaching Across Illinois Library System (RAILS) <i>My Library Is...</i>	<i>My Library Is...</i> provides funding for libraries to tell their story to the community, demonstrating their value and connection to those they serve, with a strong focus on diversity, equity, and inclusion. MCC's application would strengthen the archives and make them more accessible to the community.	\$4,978	Pending	June
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,312	Pending	July
Illinois Department of Agriculture Resilient Food Systems Infrastructure Program	This initiative offers funding for the middle of the food supply chain – aggregation, processing, storing, and other activities to support the distribution of local and regional food products. MCC is developing an application to establish a shared kitchen and storage space for small farmers in the area.	\$593,975	Pending	September
U.S. Department of Education Title III/V eligibility	Eligibility for Title III/V is required for certain grant applications through the Department of Education, mainly for grants with a focus on serving marginalized students. Because MCC is not automatically eligible (based on our percentage of Pell recipients), a waiver application is necessary. If granted, it also qualifies MCC for a waiver of the required matching funds for the Student Support Services grant (application planned in 2025).	N/A	Pending	September

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Community College Collaborations with Early Adopters of College and Career Pathway Endorsements Currency Project	This project, supported by the Education Systems Center at Northern Illinois University, offers funding for secondary and postsecondary collaborations so students who earn a college and career pathway endorsement (CCPE) in high school also receive “currency” at the postsecondary level, such as targeted financial support or another incentive.	\$20,000	In development	March 29
Illinois State Library Open Educational Resources	Funding will support the development and/or revision of Open Educational Resources (OER), including texts and ancillary course materials, to reduce student costs while increasing academic success. This project will be led by the library and faculty and supported by the expertise of others across the College.	Up to \$150,000	In development	April 1
ICCB Taking Back the Trades	This grant is designed to provide access and strengthen pathways to careers in the trades for young adults aged 16-24. This is the second round of funding; MCC received \$198,000 in FY24 to support Construction Management and Architectural and Engineering Design students.	Up to \$400,000	In development	April 15
Community Project Funding/Congressionally Directed Spending	Community Project Funding (through the U.S. House of Representatives) and Congressionally Directed Spending (U.S. Senate) allows elected representatives to support projects located within their district/state that will benefit their constituents.	TBD	Planned	April
Mexican Consulate of Chicago IME Becas	This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to students of Mexican origin. Scholarships will be based on financial need, with preference given to students who are previous Adult Education or Upward Bound participants.	TBD	Planned	April/May
IBHE Illinois Cooperative Work Study Program	The Illinois Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with	\$50,000	Planned	April/May

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
	the opportunity for career-based work experience.			
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 program development, tutoring, training equipment, and supplies.	TBD – determined by ICCB formula	Planned	May 17
ICCB Adult Education and Family Literacy (AEFLA)	This grant provides operational support for MCC’s Adult Education program, including classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, and English as a Second Language classes.	TBD – determined by ICCB formula	Planned	May
ICCB Integrated English Literacy and Civics Education (IELCE)	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.	TBD – determined by ICCB formula	Planned	May
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.	\$50,000	Planned	May 31
First National Bank of Omaha Impact Grant	This grant supports projects that focus on Entrepreneurship and Small Business Development, with the goal of growing local economies and creating jobs.	\$25,000	Under consideration	June 3
ICCB Pipeline for the Advancement of the Healthcare Workforce (PATH)	This project 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.	TBD – determined by ICCB formula	Planned	June
U.S. Department of Education Student Support Services	The Student Support Services program provides academic and other support to help increase the number of low-income college students, first-generation college students, and college students with disabilities who successfully complete a postsecondary program of study.	TBD	In development	Winter/ Spring 2025

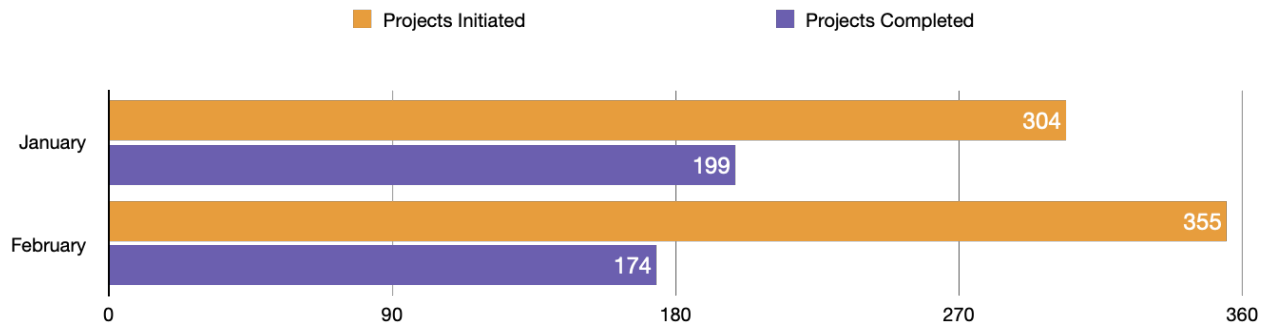
APPLICATIONS DENIED: None.

Office of Marketing and Public Relations Update

The goal of MCC’s Office of Marketing and Public Relations (OMPR) is to grow MCC’s student enrollment, strengthen MCC’s identity in the community, and share MCC’s stories. Services that OMPR provides to the College:

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

Marketing Project Stats



Current High-level College Marketing Initiatives:

- Foglia Center for Advanced Technology and Innovation (CATI) and Programs of Study promotion, video, and recruitment efforts
- Liebman Institute for Science Innovation (LISI) branding, promotion, and special event support
- University Center at MCC branding, promotion, and recruitment support
- *Experts and Insights* Faculty Speaker Series promotion
- Meet MCC event promotion and support
- Registration promotion and support for Fall 2024
- Foundation Golf Invitational and Education to Empowerment event promotion and support

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from February 27, 2024—March 14, 2024.

- MCC Opens Registration for Summer 2024 Kids and College Program, Adds Spring Break Classes
- McHenry County College Celebrates Career and Technical Education (CTE) Month
- Friends of McHenry County College Foundation Welcomes Scholarship Donors, Recipients for Appreciation Event
- McHenry County College Art Gallery to Feature Prints by Juana Estrada Hernandez
- McHenry County College Offers Mixology Class March 15
- MCC's March Concert Series to Feature Jazz Ensemble, St. Patrick's Day Concert
- Prospective College Students Invited to McHenry County College Open House March 20
- McHenry County Art Gallery to Feature Photographs by Lawrence Agyei
- Learn How Human Consciousness Forms at MCC Speaker Series March 21
- Registration Open for MCC's ScotStars Sports Camps
- Early Registration for McHenry County Gardenfest Closes March 29

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

www.mchenry.edu/press.

Sustainability Center Update

Current Initiatives and Community Connections

The McHenry County Public Transportation Advisory Committee met on February 1, 2024. In addition to updates from RTA, Pace and Metra, the committee reviewed the RTA Access Pilot program and MCRide and Metra farecards changes. Metra has also changed their policy and now allows bicycles on all trains which will provide more connectivity. MCC had a total of 3,962 rides with the MCRide program in 2023. Sustainability Center Director, Dr. Kim Hankins, represents MCC on the Advisory Committee.

The Sustainability Center sponsored a low-impact lunch for students on February 8, 2024. Pizza was provided to demonstrate the recyclable and compostable components. Sandwiches from Jimmy John's were also provided and wrapped in only one layer of compostable paper. Discussions about lowering impact as a commuter student were held as they stopped by. Each student received a wheat straw, reusable utensil set, and an MCC Café gift card.

The Sustainability Center and the McHenry Chapter of the American Association of Women in Community Colleges (AAWCC) held an MCC spirit wear swap on February 20, 2024. Over 75 items of clothing and accessories were collected and found new homes with staff and students.

IGEN held a roundtable discussion with all its lead colleges (including MCC) on February 22, 2024. The roundtable discussion focused on about how to incorporate sustainability into the capital planning process with energy efficiency and sustainable operations on campus. Speakers from Smart Energy Design Assistance Center, IL Community College Board, IL Capitol Development Board and Cotter Consulting participated in the panels.

Director Hankins attended the Continuous Curriculum and Technology Improvement Committee meeting on February 22, 2024 to discuss additional options for identifying sustainability concepts imbedded already within the curricula. One goal of this research is to offer resources for those faculty interested in incorporating sustainability into their course work. In addition, the plan is to highlight these opportunities for students that are interested in the principles of sustainability within their coursework.

The Environmental Club met in the Center for Agrarian Learning and helped sort seeds for the Horticulture Department seed library on February 27, 2024.

The 2024 Green Guide Recycling Directory is nearing completion. It is scheduled to be published on Earth Day (April 20, 2024) and can be accessed at www.mchenry.edu/recycling after that date.

The ReUse It Corner repurposed approximately \$1,321.65 worth of gently used office and school supplies in February 2024. A total of 110 people found uses for over 388 items this month.

The MCRide/MCC partnership had 604 riders in February 2024.

Workforce Development Update

This month's Workforce Development Update focuses on the support of career exploration for youth, from early elementary through high school completion.

Entrepreneurship Pitch Night

Preliminary preparations are underway for the 2024 county-wide Entrepreneurship Pitch Night (EPN) that will take place Monday, May 6 in the Luecht Auditorium. The event is open to the public. The Illinois Small Business Development Center at MCC and the MCC Entrepreneurship program collaborate to produce this event that marks the culmination of a year's work of ideation, development, and product testing by students in the INCubator programs at partner high schools. To qualify for EPN, student teams submit a 10-minute video that is reviewed by a panel of judges. Teams selected to advance to the final round will present their business concepts to a panel of four judges from the business community.

Career Quest

A new county-wide career exploration event for 8th graders was introduced on Friday, March 8, with over 900 students and school staff in attendance. Prior to the event, classroom teachers guided students through career exploration curriculum that included completing a 60-question Career Coach assessment and the Illinois Reality Check, an online introduction to financial literacy. Based on this work, each student selected a career pathway to explore during Career Quest. On the day of the event, students began their journey with an opening session that provided an orientation to the activities of the day and introduced them to a recent MCC graduate who shared a personal story of career exploration. Participants then alternated a campus tour with time inside the Quest Zone. In the Quest Zone, students met with local employers and MCC faculty to dive deeper into the career pathways, starting with the pathway identified in their pre-work but allowing time for additional discovery and exploration across other pathways. To extend Career Quest beyond the event day, each student received an MCC Career Quest branded lunch box with post-event information for parents and guardians that provided resources to support continued career exploration and academic preparation.



Kids and College Summer 2024

The Kids and College program will welcome back students in grades 1-9 for Kids and College Summer 2024 (June 3-August 9). Students will have the opportunity to select from over 75 hands-on career exploration classes in science, culinary, technology, engineering, art, and manufacturing that align with the 12 Career Pathways. A variety of new classes are being introduced this year, including: Junior Small Engine Repair; First Responders Camp; Watercolors; Fun with Words; and a Rowing Camp in partnership with Sweeps & Sculls Rowing in Crystal Lake. The MCC Culinary Lab will house new classes such as Sweet Breads, Cupcakes, and Pizza and Pasta. Of course, perennially popular classes such as Welding Camp, Camp Invention®, Rocket Science, Minecraft®, Theatre Camp, and Honeybees will also be available to students. A STEM-focused grant from Nuts, Bolts, and Thingamajigs will help to reduce the cost of Welding Camp participation.

High School Internship Partnerships

Manufacturing – The successful High School Rotational Internship program coordinated through the Manufacturing Pathways Consortium enters its third summer. Supported by Advance McHenry County grant funds that offset 35% of employer wages, this program provides high school students with a paid 10-week long work experience in the manufacturing sector. Interns work for five weeks with one host company and then rotate to a second firm for the remainder of the experience. During the program, interns are paired with a company mentor who assists in introducing them to all the various occupations within each company. Twenty-one host organizations are preparing to move through the interview and intake process that begins in early April. Student interest in this program continues to build with more than 160 applications already submitted.



Construction Management – New in 2024, is the introduction of a Construction Management High School Internship program. This program builds on the success of the manufacturing internship by providing a paid 10-week long work experience in the construction sector. Spearheaded by members of the MCC Construction Management Advisory Committee, this project has received funding via the 2023 Trades School grant from the Illinois Community College Board. This funding will offset 65% of employer wages during the introductory summer of the program. During April, over 60 students will begin the interview process with area employers. Participating employers represent commercial and residential contracting, civil engineering, transportation infrastructure, and commercial casework.