

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, May 25, 2023
Regular Board Meeting
6:00pm



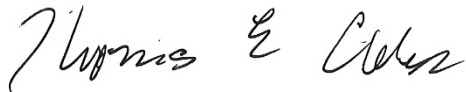
MCC Board Room, A217
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Final Meeting of the Retiring Board, April 27, 2023
Organizational Meeting, April 27, 2023
First Meeting of the Newly Organized Board, April 27, 2023
7. OPEN FOR RECOGNITION OF VISITORS
Three (3) minutes per person or less.
8. PRESENTATION
 - A. MCC's Speech and Debate Team
9. PRESIDENT'S REPORT: Dr. Clinton Gabbard
10. COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report: Ms. Liza Smith
 - E. Attorney Report
11. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report # 23-69
 2. Treasurer's Report, Board Report #23-70
 3. Ratification for Accounts Payable Check Register, Board Report #23-71
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Alcove Insights Professional Services, Board Report #23-72
 2. Dell Apex Cloud Backup System, Board Report #23-73
 3. InfoSight Managed Security Services, Board Report #23-74
 4. Luecht Auditorium Lighting and Controls, Board Report #23-75
 5. Augusoft Lumens Noncredit Enrollment System Subscription, Board Report #23-76
 6. SimMom Light Simulation Mannequin for MCC Nursing Program, Board Report #23-77
 7. Three-Year Lease of Apple Computers, Board Report #23-78
 8. Snap-on Triton Certification Kit, Board Report #23-79
 9. Athletics and Fitness Center Changing Rooms, Board Report #23-80
 10. Updated Meeting and Event Space Rental Fee Structure for FY 2024, Board Report #23-81
 11. Revised 2023-2024 Schedule of Board Meetings, Board Report #23-82

12. Resolution To Establish Decennial Committee on Local Government Efficiency As Required By Public Act 102-1088
13. Resolution To Approve the Appointment Of Committee Members To Serve On The Decennial Committee On Local Government Efficiency
- C. Human Resources
 1. Approval of New Administrative Position and Direct Hire, Executive Director of the University Center at MCC, Board Report #23-83
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
13. BOARD POLICY MANUAL, Board Report #23-84
 - A. 1.8.2 Formulation of Administrative Procedures
 - B. 1.8.4.4 Attorney
 - C. 1.10 Physical and Electronic Communication to the Board
14. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE FACULTY ASSOCIATION, Board Report #23-85
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. Center for Agrarian Learning
 - G. Sustainability Center Update
 - H. 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 November 17, 2022 and Regular Board Meeting of January 26, 2023

19. ADJOURNMENT



Thomas E. Allen
Chair

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2023 is currently 83.0% complete with the year-to-date results ending April 30, 2023 being reported. In the Operating Funds, total revenue is 58.6% of budget, as compared with 60.6% at the same time last year. Total expenditures are 53.5% of budget, as compared with 54.1% 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 83.3% of budget and up \$149,960 (0.6%) from last year at this time. FY 2023 revenue is \$24,122,282 vs. FY 2022 revenue of \$23,972,322. For FY 2023, this revenue is derived from 50% of the 2021 tax levy (as approved by the Board in November 2021) and 50% of the 2022 tax levy (as approved by the Board in November 2022).
- State government is 50.5% of budget and down \$1,064,901 (-30.2%) from last year at this time. FY 2023 revenue is \$2,460,923 vs. FY 2022 revenue of \$3,525,824.
- Federal government is 0.0% of budget and up \$288 (21.7%) from last year at this time. FY 2023 revenue is \$1,616 vs. FY 2022 revenue of \$1,328.
- Student tuition and fees is 93.4% of budget and down \$226,226 (-1.8%) from last year at this time. FY 2023 revenue is \$12,471,477 vs. FY 2022 revenue of \$12,697,703. 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 59.8% of budget and up \$54,378 (124.3%) from last year at this time. FY 2023 revenue is \$98,115 vs. FY 2022 revenue of \$43,737. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 93.7% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$17,766 vs. FY 2022 revenue of \$17,766. 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 133.7% of budget and up \$751,479 (176.2%) from last year at this time. FY 2023 revenue is \$324,896 vs. FY 2022 revenue of \$-426,584.
- Nongovernmental gifts, scholarships, grants & bequests is 25.0% of budget and down \$19,492 (-87.6%) from last year at this time. FY 2023 revenue is \$2,753 vs. FY 2022 revenue of \$22,245. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 18.0% of budget and up \$225,948 (4.6%) from last year at this time. FY 2023 revenue is \$5,136,970 vs. FY 2022 revenue of \$4,911,022. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$4,923,166, Retiree Health contributions, which account for \$459, Other Misc. Income, which account for \$150,188 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$63,157. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2022 that "On-Behalf Payment" was \$14,228,829.

Expenditures

- Salaries expenditures are 81.2% of budget and up \$1,301,925 (6.0%) from last year at this time. FY 2023 expenditures are \$22,882,728 vs. FY 2022 expenditures of \$21,580,803.
- Employee benefit expenditures are 24.0% of budget and down \$122,567 (-1.5%) from last year at this time. FY 2023 expenditures are \$7,813,052 vs. FY 2022 expenditures of \$7,935,618. ***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 70.5% of budget and down \$113,426 (-3.2%) from last year at this time. FY 2023 expenditures are \$3,399,443 vs. FY 2022 expenditures of \$3,512,869. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 81.6% of budget and down \$222,026 (-7.6%) from last year at this time. FY 2023 expenditures are \$2,698,668 vs. FY 2022 expenditures of \$2,920,694.
- Travel and meeting expenditures are 63.5% of budget and down \$15,983 (-7.0%) from last year at this time. FY 2023 expenditures are \$210,868 vs. FY 2022 expenditures of \$226,851.
- Fixed charges expenditures are 93.8% of budget and up \$6,166 (0.4%) from last year at this time. FY 2023 expenditures are \$1,492,142 vs. FY 2022 expenditures of \$1,485,976. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 47.2% of budget and down \$269,775 (-31.9%) from last year at this time. FY 2023 expenditures are \$576,369 vs. FY 2022 expenditures of \$846,144.
- Capital Outlay expenditures are 8.9% of budget and down \$1,040,955 (-87.3%) from last year at this time. FY 2023 expenditures are \$150,980 vs. FY 2022 expenditures of \$1,191,935. ***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 77.5% of budget and up \$59,643 (9.2%) from last year at this time. FY 2023 expenditures are \$710,739 vs. FY 2022 expenditures of \$651,096. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 expenditures are \$0 vs. FY 2022 expenditures of \$0.



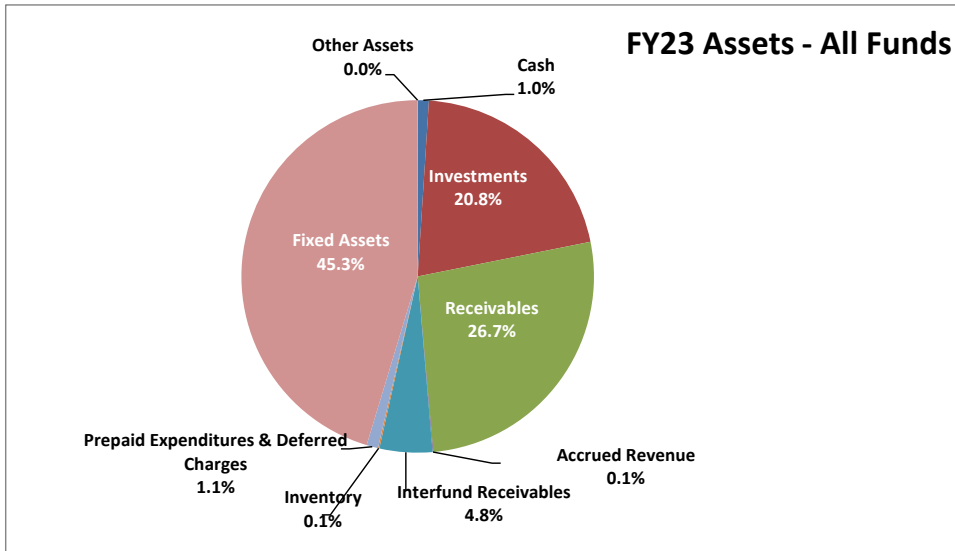
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
April 30, 2023

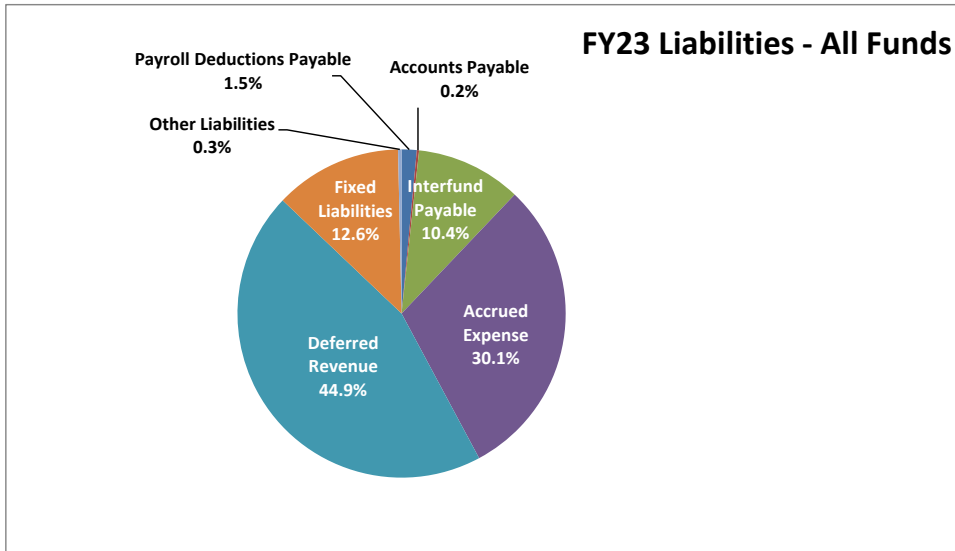
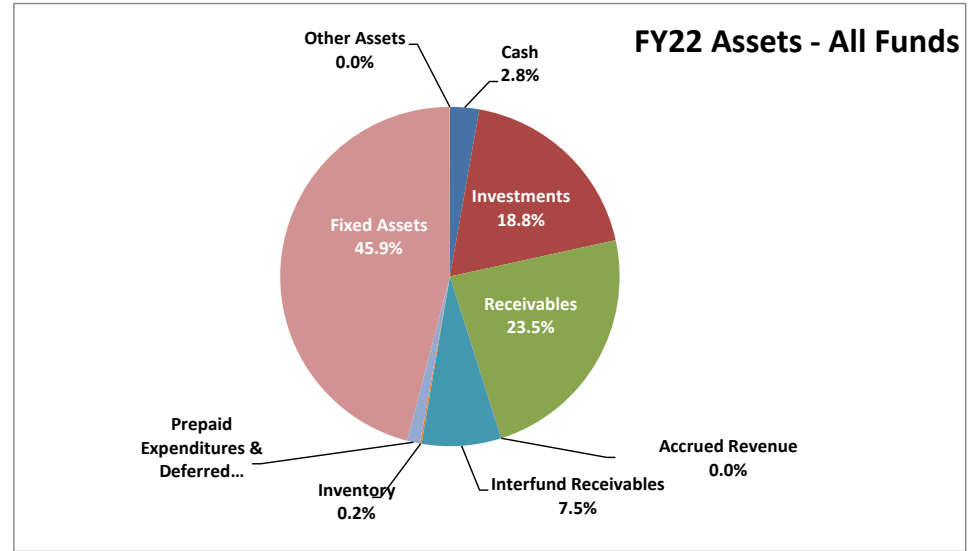
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	1,593,900	(0.00)	-	-	586,984.03	343,845	0	95,646	-	419,489	28,287	-	119,648	
Investments	32,628,311	10,705,555	1,029,798	15,859,054	-	-	2,941,791	-	-	-	-	2,092,113	-	
Receivables	41,878,479	37,732,139	2,451,524	-	-	23,387	893,985	-	-	-	75,000	702,444	-	
Accrued Revenue	103,364	45,914	3,216	42,118	-	-	6,602	-	-	-	-	5,514	-	
Interfund Receivables	7,585,730	2,664,300	4,284,742	0	(0)	195,918	(89,582)	-	-	(0)	0	(0)	530,352	
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	1,657,154	1,031,447	19,148	-	-	11,569	47,439	-	72,084	-	-	47,722	427,744	
Fixed Assets	70,970,812	-	-	-	-	-	-	70,970,812	-	-	-	-	-	
Other Assets	20,298	-	-	-	-	-	-	-	20,298	-	-	-	-	
Total Assets	156,638,787	52,179,355	7,788,428	15,901,172	586,984	775,460	851,842	3,044,039	70,970,812	92,382	419,489	103,287	2,847,793	1,077,744
Liabilities														
Payroll Deductions Payable	1,080,884	930,218	22,274	-	-	125,414	2,979	-	-	-	-	-	-	
Accounts Payable	164,288	154,051	-	-	-	993	9,243	-	-	-	-	-	-	
Interfund Payable	7,585,730	-	-	5,819,699	-	-	-	-	-	-	-	1,766,031	-	
Accrued Expense	21,933,552	-	-	-	-	-	-	-	(16,226)	-	-	-	21,949,778	
Deferred Revenue	32,786,485	23,369,568	2,006,722	15,354	143,304	86,430	-	-	-	-	50,000	468,296	6,646,812	
Fixed Liabilities	9,159,301	-	-	-	-	-	-	-	9,159,301	-	-	-	-	
Other Liabilities	249,274	40,388	-	-	-	208,886	-	-	-	-	-	-	-	
Total Liabilities	72,959,515	24,494,225	2,028,996	5,835,053	143,304	421,723	12,223	-	9,143,075	-	50,000	2,234,327	28,596,590	
Designated Fund Balance	83,679,272	27,685,130	5,759,432	10,066,120	443,680	353,737	839,619	3,044,039	70,970,812	(9,050,693)	419,489	53,287	613,466	(27,518,846)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,221,021	17,457,785	1,763,236	-	-	-	-	-	-	-	-	-	-	
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Improvement/Investment in Capital Assets	81,036,932	-	-	10,066,120	0	-	-	70,970,812	-	-	-	613,466	-27,518,846	
Liabilities, Protection, and Settlement	-36,064,681	-	-	-	-	-	-	-	-9,159,301	-	-	-	-	
Working Cash/Other Restricted	3,062,396	-	-	-	-	-	839,619	1,750,000	-	419,489	53,287	-	-	
Remaining Unassigned Balance	16,423,605	10,227,345	3,996,196	0	443,680	353,737	0	1,294,039	0	108,608	0	0	0	

All Funds Statement of Net Position (Balance Sheet)
April 30, 2023

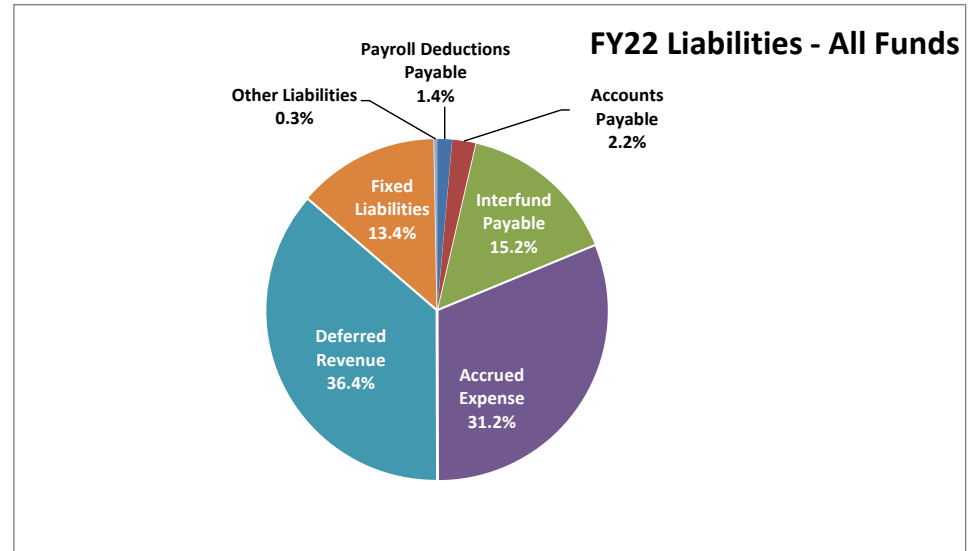
Total Assets = \$ 156,638,787



Total Assets = \$ 155,643,159



Total Liabilities = \$ 72,959,515



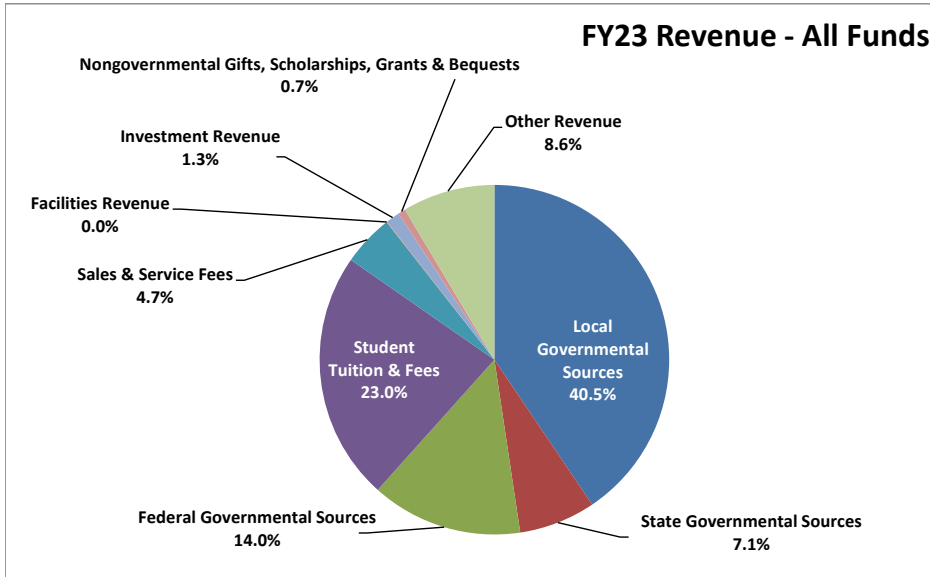
Total Liabilities = \$ 74,982,572

All Funds Statement of Activities (Income Statement)
April 30, 2023

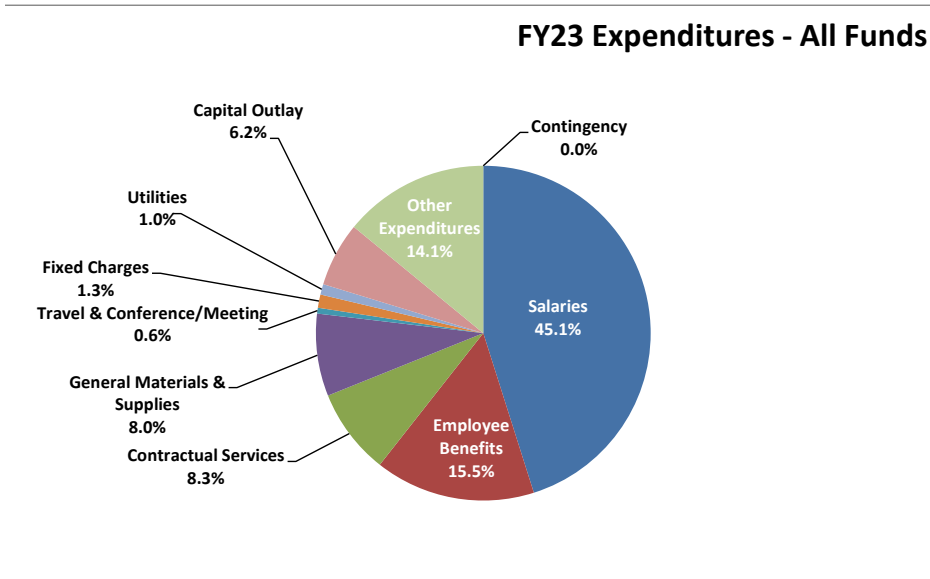
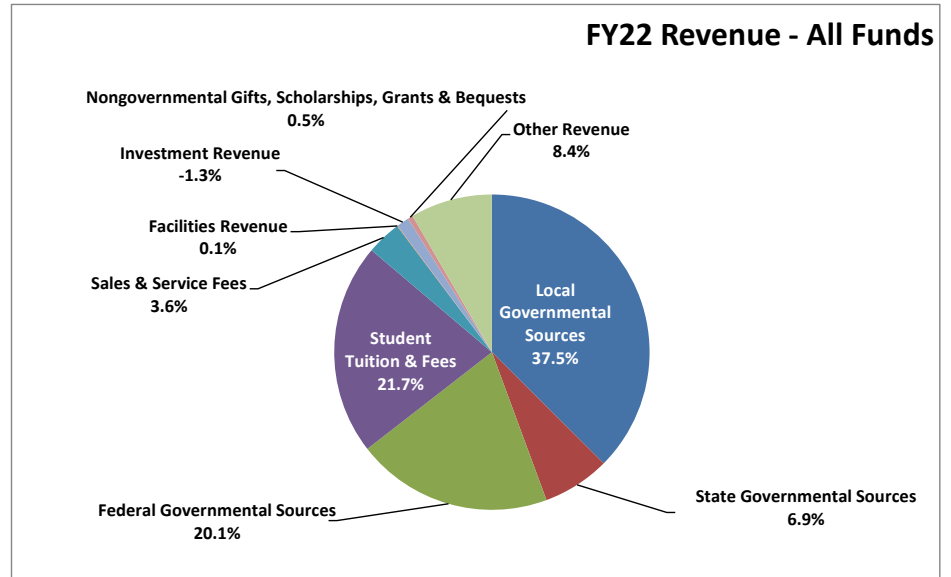
	01	02	03	04	05	06	07	08	09	10	11	12	17
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue													
Local Governmental Sources	24,772,811	21,810,002	2,312,280	-	-	4,104	-	-	-	-	62,368	584,057	-
State Governmental Sources	4,330,759	2,024,337	436,586	-	-	1,869,836	-	-	-	-	-	-	-
Federal Governmental Sources	8,549,137	1,616	-	-	-	8,547,521	-	-	-	-	-	-	-
Student Tuition & Fees	14,076,494	11,055,747	1,415,730	78,398	731,736	794,882	-	-	-	-	-	-	-
Sales & Service Fees	2,899,812	98,115	-	-	-	2,801,698	-	-	-	-	-	-	-
Facilities Revenue	28,924	17,766	-	-	11,158	-	-	-	-	-	-	-	-
Investment Revenue	789,970	308,662	16,233	403,922	-	-	33,322	-	-	-	-	27,831	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	416,253	2,753	-	29,184	-	2,006	294,938	-	-	87,372	-	-	-
Other Revenue	5,230,285	5,011,794	125,176	359,597	-	9,689	-	-	(359,597)	83,626	-	-	-
Total Revenue	61,094,445	40,330,792	4,306,004	871,101	731,736	3,619,433	10,716,400	33,322	-	(359,597)	170,998	62,368	611,888
Expenditures													
Salaries	25,559,878	22,404,196	478,532	-	-	1,508,144	1,169,005	-	-	-	-	-	-
Employee Benefits	8,776,707	7,692,780	120,272	-	-	241,507	175,317	-	-	-	-	546,830	-
Contractual Services	4,709,550	2,262,181	1,137,262	123,242	-	545,422	579,677	-	-	-	61,766	-	-
General Materials & Supplies	4,504,945	2,242,888	455,780	18,315	-	1,263,416	524,546	-	-	-	-	-	-
Travel & Conference/Meeting	316,902	203,198	7,670	-	-	58,118	47,916	-	-	-	-	-	-
Fixed Charges	725,648	1,460,734	31,408	-	622,800	12,657	416	-	(1,489,287)	-	-	86,920	-
Utilities	576,369	151,836	424,533	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,518,819	80,426	70,554	478,300	-	27,803	274,615	2,587,122	-	-	-	-	-
Other Expenditures	7,966,487	710,739	-	-	-	6,435	7,093,942	-	-	155,371	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	56,655,304	37,208,978	2,726,011	619,857	622,800	3,663,502	9,865,435	-	2,587,122	(1,489,287)	155,371	61,766	633,750
Excess/(deficit) of revenues over expenditures	4,439,141	3,121,814	1,579,994	251,245	108,936	(44,069)	850,965	33,322	(2,587,122)	1,129,690	15,627	602	(21,862)
Operating transfers in	2,130,279	-	-	1,900,000	-	230,279	-	-	-	-	-	-	-
Operating transfers out	2,130,279	530,279	1,600,000	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329
Ending Fund Balance	83,679,282	27,685,128	5,759,432	10,066,119	443,679	353,738	839,619	3,044,039	70,970,812	(9,050,693)	419,501	53,287	613,467

All Funds Statement of Activities (Income Statement)
 April 30, 2023

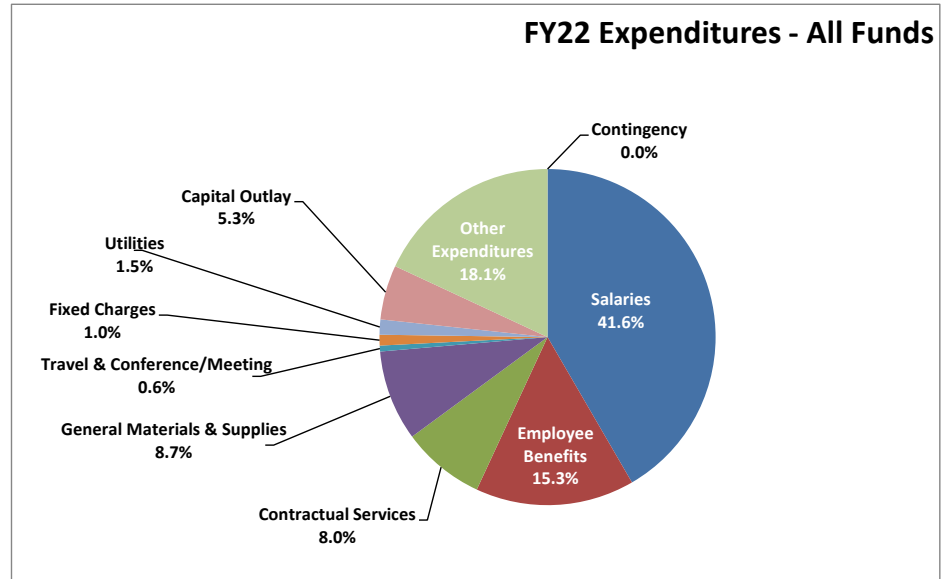
Total Revenue = \$ 61,094,445



Total Revenue = \$ 64,067,477



Total Expense = \$ 56,655,304



Total Expense = \$ 58,024,201

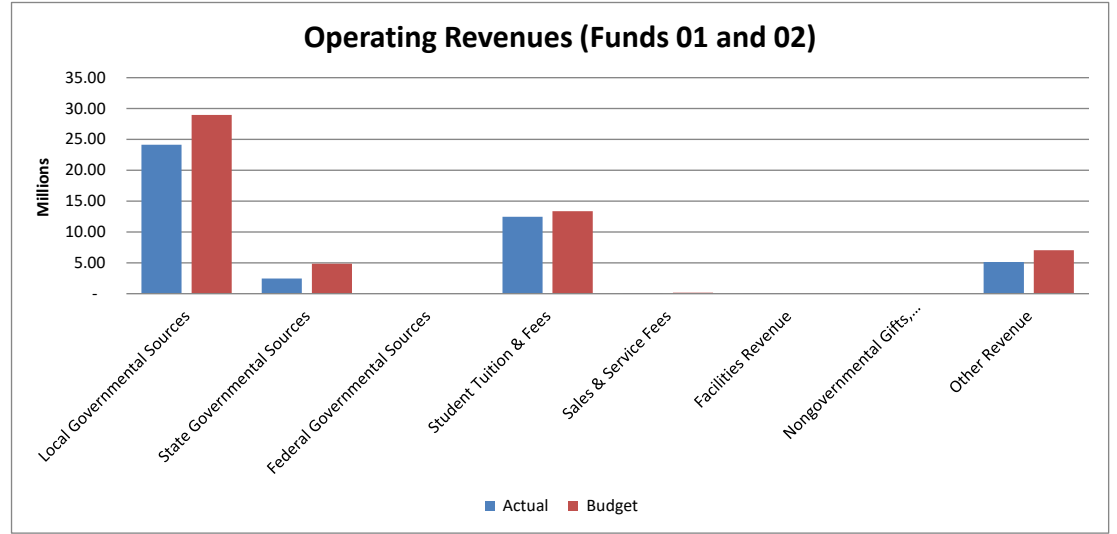
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
April 30, 2023

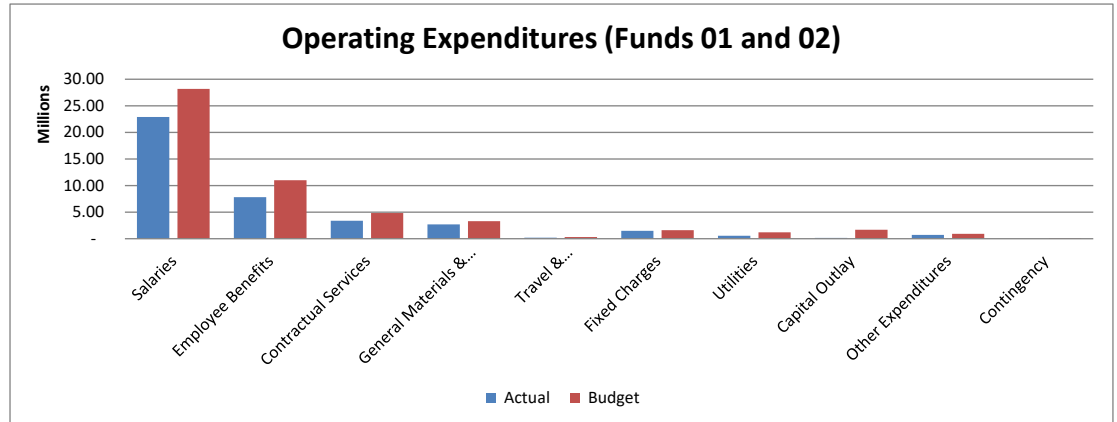
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.					FY22 Act.	
Revenue										
Local Governmental Sources	\$ 24,122,282	\$ 24,026,286	\$ 28,962,379	100.4%	83.3%	\$ 23,972,322	\$ 28,225,058	84.9%	\$ 149,960	0.6%
State Governmental Sources	2,460,923	4,041,706	4,872,056	60.9%	50.5%	3,525,824	4,056,435	86.9%	\$ (1,064,901)	-30.2%
Federal Governmental Sources	1,616	-	-	0.0%	0.0%	1,328	-	0.0%	\$ 288	21.7%
Student Tuition & Fees	12,471,477	12,081,925	13,350,427	103.2%	93.4%	12,697,703	13,350,427	95.1%	\$ (226,226)	-1.8%
Sales & Service Fees	98,115	136,049	164,000	72.1%	59.8%	43,737	52,750	82.9%	\$ 54,378	124.3%
Facilities Revenue	17,766	15,734	18,966	112.9%	93.7%	17,766	18,966	93.7%	\$ -	0.0%
Nongovernmental Gifts	2,753	9,125	11,000	30.2%	25.0%	22,245	11,000	202.2%	\$ (19,492)	-87.6%
Other Revenue	5,136,970	5,848,316	7,049,827	87.8%	72.9%	4,911,022	10,743,466	45.7%	\$ 225,948	4.6%
Total Revenue	\$ 44,311,900	\$ 46,159,140	\$ 54,428,655	96.0%	81.4%	\$ 45,191,946	\$ 56,458,102	80.0%	\$ (880,046)	-1.9%
Expenditures										
Salaries	\$ 22,882,728	\$ 23,369,189	\$ 28,170,285	97.9%	81.2%	\$ 21,580,803	\$ 28,197,974	76.5%	\$ 1,301,925	6.0%
Employee Benefits	7,813,052	9,119,023	10,992,486	85.7%	71.1%	7,935,618	15,185,346	52.3%	\$ (122,567)	-1.5%
Contractual Services	3,399,443	4,001,022	4,823,014	85.0%	70.5%	3,512,869	4,153,928	84.6%	\$ (113,426)	-3.2%
General Materials & Supplies	2,698,668	2,744,080	3,307,839	98.3%	81.6%	2,920,694	3,161,144	92.4%	\$ (222,026)	-7.6%
Travel & Conference/Meeting	210,868	275,443	332,032	76.6%	63.5%	226,851	274,901	82.5%	\$ (15,983)	-7.0%
Fixed Charges	1,492,142	1,320,132	1,591,347	113.0%	93.8%	1,485,976	1,616,557	91.9%	\$ 6,166	0.4%
Utilities	576,369	1,012,634	1,220,675	56.9%	47.2%	846,144	1,212,502	69.8%	\$ (269,775)	-31.9%
Capital Outlay	150,980	1,399,706	1,687,269	10.8%	8.9%	1,191,935	2,770,250	43.0%	\$ (1,040,955)	-87.3%
Other Expenditures	710,739	760,300	916,500	93.5%	77.5%	651,096	907,807	71.7%	\$ 59,643	9.2%
Contingency	-	82,957	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 39,934,988	\$ 44,084,486	\$ 53,141,447	90.6%	75.1%	\$ 40,351,987	\$ 57,630,409	70.0%	\$ (416,999)	-1.0%
Surplus/(deficit)	\$ 4,376,912	\$ 2,074,655	\$ 1,287,208			\$ 4,839,959	\$ (662,123)		\$ (463,047)	-9.6%
Net Transfers Out/(In)	\$ 2,130,279		\$ 1,530,279			\$ -	\$ 1,000,000		\$ 2,130,279	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 2,246,633	\$ 2,074,655	\$ (243,071)			\$ 4,839,959	\$ (1,662,123)		\$ (2,593,326)	-53.6%
<i>Beginning Fund Balance</i>	<i>30,873,031</i>	<i>30,873,031</i>	<i>30,873,031</i>			<i>32,311,033</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>2,246,633</i>	<i>2,074,655</i>	<i>(243,071)</i>			<i>4,839,959</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 33,119,664	\$ 32,947,686	\$ 30,729,960			\$ 37,150,992				

Operating Funds - Statement of Activities
April 30, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	24,122,281.83	28,962,379.00
State Governmental Sources	2,460,922.80	4,872,056.00
Federal Governmental Sources	1,616.00	-
Student Tuition & Fees	12,471,476.75	13,350,427.00
Sales & Service Fees	98,114.75	164,000.00
Facilities Revenue	17,766.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	5,136,969.60	7,049,827.00
Total Revenue	44,311,900.36	54,428,655.00



Expenditures		
Salaries	22,882,727.85	28,170,285.00
Employee Benefits	7,813,051.80	10,992,486.00
Contractual Services	3,399,442.92	4,823,014.00
General Materials & Supplies	2,698,668.02	3,307,839.00
Travel & Conference/Meeting	210,868.25	332,032.00
Fixed Charges	1,492,142.07	1,591,347.00
Utilities	576,368.80	1,220,675.00
Capital Outlay	150,979.59	1,687,269.00
Other Expenditures	710,738.99	916,500.00
Contingency	-	100,000.00
Total Expenditures	39,934,988.29	53,141,447.00
Excess/(deficit) of revenues over expenditures	4,376,912.07	1,287,208.00



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of April 2023 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 April 2023**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$45,792.31	\$591,679.28	\$453,736.07	\$183,735.52
Crystal Lake Bank & Trust Direct Pay	\$164,254.88	\$902,121.23	\$919,467.20	\$146,908.91
Crystal Lake Bank & Trust Employee Benefits	\$0	\$26,456.86	\$26,456.86	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$229,598.97	\$229,598.97	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$508,737.39	\$4,641,298.54	\$4,080,146.52	\$1,069,889.41
Crystal Lake Bank & Trust Operations	\$164,936.21	\$1,402,543.20	\$1,427,625.53	\$139,853.88
Crystal Lake Bank & Trust Payroll	\$62,615.23	\$2,283,126.08	\$2,301,055.82	\$44,685.49

McHenry County College
April 30, 2023

Investments

College Fund	Financial Institution	04/30/23	03/31/23	04/30/23	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$75,805	\$38,114	0%	see below	N/A	On Demand
Education	PFM Investments	10,675,664	13,395,438	33%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,033,014	1,030,717	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	7,004,225	6,976,932	21%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,385,111	8,360,510	26%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	145,636	145,636	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	366,200	364,756	1%	see below	N/A	Various
Working Cash	PFM Investments	2,948,392	2,943,677	9%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,097,627	2,093,689	6%	see below	N/A	Various
	Total	\$32,731,674	\$35,349,469	100%			

Investment Revenue

Investment Revenue

College Fund	Apr-23	Fiscal YTD
Education	\$41,448	\$302,016
Operations & Maintenance	2,366	16,952
Operations & Maintenance (Restricted)	28,122	201,426
Operations & Maintenance (Restricted CDB Projects)	26,045	213,990
Working Cash	4,858	34,799
Liability, Protection and Settlement	4,058	29,062
Total	\$106,897	\$798,245

Illinois Fund Rates - April 30, 2023

Annualized rate - Money Market

Low	4.823%
High	4.920%
Average	4.871%

PFM Investment Rates - April 30, 2023

Range of CD Rates

	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	-	2.290%	-	2.260%
At Market	-	4.440%	-	4.720%

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,159,693.12. Please note that the expenses are not segregated into the respective funds.

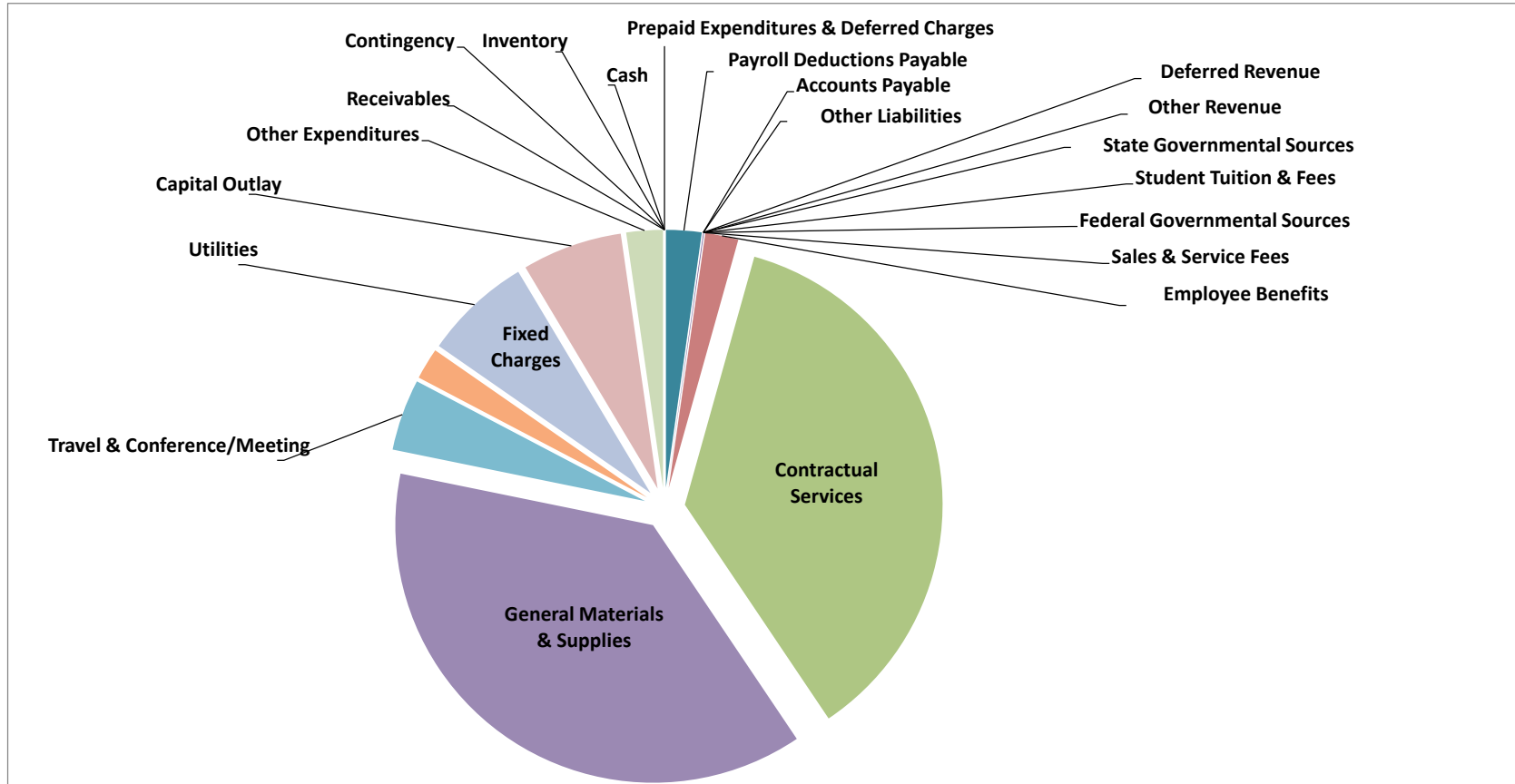
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of April 1 - April 30, 2023 totaling \$1,159,693.12.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 4/1/22 through 4/30/23



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	24,085.45	2.08%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	420,095.13	36.23%
Payroll Deductions Payable	25,801.84	2.23%	General Materials & Supplies	436,347.40	37.63%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	52,027.29	4.49%
Deferred Revenue	0.00	0.00%	Fixed Charges	22,850.10	1.97%
Other Liabilities	0.00	0.00%	Utilities	78,443.95	6.76%
State Governmental Sources	0.00	0.00%	Capital Outlay	72,868.43	6.28%
Federal Governmental Sources	549.23	0.05%	Other Expenditures	26,520.30	2.29%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,159,589.12	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY23: (11-Nov)	FY23: (12-Dec)	FY23: (1-Jan)	FY23: (2-Feb)	FY23: (3-Mar)	FY23: (4-Apr)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$2,510.00					2,510.00	
Engineering	53	Contractual Services	0402264	HR Green Inc	\$3,344.25						3,344.25
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$180.25	180.25					
Engineering Total					\$ 6,034.50	180.25	-	-	-	2,510.00	3,344.25
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$5,000.37	645.19	961.97	365.65	408.75	1,630.80	988.01
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$2,437.40		2,437.40				
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,523.01	437.70	1,189.70	102.14	565.25	781.98	446.24
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$6,585.40		610.00				5,975.40
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,130.40		1,912.80	290.40	869.00	951.80	1,106.40
Food Vendor Total					\$ 22,676.58	1,082.89	7,111.87	758.19	1,843.00	3,364.58	8,516.05
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,000.00		250.00	250.00		500.00	
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$450.00			450.00			
Landscaping Total					\$ 1,450.00	-	250.00	700.00	-	500.00	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$33,274.97		9,645.00		16,551.11		7,078.86
Legal Total					\$ 33,274.97	-	9,645.00	-	16,551.11	-	7,078.86
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$79,683.67	8,673.60	12,525.42	5,007.26	21,127.56	18,757.89	13,591.94
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$40,108.69	13,303.65	18,831.22	7,973.82			
Temporary Staffing Total					\$ 119,792.36	21,977.25	31,356.64	12,981.08	21,127.56	18,757.89	13,591.94
Grand Total					\$ 183,228.41	\$ 23,240.39	\$ 48,363.51	\$ 14,439.27	\$ 39,521.67	\$ 25,132.47	\$ 32,531.10

Request to Renew
Alcove Insights Professional Services

Information

For eight years, Alcove Insights has provided design and support services for business intelligence and reporting systems that are an integral part of the Ellucian Colleague ERP reporting and analysis system. Services provided include the implementation of reporting systems to fulfill ICCB-mandated reporting requirements, development of internal reports used by the College's Office of Institutional Research (OIR) and other departments, development of information dashboards posted on the College's myMCC Employee Portal, and internal training and support services. The current professional services agreement with Alcove Insights expires June 30, 2023.

This is a request to approve a three-year agreement (cancellable at any time with 30 days' notice) with Alcove Insights for services described above. The agreement would provide for 1,500 hours of support, at a cost of \$157,000.00. The College is charged only for the hours used, so the final total hours used and costs are estimated to be less than these maximum amounts.

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 (a), which reads "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part."

This expense is budgeted in the IT DevOps Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Alcove Insights professional services for the timeframe of July 1, 2023 through June 30, 2026 from Alcove Insights of Portland, OR for \$157,000.00.



Clinton E. Gabbard
President

Request to Lease
Dell Apex Cloud Backup System

Information

A robust backup process is in place at MCC to ensure the integrity and security of critical College data. This process is reliant on hardware that has reached its end of life and must be replaced to ensure no interruptions to this mission-critical service.

In lieu of acquiring expensive hardware replacements, the Infrastructure and Security department met with several vendors to explore alternative solutions that would be cost-effective while also exceed current capabilities. After careful consideration, it was determined that Dell's Apex Backup System (ABS) was the best product that would not only replace our current backup capabilities but also allow for new backups of MCC's Office365 environment. Moving backups to the cloud also reduces future power, power backup, and air conditioning expenses.

Dell Apex Backup System, 5-year lease

Cost: \$171,775.56 per year

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

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

Recommendation

It is recommended that the Board of Trustees approves the leasing of the Dell Apex Cloud Backup System on a five-year lease at an annual lease cost of \$171,775.56 from Dell Financial Services of Round Rock, TX.



Clinton E. Gabbard
President

Request to Purchase
InfoSight Managed Security Services

Information

A cybersecurity breach is the primary risk faced by the College's information systems. The biggest gap in defending against a breach is the lack of resources overnight and on the weekends. Services are needed that can both detect attacks and prompt immediate solutions to contain any security issues 24 hours a day.

To ensure the best pricing for the required features, IT met with several vendors. InfoSight was chosen based on its capabilities to monitor and mitigate the College's firewall environment and virus protection environment 24 hours a day. A one-year contract cost for InfoSight's 24x7 Managed Security Services is \$66,240.00.

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 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of Managed Security Services from Infosight Inc., Miami Lakes, FL, for \$66,240.00.



Clinton E. Gabbard
President

Request to Purchase and Install
Luecht Auditorium Lighting and Controls

Information

The College has identified the need to upgrade performance lighting control and distribution equipment in the Luecht Auditorium. This update will improve the functionality and appearance of the lighting, as well as bring lighting controls and lamps to current code and will change the bulbs to energy-efficient LED lamps. Grand Stage of Chicago is one of the only companies in the world that provides such lighting controls, and it is in the closest proximity to the College if there is ever need for future work on the system. This project was quoted at \$77,165.00.

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

This project was budgeted in operating funds for FY 2023.

Recommendation

It is recommended that the Board of Trustees approves the purchase and installation of Luecht Auditorium lighting and controls from Grand Stage of Chicago, IL in the amount of \$77,165.00.



Clinton E. Gabbard
President

Request to Renew
Augusoft Lumens Noncredit Enrollment System Subscription

Information

The College has been using Augusoft Lumens, a cloud-based enrollment system, for the noncredit student registration process since 2020. Since its implementation, both customer satisfaction and productivity have grown. Recently, registrations for Traffic Safety School have been moved to Lumens, creating a more streamlined process for students.

The renewal costs for Augusoft will be \$71,127.40 for the timeframe of July 1, 2023 to June 30, 2024. This fee covers both the student enrollment system as well as contract training (for employer management and invoicing) features.

Augusoft Components	Amount
Lumens Contract Training - Premium Module Subscription Fee	\$ 12,751.46
Lumens Integrated Professional (iPRO) Annual Subscription Fee	\$ 58,375.94
TOTAL	\$ 71,127.40

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

This expense is budgeted in the FY 2023 IT DevOps Services account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the Augusoft Lumens Noncredit Enrollment System subscription covering the timeframe of July 1, 2023 through June 30, 2024 from Augusoft, Inc. of Minneapolis, MN for \$71,127.40.



Clinton E. Gabbard
President

Request to Approve
Purchase of SimMom Light Simulation Mannequin for MCC Nursing Program

Information

Since the start of the COVID-19 pandemic, MCC's Nursing Program has been challenged with clinical sites' mandatory reduction in clinical group size. This was particularly difficult for limited sites of specialized courses such as Family Nursing (NUR 222). Simulation and lab experiences for this course has been increased to supplement clinicals, but also to further develop clinical judgment in nursing students. Simulation provides a safe learning environment and allows students to practice clinical judgment by making clinical decisions. There is currently a low fidelity obstetrics mannequin in the nursing lab, which limits the type of scenarios that can be done effectively. The new mannequin, SimMom, can deliver a fetus, allow for students to assess fetal heart tones, and provide other high-fidelity features for patient assessment. This mannequin will provide students the experience in specific scenarios they may not have in their clinicals.

It is requested that the Board approves the purchase of a SimMom Light, obstetrics simulation mannequin, in the amount of \$69,193.50. The simulation mannequin will be purchased through Laerdal Medical Corporation, which is exempt from bid requirements as it is a sole source provider.

This expense is being funded from the FY 2023 budget through the Pipeline for the Advancement of the Healthcare Workforce (PATH) grant funds.

Recommendation

It is recommended that the Board of Trustees approves the purchase of SimMom Light obstetrics mannequin from Laerdal Medical Corporation for \$69,193.50.



Clinton E. Gabbard
President

Request to Approve
Three-Year Lease of Apple Computers

Information

A three-year lease for Apple computers initiated in 2020 will expire in July 2023. Most of these computers are in classrooms and/or loaned to students, while a small number are used by employees. Upon lease expiration, the current computers will be sent back to Apple.

This request is to lease new Apple computers to replace those being returned. The equipment in this lease includes: 75 iMac desktop computers; 10 Mac mini desktop computers; and 20 MacBook Air laptop computers, including AppleCare support. The total cost for this lease per year is \$62,589.78.

Apple Computers, 3-year lease, \$1 purchase option
Cost: \$62,589.78 per year

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

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

Recommendation

It is recommended that the Board of Trustees approves the leasing of Apple computers from Apple Financial Services of Austin, TX (via Wells Fargo Leasing, Des Moines, IA) for a three-year \$1 purchase option lease at an annual lease cost of \$62,589.78.



Clinton E. Gabbard
President

Request to Approve
Snap-on Triton Certification Kit Purchase

Information

Current technology uses multiple electronic control modules to control virtually every system of a vehicle. Automotive technicians must be proficient with the use of scan tools that access vehicle systems to evaluate vehicle performance, reset fault codes, diagnose, and repair electrical networks. These systems require trained technicians and new diagnostic and calibration procedures and equipment to restore operation. The addition of this equipment positions MCC to train students for higher-paying positions and to provide up-to-date training to the current workforce.

It is requested that the Board approve the purchase of the Snap-on Triton Certification Kit in the amount of \$35,034.64. This kit contains five scan tools, storage cabinet, software, and training curriculum, enabling students to work on multiple vehicles simultaneously and is compatible with other equipment used in the automotive department. Snap-on Industrial is also providing software updates at no charge as long as the tool is supported.

This expense is budgeted in the Carl D. Perkins Postsecondary Career and Technical Education Grant account in the Restricted Purposes Fund.

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.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Snap-on Triton Certification Kit from Snap-on Industrial of Crystal Lake, IL for \$35,034.64.



Clinton E. Gabbard
President

Request to Approve Bid for
Athletics and Fitness Center Changing Rooms

Information

The College has the need for new visiting team changing rooms to support the MCC Athletics program. This renovation will improve functionality of current locker room space by providing home and away changing areas for teams that accommodate both men and women. The current process of using the existing two locker rooms for both home and visiting teams is ineffective and does not meet the standard student athlete conditions experienced at other colleges.

The renovation, which will add new changing rooms, will add non-structural walls and individual areas for the home and visiting teams with separate doors and ventilation for each changing area. By adding additional lockers/changing rooms, the overall square footage per person will increase, reducing potential exposure to viruses, including COVID-19. It also redirects the two teams through different paths of the facility, again decreasing close quarter contact.

In May 2023 in preparation for this project, the College advertised a request for proposal (RFP) for supplying the labor and material to add nonstructural walls and rebuild Room A103 into four changing areas with walls insulated to lower sound transmission, four separate doors and ventilation tracts, and installation of new LED Lights. Two bids were submitted and were opened on May 17, 2023. The College requested that the bids obtained from the contractors to be for the cost of the labor and materials to complete the project. Two companies submitted a complete bid for the project. The bid results are as follows:

Visiting Team Changing Rooms Bid Results	
Orbis Construction Co. Inc.	Carmichael Construction Inc.
\$191,500.00	\$155,938.00

The cost for the Visiting Team Changing Rooms Renovations project will be covered by the Higher Education Emergency Relief Fund (HEERF) grant.

Recommendation

It is recommended that the Board of Trustees approves the bid for labor and materials to complete renovations for visiting team changing rooms from Carmichael Construction Inc. of Marengo, IL in the amount of \$155,938.00.



Clinton E. Gabbard
President

Request to Approve
Updated Meeting and Event Space Rental Fee Structure

Information

McHenry County College (MCC) makes its facilities available for rent to community groups and businesses, providing an accessible, cost-effective, full-service option for many organizations wishing to host meetings, workshops, retreats, conferences, and special events.

There are several spaces on the Crystal Lake main campus that may be rented, including: MCC Conference Center; Luecht Auditorium; Scot Room; Bersted Lecture Hall; Liebman Science Center lecture halls; Planetarium; MCC Commons; and several classrooms. In addition, the Shah Center in McHenry has a number of meeting rooms and classrooms available for rent, which accommodate varying size groups. Event rental services at MCC include event planning and catering support, A/V technical support, custodial support, and additional security staff when needed.

Meeting and event rental fees were last evaluated and then approved in Fall 2018. Since that time, the meeting environment and how people gather for events has dramatically shifted, in part due to the COVID-19 pandemic. Technology meeting resources, such as Zoom and other online event platforms, as well as the desire for multiple meeting options during each event, have increased the need for MCC's event team to enhance skills – and have required meeting and event spaces to function in a more flexible manner. In addition, due to increased costs to manage events and related services, as well a growth in the diversity of organizations using MCC's facilities, rental fees have been re-evaluated. This review process included a comparison of MCC's fees to other Illinois community colleges and local competitors (including hotels and conference/banquet facilities). Additional consideration was given to the types of organizations and businesses in the community and how MCC can better serve these varying groups through its tiered pricing model.

The following updated meeting and event space rental fee structure is recommended for implementation, which includes hourly corporate and nonprofit rate options, as well as a special rate for co-sponsored (affiliate) events. For those spaces available for more than one hour, half-day and full-date rates will be offered at a 10% discount off of the total cost. With this revised structure, the College will continue to effectively serve its community partners.

This new rental fee structure will be effective in the new fiscal year on July 1, 2023.

Recommendation

It is recommended that the Board of Trustees approves the implementation of the updated meeting and event space rental fee structure, effective July 1, 2023.



Clinton E. Gabbard
President

PROPOSED CORPORATE RENTAL RATES – FY 2024

<u>Main Campus (Crystal Lake)</u>	Current Hourly Rate	Proposed Hourly Rate
MCC Conference Center	\$80	\$100
MCC Conference Center – Breakout Room A	\$40	\$50
MCC Conference Center – Breakout Room B	\$40	\$50
MCC Conference Center – Breakout Room C	\$40	\$50
Liebman Science Center – Lecture Hall (2)	\$40	\$50
MCC Planetarium (1-hour show for up to 45 guests)	N/A	\$450
Luecht Auditorium	\$80	\$100
MCC Commons	\$35	\$45
Luecht Auditorium Area	\$150	\$250
Scot Room (Room B178)	\$65	\$80
MCC Café	\$55	\$75
Bersted Lecture Hall	\$55	\$75
Computer Classrooms	\$55	\$65
Classrooms	\$30	\$40
Gym, Parking Lots, or Other Outdoor Facilities	\$55	\$100
<u>Shah Center (McHenry)</u>		
Large Conference Room	\$65	\$80
Medium Breakout Rooms	\$40	\$50
Small Breakout Rooms	\$30	\$40
Aptar Group Boardroom	\$30	\$40
Computer Classroom	\$55	\$65
Parking Lot or Other Outdoor Facilities	\$55	\$100

PROPOSED NONPROFIT RENTAL RATES – FY 2024

A 50% discount from corporate rate options listed above. Proof of nonprofit status and certificate of liability insurance required.

<u>Main Campus (Crystal Lake)</u>	Current NP Hourly Rate	Proposed NP Hourly Rate
MCC Conference Center	\$40	\$50
MCC Conference Center – Breakout Room A	\$20	\$25
MCC Conference Center – Breakout Room B	\$20	\$25
MCC Conference Center – Breakout Room C	\$20	\$25
Liebman Science Center – Lecture Hall (2)	\$20	\$25
MCC Planetarium (1-hour show for up to 45 guests)	N/A	\$250
Luecht Auditorium	\$40	\$50
MCC Commons	\$20	\$30
Luecht Auditorium Area	\$80	\$125
Scot Room (Room B178)	\$30	\$40
MCC Café	\$30	\$40
Bersted Lecture Hall	\$30	\$40
Computer Classroom	\$30	\$35
Classroom	\$15	\$20
Gym, Parking Lots, or Other Outdoor Facilities	\$30	\$50
<u>Shah Center (McHenry)</u>		
Large Conference Room	\$30	\$40
Medium Breakout Rooms	\$20	\$25
Small Breakout Rooms	\$15	\$20
Aptar Group Boardroom	\$15	\$20
Computer Classroom	\$30	\$35
Parking Lot or Other Outdoor Facilities	\$30	\$50

PROPOSED CO-SPONSORED (AFFILIATE) RATES – FY 2024

MCC has strong relationships with many organizations in the community, with employees serving as volunteers, board members, and/or programming partners. These relationships are important to the College and should continue to be maintained. As we continue to network, collaborate, and encourage leadership and partnerships within the community, we also propose a special co-sponsor (affiliate) rate for an employee-sponsored or hosted event.

<u>Main Campus (Crystal Lake)</u>	Current Co-Sponsored (Affiliate) Hourly Rate	Proposed Co-Sponsored (Affiliate) Hourly Rate
MCC Conference Center	\$30	\$35
MCC Conference Center – Breakout Room A	\$10	\$15
MCC Conference Center – Breakout Room B	\$10	\$15
MCC Conference Center – Breakout Room C	\$10	\$15
MCC Planetarium (1-hour show for up to 45 guests)	N/A	\$250
Luecht Auditorium	\$30	\$35
MCC Commons	\$10	\$15
Luecht Auditorium Area	\$50	\$55
Scot Room (Room B178)	\$10	\$15
Bersted Lecture Hall	\$10	\$15
Classrooms	N/A	\$15
Computer Classrooms	N/A	\$20
<u>Shah Center (McHenry)</u>		
Large Conference Room	\$10	\$15
Medium Breakout Rooms	\$10	\$15
Small Breakout Rooms	\$10	\$15
Aptar Group Boardroom	\$10	\$15
Computer Classroom	\$15	\$20
Parking Lot or Other Outdoor Facilities	\$30	\$35

Revised 2023-2024 Schedule of Board Meetings

Information

The 2023-2024 Schedule of Board Meetings has been revised so that Committee of the Whole meetings are on the third Tuesday of each month and the regular Board of Trustees meetings are on the fourth Thursday of each month, to align with how the College has historically scheduled these meetings. The only exception will be the November Committee of the Whole meeting and Board of Trustees meeting to accommodate the Thanksgiving holiday break.

**Committee of the Whole Meeting
(Tuesdays)**

**Board of Trustee Meeting
(Thursdays)**

2023

May 16
June 20
July – No meeting
August 15
September 19
October 17
November 14
December - No meeting

2023

May 25
June 29
July – No meeting
August 24
September 28
October 26
November 30
December – No meeting

2024

January 16
February 20
March 19
April 16

2024

January 25
February 29
March 28
April 25

Recommendation

It is recommended that the Board of Trustees approves making this change to the 2023-2024 Board meeting schedule.



Clinton E. Gabbard
President

**RESOLUTION TO ESTABLISH
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
AS REQUIRED BY PUBLIC ACT 102-1088**

WHEREAS, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

WHEREAS, the Act mandates that, within one (1) year after the effective date of the Act, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability to the county board in which the governmental unit is located; and

WHEREAS, to comply with the Act, the Board of Trustees of McHenry County College, Counties of McHenry, Boone, Kane and Lake, Illinois (the “Board of Trustees”) deem it necessary and appropriate to establish a Decennial Committee on Local Government Efficiency, as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION ONE: Formation and Duration. The Decennial Committee on Local Government Efficiency (the "Committee") is hereby established. The College shall provide administrative and other support to the Committee, as determined by the McHenry County College President. The Committee shall be dissolved upon the publication of the report required under Section Five below, until such time as it is re-established with newly appointed members pursuant to Section 10 of the Decennial Committees on Local Government Efficiency Act.

SECTION TWO: Membership. The Committee's membership shall consist of the members of the Board of Trustees, the McHenry County College President, and two residents of McHenry County College to be appointed by the Chair of the Board of Trustees, with the advice and consent of the Board of Trustees. The Board Chair shall serve as the Chair of the Committee. The Chair may appoint additional Committee members. Committee members shall serve without

compensation but may be reimbursed by the McHenry County College for any pre-approved expenses incurred in performing their duties. Except as otherwise required by law, the appointed members serving on the Committee may be removed from serving on the Committee at the sole discretion of the Board of Trustees. In the event of a vacancy of the Committee's appointed members or the role of the Chair, such vacancy shall be filled in the same manner as the appointment under this Section Two.

SECTION THREE: Powers and Duties. The duties of the Committee shall include, but are not limited to, the following: (a) the study of the McHenry County College governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units; and (b) the collection of data, research, and analysis as necessary to prepare the report required under Section Five below. The Committee may employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate, and may seek assistance as necessary to prepare the report required under Section Five below. Before enlisting any services, and the expenditure of any public funds, the Committee shall bring recommendations for such services and expenditures to the Chair and the Board of Trustees for their review and approval.

SECTION FOUR: Meetings. The Committee shall meet from time-to-time as determined by the Chair and at least three (3) times prior to dissolution under Section One above. The Committee shall meet in accordance with all applicable rules, regulations, ordinances, and laws, including, but not limited to, the Open Meetings Act, 5 ILCS 120/1 *et seq.* In addition, at the conclusion of each Committee meeting, the Committee shall conduct a survey of the residents in attendance and ask for input on the matters discussed at the meeting. The Committee may meet during a regularly scheduled Board meeting, so long as: (a) separate notice is given in conformance with the Open Meetings Act; (b) the Committee meeting is listed as part of the Agenda for the

meeting of the Board of Trustees; and (c) at least a majority of the Committee members are present at the Committee's meeting.

SECTION FIVE: Reporting. The Committee shall summarize its work and findings in a written report, which shall include recommendations in respect to increased accountability and efficiency. The report shall be provided to the DuPage County Board on or before _____, 2024, which is eighteen months after the Committee's formation, and shall be made available to the public. At the discretion of the Chair, the Committee Chair or other designee may be required to present its report at a full meeting of the Board of Trustees. The Board Chair may also from time-to-time require that the Committee present in-person progress and/or status reports to the Board of Trustees at regularly scheduled Board Meetings.

SECTION SIX: Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity of unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION SEVEN: Repealer. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION EIGHT: Effective Date. This Resolution shall be in full force and effect from its passage and approval as required by law.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Chair

ATTEST:

Secretary

4895-9154-2112, v. 1

**RESOLUTION TO APPROVE THE APPOINTMENT OF
COMMITTEE MEMBERS TO SERVE ON THE
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY**

WHEREAS, on June 10, 2022, the Illinois General Assembly enacted Public Act 102-1088, known as the “Decennial Committees on Local Government Efficiency Act” (the “Act”), which became effective immediately; and

WHEREAS, the Act mandates that, within one (1) year after the Act's effective date, and at least once every ten (10) years thereafter, each governmental unit, except municipalities and counties, must form a committee to study local efficiencies and increased accountability, and submit a report concerning same to each of the counties in which the governmental unit is located; and

WHEREAS, to comply with the Act, the Board of Trustees of McHenry County College, Counties of McHenry, Boone, Kane and Lake, Illinois (the “Board of Trustees”) adopted a Resolution establishing the Decennial Committee on Local Government Efficiency (the "Committee"); and

WHEREAS, the Act further requires all elected members of the Board of Trustees, the McHenry County College President and two (2) McHenry County College residents appointed by the Chair with the advice and consent of the Board of Trustees, to serve on the Committee; and

WHEREAS, _____ and _____ are residents of McHenry County College, understand the Committee's purposes and duties, and have agreed to serve on the Committee, and the McHenry County College Chair has recommended their appointment to the Committee; and

WHEREAS, _____ understands the Committee's purposes and duties and the Chair's powers and responsibilities, and has agreed to serve as Committee Chair; and

WHEREAS, the Chair has appointed _____ and _____ to serve

on the Committee, subject to the Board of Trustees' consent and designated _____ to serve as Committee Chair;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1: The Board of Trustees does hereby consent to, approve, and ratify: (A) the appointment of McHenry County College residents _____ and _____ to serve on the Committee, and (B) the designation of _____ to serve as Committee chair.

Section 2: This Resolution shall be in full force and effect from its passage and approval, until dissolution of the Committee, as required by the Act.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Chair

ATTEST:

Secretary

Approval of New Administrative Position and Direct Hire
Executive Director of the University Center at MCC

Information

The following administrative position is a new position within Academic Affairs. The main priority of the position includes leading student recruitment for the University Center (UC) at MCC, including: communication with prospective students; hosting informational sessions, UC tours, and representing the UC at recruitment events; initiating and maintaining regular communication with UC partner institutions; and maintaining ongoing collaboration with liaisons, recruiters, advisors, faculty, transfer coordinators, financial aid, marketing, etc. The Executive Director will prepare comprehensive recruitment, yield, and enrollment reports and use the data to develop effective recruitment strategies in partnership with university partners and create effective systems for tracking and recruiting prospective students.

Ms. Kailley Harmon will be directly hired into this position effective June 26, 2023. Ms. Harmon has a Master of Business Administration Degree with a Leadership Concentration, and a Bachelor’s Degree in Psychology, both from Aurora University, Aurora, IL. Her experience is as follows:

2015 – Present	Assistant Vice-President, Academic Services/Enrollment Operations George Williams College of Aurora University, Williams Bay, WI
2013 – 2015	Director of Enrollment George Williams College of Aurora University, Williams Bay, WI
2009 – 2013	Assistant Director of Enrollment George Williams College of Aurora University, Williams Bay, WI

Below is a summary of the Executive Director, University Center at MCC position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A4	\$80,302.45	\$107,068.05	\$133,833.65	\$26,435.64	N/A	\$105,000.00

Classification: Administrator | Full-Time, Pay Grade A4, Exempt

Position Summary: The Executive Director of the University Center (UC) at MCC is the main strategic partner between MCC and the UC’s partner institutions. This highly visible position will ensure effective communication between MCC and its partners (universities and community partners), will work collaboratively with partners on recruitment, marketing, and transfer, and will provide MCC and the UC partners with timely reports. The Executive Director should be familiar with the challenges and barriers that community college graduates face in transferring to 4-year institutions and be ready to help students overcome the obstacles in their path to a baccalaureate degree.

Qualifications:

- A minimum of 3 years of experience in higher education with specific experience in recruitment or academic advising and academic transfer
- Experience in new student outreach
- Master's degree from a regionally accredited institution
- Two years of leadership experience either in directly managing employees or in a project management role
- Experience working with college district constituents and fostering strong relationships within the campus community and with external agencies
- Current valid driver's license

Desired Qualifications:

- Bilingual communication skills
- Community college experience
- Supervision experience
- Experience with student information systems

Recommendation

It is recommended that the Board of Trustees approve the appointment of Ms. Kailley Harmon to the full-time administrative position of Executive Director of the University Center effective June 26, 2023, with a 12-month salary of \$105,000.00.



Clinton E. Gabbard
President

Board Policy Manual

1.8.2 Formulation of Administrative Procedures

1.8.4.4 Attorney

1.10 Physical and Electronic Communication to the Board

Information

After discussion and a first reading at the Committee of the Whole meeting on May 16th the attached policies have been forwarded to the Board of Trustees for approval. Revisions are shown in bold and struck through language.

Recommendation

It is recommended that the Board of Trustees approves Policy 1.8.2 Formulation of Administrative Procedures, 1.8.4.4 Attorney, and 1.10 Physical and Electronic Communication.



Clinton E. Gabbard
President

College administration suggests that the College revise one (1) Board policy within the Board of Trustees section of the Board Policy Manual.

Current Policy with Edits

1.8.2 FORMULATION OF ADMINISTRATIVE PROCEDURES (Revised 10/27/11, 12/18/15, [and 05/25/23](#))

The Board delegates to the President, the responsibility to develop, implement, and modify procedures necessary for administration [and operations](#) of the College under the Board's policies.

Proposed Policy

1.8.2 FORMULATION OF ADMINISTRATIVE PROCEDURES (Revised 10/27/11, 12/18/15, and 05/25/23)

The Board delegates to the President, the responsibility to develop, implement, and modify procedures necessary for administration and operations of the College under the Board's policies.

College administration suggests that the College add one (1) Board policy within the Board of Trustees section of the Board Policy Manual.

Proposed Policy

1.8.4.4 ATTORNEY

The Board will employ a law firm licensed to practice in Illinois to advise the Board and Administration on all legal matters.

College administration suggests that the College revise one (1) Board policy within the Board of Trustees section of the Board Policy Manual.

Current Policy with Edits

1.10 PHYSICAL AND ELECTRONIC COMMUNICATION TO THE BOARD [\(Revised 05/25/23\)](#)

The College will quickly and efficiently forward physical and electronic communication (including but not limited to postal mail, email, social media, and voicemail) to the Board of Trustees. These communiques will be dispersed to either the entire Board or individual Trustee [along with the Board Chair](#), depending on the mode of the communication and addressee(s).

Proposed Policy

1.10 PHYSICAL AND ELECTRONIC COMMUNICATION TO THE BOARD (Revised 05/25/23)

The College will quickly and efficiently forward physical and electronic communication (including but not limited to postal mail, email, social media, and voicemail) to the Board of Trustees. These communiques will be dispersed to either the entire Board or individual Trustee along with the Board Chair, depending on the mode of the communication and addressee(s).

Agreement between the Board of Trustees of McHenry County College
and the
McHenry County College Faculty Association

Information

The College's current three-year faculty contract for academic years 2020 through 2022 expired and was extended one year via a Memorandum of Understanding (MOU). This MOU will expire at the end of the Summer 2023 semester and required new negotiations. Negotiations began once the faculty alerted College administration with their notice of intent to bargain. A team of four administrators and five faculty members met frequently from January-April 2023 to negotiate terms of a new contract. The attached contract incorporates all changes that these teams agreed to during the four-month negotiation period. The new contract was ratified by the faculty union membership in early May 2023.

Overall, the negotiations went well and were conducted professionally and collaboratively, with respect for both parties using Interest-Based Bargaining principles. If approved, the new contract would take effect August 15, 2023 and remain in effect until the day proceeding the first faculty employment day in the 2025-2026 academic school year.

Recommendation

It is recommended that the Board of Trustees approves the attached three-year contract with the McHenry County College Faculty Association, which would take effect August 15, 2023, and remain in effect until the day proceeding the first faculty employment day in the 2025-2026 academic school year.



Clinton E. Gabbard
President

AGREEMENT

between

**BOARD OF TRUSTEES,
McHENRY COUNTY COLLEGE,
COMMUNITY COLLEGE DISTRICT NO. 528**

and

**McHENRY COUNTY COLLEGE
FACULTY ASSOCIATION**

2023-24, 2024-25 & 2025-26

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AGREEMENT

This AGREEMENT is entered into this 25th day of May, 2022, by and between the BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE, DISTRICT No. 528 (hereinafter referred to as the "Board") and the MCHENRY COUNTY COLLEGE FACULTY ASSOCIATION, an affiliate of the NEA/IEA (hereinafter referred to as the "Association"), and only applies to said parties.

PREAMBLE

WHEREAS, the parties agree to continue to work together harmoniously and to promote and maintain relations between the Board and the Association which will serve the best interests of all concerned, and

WHEREAS, the Board and the Association do hereby agree that the welfare of the student is paramount in the operation of the system and will be promoted by both parties, and

WHEREAS, the Board and the Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the full-time faculty insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right to effectively operate McHenry County College and are consistent with the paramount interests of the public and the students of McHenry County College, and

WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise mandated by law, for the salaries, fringe benefits, and conditions of employment of the full-time faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of McHenry County College, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I

DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

- A. Board – The terms "Board" or "Board of Trustees" shall mean the Board of Trustees of Public Community College District No. 528 operating as McHenry County College, as established and pursuant to Illinois Compiled Statutes, Chapter 122, and its authorized representatives.
- B. College – The term "College" shall mean McHenry County College and its authorized representatives.
- C. Full-Time Faculty – The terms "faculty", "faculty member", "full-time faculty member" or "instructor" shall mean those employees specifically included in the bargaining unit as set forth in Article III, Section 3.1. of this Agreement. The term "faculty" shall further mean classroom faculty, and library faculty, all of whom shall be deemed to have equal status with full rights and benefits under this contract.
- D. CFO – Chief Financial Officer
- E. CAO – Chief Academic Officer
- F. CHRO – Chief Human Resources Officer
- G. Business Days – Is a day on which the administrative offices are open which excludes Saturday and Sunday.
- H. CBA – Collective Bargaining Agreement
- I. Allied Health – Includes CRM, HIM, NAE, NUR, OTA, and PTA.

ARTICLE II

TERM OF AGREEMENT

This Agreement shall be effective as of August 15, 2023, and shall remain in full force and effect until the day proceeding the first faculty employment day in 2025-2026. It shall automatically be renewed from year-to-year unless either party shall notify the other in writing at least ninety (90) days prior to the end of the contract.

ARTICLE III

RECOGNITION AND REPRESENTATION - PROFESSIONAL

Section 3.1. Recognition

The Board of Trustees of McHenry County College, Illinois Community College District 528, or its agents, hereby recognizes the McHenry County College Faculty Association, an affiliate of the Illinois Education Association and the National Education Association, hereinafter referred to as the Association, as the exclusive and sole collective bargaining representative for all full-time faculty except supervisors, managerial employees, or short-term employees as such excluded employees are defined in Section 2 of the Illinois Educational Labor Relations Act of 1983.

Section 3.2. Meeting With Other Faculty Organizations

The Board agrees not to negotiate with any full-time faculty employee organization other than the Association for the duration of this Agreement. Further, the Board agrees not to negotiate with any full-time faculty member individually during the duration of the Agreement on items covered by this Agreement.

Section 3.3. Duty of Fair Representation

The Association agrees to fulfill its duty to fairly represent all employees in the bargaining unit regardless of Association membership. The Association further agrees to indemnify and hold harmless the Board from any and all liability, including monetary damages, resulting from any failure on the part of the Association to fulfill its duty of fair representation.

ARTICLE IV

BOARD RIGHTS

Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and authority under the Illinois Public Community College Act or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE V

STATUS AND EFFECT OF THE AGREEMENT

Section 5.1. Ratification and Amendment

This Agreement shall become effective when ratified by the Board and Association and signed by authorized representatives thereof.

Section 5.2. Contract Controlling

No agreement, understanding, consideration or interpretation which alters, waives or modifies any of the terms or conditions contained herein shall be made with any faculty member by the Board or any of its agents or representatives, unless it has been made and agreed to in writing by the Board and the Association. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein.

ARTICLE VI

RESPONSIBILITIES AND RIGHTS - PROFESSIONAL

Section 6.1. No Discrimination

- A. In accordance with applicable federal and state law, neither the Board nor the Association shall discriminate on the basis of a faculty member's race, color, creed or religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disabilities, military status, sexual orientation, gender-related identity, pregnancy, unfavorable discharge from military service, or other factors prohibited by law. Any disagreement concerning the interpretation and application of this paragraph shall be resolved through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this agreement, unless the grievant and Association shall waive all rights to use any procedure other than the grievance procedure, provided nothing herein shall preclude the use of steps 1 and 2 of the grievance procedure.

- B. As a duly elected body exercising governmental power under the law of the State of Illinois, the Board agrees that it will continue not to discourage directly or indirectly, or deprive any faculty member their rights in the enjoyment of any rights under the laws of Illinois or the Constitution of the United States. Any dispute concerning said rights shall be resolved through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement, unless the Association, grievant, and Board agree otherwise. The Board will continue not to discriminate against any faculty member with respect to hours, wages, terms, or conditions of employment by reason of their membership in the Association or their participation in negotiations with the Board or to discriminate against any faculty member in their institution of any grievance, complaint, or proceeding under this Agreement.

Section 6.2. Good Faith

- A. "Good Faith" is defined as the mutual responsibility of the Board and the Association to meet at a reasonable time, to deal with each other openly and fairly, and sincerely to endeavor to reach agreement with respect to all items as identified in the agreed upon substantive portion of this document.

- B. The Association subscribes to a code of ethics and agrees to assist the Board and the administration on matters pertaining to professional conduct when requested.

- C. Both parties agree that the provisions of this Agreement shall not be applied in a manner that is arbitrary, capricious, or discriminatory.

- D. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and Association for ratification.

Section 6.3. Dues Check off

Upon receipt of a properly executed dues deduction form by a faculty member, the Business Office shall regularly deduct the appropriate monies from such employee's paycheck in conformity with the Business Office's regular and ordinary payroll procedures. The specific amount of the dues deduction shall be communicated to the College's CFO in writing by the Association's Treasurer by October 31 of each year. The Association shall hold the Board harmless for all such deductions completed pursuant to the dues authorization form. Such authorization shall be cancelable according to its terms but in no event sooner than thirty (30) calendar days where employment is not terminated.

Section 6.4. Distribution of Contract and Board Policy Manual

- A. Within thirty (30) working days following ratification and execution of this Agreement by both parties, the Board will provide one (1) signed electronic copy of the Agreement to the Association President and will also post a copy of the Agreement electronically.
- B. Board Policy manual available electronically.

Section 6.5. College Services and Facilities

- A. In accordance with applicable Board policy, the Association shall have reasonable use of College office services, to include duplicating, printing, and electronic communication privileges for the conduct of Association business. The Association agrees to pay the standard rates for the duplicating and printing services, and supplies related to Union Business. Use of such services and facilities shall be scheduled and prioritized by the appropriate administrative officers.
- B. The Board agrees that space for a bulletin board, to be purchased by the Association, shall be provided for the exclusive use of the Association for posting notices of activities and other matters of Association concern, provided such posting shall not include any item attacking the character, integrity, or ability of any member of the Board of Trustees or any of its agents or employees.
- C. The Board agrees to provide the Association reasonable access to conference space for the conduct of normal Association business.
- D. The Association President may utilize their College office for Union business and it shall not interfere with College business.

Section 6.6. Information to Association

The Board shall make available to the Association upon its reasonable request and within a reasonable time thereafter, information concerning the professional staffing and financial resources of the institution, including but not limited to the current: annual financial reports

and audits; registry of professional personnel; the Adopted Budget with all budgetary requirements and allocations; agendas and minutes of all Board meetings, and all attachments thereto at the time of distribution to the Board; treasurer's reports; names, addresses and position on salary schedule of all faculty; and other public information necessary for negotiation and enforcement of the collective bargaining agreement. It is understood that this shall not be construed to require the Board to compile information and statistics in the form requested not already compiled in that form, unless mutually agreed.

Section 6.7. Faculty Handbook

The Faculty Handbook is a resource meant to outline procedures and practices of the institution. The handbook reflects expectations, standards, and content agreed upon by Academic Council Chair, the Faculty Association President, and the CAO. The Academic Council Chair, the Faculty Association President, the CAO and the Faculty Handbook Coordinator should meet regularly or as needed to discuss the Faculty Handbook content and changes.

- A. Changes (updates, additions, or deletions) to content in the Faculty Handbook will follow the established process as defined by the Academic Procedures and Practices (APP) committee, in collaboration with the CAO and their instructional leadership team.
- B. Changes to existing materials in the Faculty Handbook may happen throughout the academic year for the purpose of maintaining accuracy to existing procedures and practices. Approved changes shall be communicated to the faculty through the Academic Council.
- C. The Faculty Handbook will be posted electronically.
- D. The intent of the Faculty Handbook is to share important policies, procedures, and practices at the College; however, Faculty are expected to know and comply with the procedures and practices listed in the Faculty Handbook. Faculty are expected to know and comply with changes within two (2) months of the item being announced at the All-Academic Council meeting.

Section 6.8. Board Agenda

The Association may request to be placed on the agenda of a regular Board meeting in accordance with the Board's Policy Manual and procedures contained therein.

Section 6.9. Personnel File

- A. There shall be only one (1) official personnel file, but nothing herein shall preclude retention of identical duplicate information in other files.
- B. A faculty member shall have the right, upon request, to review the contents of their own personnel file during normal business hours. A representative(s) of the Association may be requested to accompany the faculty member to such review. Personal references obtained prior to the time of employment are specifically exempted from

such review and shall be removed prior to the review of the personnel file.

- C. Any material that is added to the personnel file shall be done so in a timely manner. The faculty member shall be given a copy of material added to the file within five (5) business days of such addition. A faculty member's response to any material placed in the personnel file shall be made part of said file if submitted within thirty (30) business days of receipt of notification.

Section 6.10. Patent and Copyrights

Faculty members are encouraged to engage in research and other activities that may result in the creation of devices, books, programs, or other works in which the faculty member may obtain intellectual property rights leading to a market and profit to be obtained, as long as such does not interfere with their contractual duties. Use of the College equipment, materials and resources for this purpose must be approved in advance by the Chief Academic Officer (CAO).

- A. If a faculty member creates an original work on their own resources, the faculty member shall be considered the sole author and owner of the work, and the College shall not be entitled to any royalties or proceeds from the work.
- B. If a faculty member creates an original work and does so with substantial support provided by the College, which may include financial assistance, released time, paid leave of absence, or other incentives provided by the College, then the work will be jointly owned by the faculty member and the College. A prior written agreement must be reached between the faculty member and the College specifying the share of ownership, distribution of materials, fair use within the College, and Creative Commons licensing (according to the Creative Commons website) based on the particular facts and circumstances.
- C. A "work-for-hire" is a work commissioned by the College for its use through a special contract with a faculty member. Commissioned work might include but is not limited to, instructional text, and computer programs. The College will be sole owner of the work, and the work will not be available for use without the College's prior express written permission.

Section 6.11 Remote Work

In the event of a cataclysmic event that requires the closure of physical facilities for longer than one week or for an unknown amount a time, the faculty will participate in remote work as mutually agreed upon between the College and the Association.

The College and the Association will make every effort to maintain instructional time with the least amount of interruption.

Individual exceptions and arrangements will be mutually agreed upon by the immediate supervisor and faculty member, who may have Association representation present by request, for the purpose of issues related to the cataclysmic event.

ARTICLE VII

NEGOTIATION PROCEDURES

Section 7.1. Selection and Composition of Negotiating Teams

The Board and the Association shall each select representatives to act on their behalf in negotiations.

Section 7.2. Commencement of Negotiations

It is in the best interests of both parties to conduct timely, productive, collective bargaining for a successor contract. As a result, it is agreed that negotiations for a successor agreement shall commence within two (2) weeks, either before or after, October 1st of the final academic year of this agreement. Wherever possible negotiations will be conducted using modified Interest Based Bargain (IBB) principles. If necessary, the Federal Mediation and Conciliation Services (FMCS) should be contracted to train the negotiation teams.

Section 7.3. Agreement and Ratification

When the Association and Board representatives reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval within thirty (30) working days following such tentative agreement.

ARTICLE VIII

GRIEVANCE PROCEDURE

Section 8.1. Definitions

- A. Grievance: Any written claim by faculty or the Association that there has been a violation, misapplication, or action as a result of a misinterpretation in terms of this Agreement.
- B. Business day, for the purpose of the grievance procedure, is a day on which the Administrative Offices are open which excludes Saturday and Sunday.

Section 8.2. Time Limits

- A. All time limits shall be in business days.
- B. Failure on the part of the administration to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.
- C. Failure on the part of the grievant or the Association to meet the time limits shall result in the grievance being withdrawn and said grievance cannot be re-filed.
- D. The time limits may be extended by mutual agreement of the parties.

Section 8.3. Pre-Grievance Procedure (Informal Resolution)

The parties hereto acknowledge that it is professional courtesy for faculty members and their immediately involved supervisor to resolve problems through free and informal communications. When requested by the faculty member(s), an Association representative may accompany the faculty member(s) to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the faculty member(s) or the Association, a formal written grievance may be filled pursuant to Section 8.5.

Section 8.4. Association Representation

- A. Two (2) Association Officers and/or the Association Uniserv Representative shall have the right to be present at any meeting, hearing, appeal, or other proceeding relating to a grievance in accordance with Section 8.5. Nothing contained herein shall be construed as limiting the right of the grievant or the Association to discuss the matter informally with Administration and to have the grievance informally adjusted or resolved without intervention of the Association provided the adjustment is not inconsistent with the terms of this Agreement. Any such agreement shall not be binding on the Association.

- B. The Board acknowledges the right of the Association's grievance representative(s) to participate in the processing of a grievance commencing at Section 8.5. No faculty member will be required to discuss any grievance if an Association's representatives is not present unless the faculty member(s) chooses not to have Association representation present.
- C. In the event that a grievant elects to not have an Association representative, a grievance settlement may be entered into between a grievant and the College provided that it is in conformity with the terms and conditions of this Agreement. Any such agreement shall not be binding on the Association. Such a grievance settlement shall be made known to the Association President in a timely manner.

Section 8.5. Grievance Procedure

A. Filing: Chief Human Resources Officer (CHRO)

The written grievance shall be filed either by the Association or individual grievant not later than thirty (30) business days from the date of the occurrence giving rise to the grievance or from the date when the grievant might reasonably have become aware of the occurrence. The written grievance shall identify the grievant, summarize the relevant facts, identify the provisions of the Agreement allegedly violated, and describe the remedy which is requested. The grievance shall be filed with the CHRO and copied to the immediately involved Administrator and the Association President.

B. Step One: CHRO and Immediately Involved Administrator

The CHRO and/or the Administrator immediately involved will arrange for a meeting to take place within ten (10) business days after receipt of the grievance. Two (2) Association Officers and/or the Association Uniserv Representative, the aggrieved faculty member(s), the immediately involved Administrator or appropriate designee, Human Resource Representative and/or legal counsel shall be present at the meeting. The CHRO shall provide the aggrieved faculty member(s) and the Association with a written response to the grievance with rationale within ten (10) business days after the meeting.

C. Step Two: College President or Designee

If the grievance is not resolved at Step One, then the Association may refer the grievance to the President of the College or their designee who has not been previously involved in the grievance, within seven (7) business days after the receipt of the Step One answer or within seven (7) business days after the Step One meeting, whichever is later. The President or their designee shall arrange for a meeting within ten (10) business days of their receipt of the appeal. Two (2) Association Officers and/or the Association Uniserv Representative, the aggrieved faculty member(s), the President or their designee, Human Resource Representative and/or legal counsel shall be present at the meeting. The President or their designee shall have ten (10) business days in which to provide their written response to the grievance with rationale to the Association,

unless Board action is required. If Board action is required, the grievance shall be presented at the next Board meeting and the response shall be given within ten (10) business days of the Board meeting.

The Association may present to the Board its position on any grievance that has been processed through Step Two. This may be done with a written statement and/or oral presentation.

D. Step Three: Arbitration

1. If the Association is not satisfied with the Step Two response, it may proceed to binding arbitration by notifying the President or their designee not later than twenty (20) business days from the date of the Board's written response. No individual or organization other than the Association shall have the right to proceed to binding arbitration.
2. The parties shall attempt to agree upon an arbitrator within seven (7) business days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within said seven (7) business day period, the parties shall immediately jointly request the American Arbitration Association to submit a panel(s) of arbitrators, and to otherwise administer the arbitration proceedings.
3. More than one (1) grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
4. The fees and expenses of the arbitrator and the cost of a written transcript (if a transcript is jointly requested) shall be shared equally by the parties involved in the arbitration; provided, however, that each party shall be responsible for compensating its own representatives or witnesses.

Section 8.6. Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator's ruling in any grievance shall not violate the relevant decisions of federal and state courts, the appropriate decisions of federal and state regulatory agencies, and applicable federal and state laws. Neither party waives its right to administrative review of any arbitration and award which it feels has violated the above listed criteria. The arbitrator shall have no authority to make a recommendation on any issue not so submitted or raised.

Section 8.7. No Reprisals

- A. No reprisals of any kind shall be taken by the Board or the Association against any individual because of their participation in this grievance procedure.

- B. All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Section 8.8. Scheduling of Grievance Meetings

Should the processing of any grievance require that a faculty member or an Association representative be released from their regular assignment, they shall be released without loss of pay or benefits, provided that every reasonable attempt has been made by the parties involved to schedule grievance-related meetings during times which do not conflict with their regular assignment.

Section 8.9. Cooperation and Withdrawal Without Establishing Precedent

- A. The Board, Administration, and the Association shall cooperate in the investigation of any grievance, and further, all parties involved shall be furnished with such information requested for the fair and proper processing of any grievance.
- B. A grievance may be withdrawn at any level without establishing precedent and without prejudice.

ARTICLE IX

CURRICULUM AND INSTRUCTION

Section 9.1. Academic Freedom

Institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the particular institution. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- A. Faculty members are entitled to academic freedom in the classroom in discussing their subject, but they are responsible not to introduce into their teaching controversial matter which has no relation to their subject and to present controversial material in a fair and reasonable manner consistent with the field of study.
- B. Course content and instructional material must be consistent with purpose and objectives of the course as adopted by the College through its collaborative process and approved by the Illinois Community College Board (ICCB).

Faculty members have the latitude to determine appropriate methods for teaching course content. However, the methods utilized to teach course content should be appropriate for the subject matter being taught and subject to applicable College policies and procedures.

The College shall observe due process in investigating any allegations of abuse of academic freedom by faculty members (Section 10.3.).

- C. Faculty members are citizens, members of a learned profession, and members of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should remember that the public may judge their profession and their institution by their communication. Hence, faculty members should at all times endeavor to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others; and should make every reasonable effort to indicate that they are not speaking for the institution. A faculty member who, when speaking or writing as a citizen, has not expressly claimed or acknowledged any connection with the College shall be considered to have made such a "reasonable effort."
- D. Faculty members are entitled to academic freedom in research and in the publication of results, subject to the adequate performance of their other academic duties.

Footnote: Section 9.1. was adapted from the *1940 Statement of Principles on Academic Freedom and Tenure* as agreed upon by the American Association of University Professors and the Association of American Colleges and Universities.

Section 9.2. Academic Council

The Academic Council represents shared responsibility between the faculty and the college community.

A. Mission:

The Faculty have the right and responsibility to participate in shared decision making in matters relating to the development of curriculum and related academic policies and procedures. The Academic Council is a mechanism by which faculty provide leadership for colleagues, the open and free exchange of ideas, and recommendations to the CAO. The Academic Council shall communicate and coordinate with faculty colleagues and other campus groups to achieve its goals and objectives.

Academic Council goals include, but are not limited to, the following:

1. To communicate and coordinate with standing committees;
2. To participate in developing the College's educational master plan and other relevant strategic plans;
3. To participate in developing academic policy and planning procedures;
4. To provide guidance and leadership for pedagogical and academic/student success policies among colleagues;
5. Participate in maintaining the Faculty Handbook.

B. Membership:

The primary responsibility of Academic Council members is to provide representation, communication, and leadership. Academic Council members will vote on recommendations to be sent to the CAO for approval.

1. There shall be eleven (11) faculty serving as voting members of the Academic Council, organized as follows:
 - a. One (1) tenured faculty representative will be elected as a voting member from each Academic Council Unit as described in the Academic Council Units chart provided within the Faculty Handbook.
 - b. Six (6) tenured faculty representatives will be elected from the faculty at-large. No more than three (3) of these members may come from the same Academic Council Unit.
 - c. One (1) of the nine (9) tenured faculty representatives will serve as the Academic Council Chair.

Two (2) bargaining-unit adjunct faculty may serve on the Academic Council as voting members. If no adjunct faculty are available to serve in this role, the faculty reserve the right to convert the vacant seat(s) to at-large full-time faculty position(s).

Academic Council members will serve three (3) year terms with no more than two (2) consecutive terms of service. Voting practices and policies are stated in the Academic Council Bylaws.

2. One of the elected faculty members will serve as the Academic Council Chair. The Academic Council Chair will be elected by the incoming and continuing members. The Academic Council Chair will receive twelve (12) hours of reassigned time an academic year.

Once elected, the Academic Council Chair will serve as Chair for (1) four (4) year term. If re-elected, a faculty member may serve two terms as Chair and must then rotate off of Academic Council for a minimum of one (1) year.

In the third year of the Academic Chair's term, a Chair-Elect will be voted on per the Academic Council bylaws. The Chair-Elect will serve as Vice-Chair for the final year of the Academic Council Chair's term and the first year of the Chair-Elect's term. The Chair-Elect will then serve their remaining three (3) years as Academic Council Chair.

Other positions such as Vice-Chair (when not in a Chair-Elect year), Sergeant-at-Arms, and Secretary may be elected by the Academic Council.

3. There may be up to seven (7) non faculty members serving as voting members of the Academic Council, as appointed by the CAO, to best facilitate the work of the Academic Council.
4. The Academic Council and the CAO may invite additional non-voting resource representatives to provide assistance and support.

C. Standing Committees

Standing Committees are established with the purpose of completing tasks necessary to the development and renewal of curriculum and to support the College. Standing Committee Chairs will regularly report to the Academic Council to provide consistent communication. Academic Council will promote the work of the standing committees. Standing committees will work with Academic Council to establish priorities, initiatives, and discussion.

Standing Committee chairs will serve three (3) year terms with no more than two (2) consecutive terms of service.

1. Curriculum Development and Review (CD&R)

Faculty representation on the CD&R Committee must include one (1) faculty from each Academic Unit, and the CD&R Committee Chair.

The CD&R Chair shall receive reassigned time to complete the leadership duties required by the position. A total of 3 contact hours an academic year shall be given and an annual stipend of \$2,100.

The Academic Council Chair will recommend the CD&R members to the CAO for approval. Each member shall receive reassigned time to complete the leadership duties required by the position. Each representative will be given a total of 1 contact hour an academic year and an annual stipend of \$2,000. If any individual representative for an academic Unit has more than 2 Program of Study (POS) and/or 5 or more new course proposals in a single semester, that representative will be given 1 additional contact hour. A faculty member receiving a stipend to conduct a program of study is not eligible to serve in the CD&R committee while going through the program of study, unless approved by the CAO.

The CD&R Chair will assist with the responsibilities of the Unit Representatives when a Unit Representative has more than 5 programs of study or the program(s) of study is in their own area.

The responsibilities of the CD&R Chair and Unit Representatives include, but are not limited to, the following:

- a. Implement procedures for course and program proposals within their Academic Unit
- b. Implement changes in course descriptions, credits, outlines, and articulation within their Academic Unit
- c. Review course and program proposals throughout the development process
- d. Final approval of course and program proposals for the purpose of initiating that catalog and program changes process
- e. Ensure a balance of educational program opportunities for college stakeholders.

2. Student Affairs Engagement (SAE)

Faculty representation on the SAE Committee must include two (2) faculty from each Academic Council Unit. These (6) faculty representatives will vote for the SAE Committee Chair.

The Academic Council Chair will recommend the SAE Chair to the CAO for approval. The SAE Chair shall receive reassigned time to complete the leadership duties required by the position. A total of 4.5 contact hours an academic year shall be given and an annual stipend of \$3,200.

The responsibilities of the SAE Committee include, but are not limited to, the following:

- a. Identify, recruit, and develop training for faculty to work on student success initiatives coordinated through the Division of Student Affairs.

- b. Work directly with Student Affairs to offer faculty feedback on procedures, practices, and initiatives.
- c. Collaborate with Student Affairs and the Office of Student Diversity and Inclusion on student-related initiatives such as New Student Orientation, Affinity Month preparations, Mentor programs, etc.
- d. Identify, recruit, and develop training for faculty to work on Co-Curricular Programming.

The Academic Council Chair will recommend the Faculty Handbook Coordinator to the CAO for approval. The Faculty Handbook Coordinator shall receive a total of 2 contact hours an academic year and an annual stipend of \$2,000.

The responsibilities of the Faculty Handbook Coordinator include, but are not limited to, the following:

- a. attend all SAE Committee meetings
- b. seeking timely and accurate information from identified owners
- c. identifying new sections to be added
- d. using CBA section 6.7 for all updates and changes
- e. working directly with the Academic Council Chair

3. Continuous Curriculum and Technology Improvement (CCTI)

Faculty representation on the CCTI Committee must include two (2) faculty from each Academic Council Unit. These six (6) faculty representatives will vote for the CCTI Committee Chair.

The Academic Council Chair will recommend the CCTI Chair to the CAO for approval. The CCTI Chair shall receive reassigned time to complete the leadership duties required by the position. A total of 4.5 contact hours an academic year shall be given and an annual stipend of \$3,200.

The responsibilities of the CCTI Committee include, but are not limited to, the following:

- a. Identify curriculum quality priorities and trends for the improvement of student learning;
- b. Review and recommend procedures for the incorporation of Diversity, Equity, Belonging, and Inclusion (DEBI) to enhance or promote curriculum and student success;
- c. Review and develop initiatives related to student success such as but not limited to Academic Levels, IAI Panel recommendations, and Pathways to enhance or promote curriculum and student success;
- d. Promote the adoption of new technologies to enhance or promote curriculum and student success through communication with faculty colleagues and

communicate faculty needs and concerns related to training and professional development.

4. Assessment Team (AT)

Faculty representation on the AT Committee must include two (2) faculty from each Academic Council Unit. These six (6) faculty representatives will vote for the AT Committee Chair.

The Academic Council Chair will recommend the AT Chair to the CAO for approval. The AT Chair shall receive reassigned time to complete the leadership duties required by the position. A total of six (6) contact hours an academic year shall be given and an annual stipend of \$4,300.

Voting faculty representatives on the AT Committee will be responsible for tasks associated with implementing and training colleagues. Each voting faculty representative will be given \$1,000 stipend per semester.

The responsibilities of the AT Committee include, but are not limited to, the following:

- a. Organize and implement procedures for the assessment of student learning at the course, department, program, and General Education Goal levels;
- b. Track transformations;
- c. Report transformations to the CAO, Academic Council, and larger faculty body;
- d. Work with Institutional Research to maintain assessment processes and reporting;
- e. Assist in the College accreditation and program review processes as needed.

5. Faculty Development Team (FDT)

Faculty representation on the FDT Committee must include two (2) faculty from each Academic Council Unit. These six (6) faculty representatives will vote for the FDT Committee Chair.

The Academic Council Chair will recommend the FDT Chair to the CAO for approval. The FDT Chair shall receive reassigned time to complete the leadership duties required by the position. A total of six (6) contact hours an academic year shall be given and an annual stipend of \$4,300.

The responsibilities of the FDT Committee include, but are not limited to, the following:

- a. Creating and implementing programs for professional development which supports the definition of excellence in teaching;
- b. Promoting academic dialogue;
- c. Facilitating discussion and planning for all the faculty development initiatives.

6. Ad Hoc Committees

Ad Hoc committees may be appointed at any time by the Academic Council to facilitate its mission.

Upon the creation of an Ad Hoc Committee the Ad Hoc Chair will be decided upon by the Academic Council based on election rules established by the Academic Council. The Academic Council shall recommend appropriate contact hours of reassigned time or an appropriate stipend to be approved by the CAO.

7. Exclusivity

Nothing shall be construed as to render negotiable any aspect of curriculum adoption or development except explicitly set forth herein.

Section 9.3. Extracurricular Activities

Faculty members may participate in College-sponsored extracurricular activities on a voluntary basis. Where supervisory responsibilities are required on programs authorized by the Administration, such as, coaching, or organizing a theatrical or musical presentation, the faculty member shall be compensated according to Section 9.6. C.

Section 9.4. Course/Service Offerings

A proposed schedule of departmental course offerings and Librarian services for each semester or term shall be initially prepared by the department chairs in consultation with the faculty of the department and submitted to their immediate supervisor for review and approval.

Section 9.5. Faculty Schedules

A faculty member's regular work schedule, or other duties, shall be scheduled within a maximum eight (8)-hour workday unless mutually agreed upon by the faculty member and their immediate supervisor. Faculty shall not be required to have less than a 12-hour period from the end of the last scheduled time on one day to the beginning of a faculty member's first scheduled time on the succeeding day.

The distribution of the classroom faculty members' standard semester teaching load and/or student conference hours shall be four (4) calendar days per week. Faculty must be on campus a minimum of two (2) scheduled hours per day for each of the four (4) calendar days per week. Exceptions based on curricular need must be approved by the faculty members' immediate supervisor in consultation with the faculty member.

A full-time librarian faculty member's workload shall be scheduled on at least four (4) calendar days per week, Monday through Friday, during the fall and spring semesters. Exceptions based on curricular need must be approved by the faculty members' immediate supervisor in consultation with the faculty member.

A. Teaching Schedule

The Department Chair shall prepare a draft of faculty teaching schedules, based on curricular and student needs, in consultation with faculty members. Faculty schedules shall be reviewed and approved by their immediate supervisor subject to the following:

1. A typical faculty teaching schedule will not exceed three (3) preparations per semester. Faculty members and immediate supervisors may mutually agree for a faculty member to exceed three (3) preparations.
2. Faculty shall teach a minimum of six (6) contact hours of their required load per semester in a face-to-face format in departments that they have established seniority. In programs where this minimum face-to-face format is not offered by the College, any exceptions will be mutually agreed upon by the faculty member and their immediate supervisor and approved by the CAO.
3. The immediate supervisor shall give full-time faculty initial preference regarding the selection of courses and schedules. Assignments shall be distributed as equitably as practical among full-time faculty who express an interest and are equally qualified to teach the course(s) offered.
4. The typical work week for library faculty shall consist of thirty-five (35) hours per week or seventy (70) hours per two (2) weeks.
5. Faculty members shall consult with their immediate supervisor to resolve scheduling conflicts.

B. Non-teaching Schedule

1. All faculty shall schedule a minimum of three (3) hours for student conferences per week. Of these three (3) hours, one (1) conference hour may be scheduled and held online. The conference hours shall be scheduled to accommodate students.

Student conference hours shall be submitted for review and approval to the faculty members' immediate supervisor by the completion of the first week of the semester. Changes to the scheduled student conference hours after the first week of the semester must be approved by their immediate supervisor.

Faculty shall be on campus two (2) additional flexible hours each week. These hours can be used for student needs, meetings, or committee work.

2. Faculty are full-time educational professionals who are expected to be available for student inquiry, display a willingness and ability to effectively share their expertise with students, colleagues and the broader college community, and a commitment to college service and community engagement, and display professional teamwork. While full-time faculty teaching schedules and conference hours may be limited to

certain days and times, full-time faculty members should be available to students, colleagues, and the broader college community as needed during normal business hours, both during regular semesters, and immediately adjacent to semesters.

Special consideration will be given for on campus meeting requests when faculty are not typically present on campus.

3. During the academic year, faculty will reserve Tuesdays from 2:35- 3:50 for meetings.

1st Tuesday –Department Meeting

2nd Tuesday – All Academic Council Meeting (open to the campus community)

3rd Tuesday – Committee Work and Service to the College* **

*3:30-4:20 is reserved for Chair Meetings as needed. Chairs serving on other committees are expected to attend this meeting when called.

** The 3rd Tuesday in March and October are reserved for Division Meetings.

5th Tuesday – Special Topics – led by CAO

Faculty must be in attendance during the above-mentioned meetings. Alternative department meeting times may be approved by the faculty member's immediate supervisor. Unexcused absences for full-time Faculty will result in the charge of one-half (1/2) a personal day.

4th Tuesday 2:35-3:50 will be reserved for Faculty Association meetings. Attendance for this meeting will be managed by the Association.

4. Faculty are required to attend a Thursday Faculty Workshop Day at the beginning of fall and spring semesters. Division meetings shall be held on these Workshop Days for a minimum of one (1) hour and not to exceed two (2) hours.

Faculty must be available by email, phone, or face-to-face on the Friday after Faculty Workshop Day to address student needs.

5. Faculty must participate in one (1) commencement per academic year.

Section 9.6. Faculty Load

- A. Faculty are required to teach a total of thirty (30) contact hours during the fall and spring semesters combined. No faculty member shall be required to teach more than eighteen (18) contact hours in a semester.

Librarians work thirty-five (35) hours per week or seventy (70) hours per two (2) weeks during the fall and spring semester.

No faculty member shall be required to teach winter intersession.

- B. A faculty schedule in excess of thirty (30) contact hours in an academic year is considered an overload.

Librarians working hours in excess of thirty-five (35) hours per week or seventy (70) hours per two (2) weeks is considered an overload.

All overloads shall be compensated according to Section 12.8.

- C. Special Project Assignments: Faculty members who accept a Notice of Assignment to perform a special project shall be compensated at a mutually agreed upon stipend or load amount specified in a signed contract by the CAO before the commencement of the special project. Faculty members may request an association executive board representative to be present at the meeting with the CAO. The President of the Association may request a copy of the signed contracts for their records.
- D. McHenry County College shall use the largest class sections consistent with quality instruction appropriate to the subject matter and instructional methods as well as reasonable faculty workload. The CAO has the responsibility and the authority to make the appropriate decisions regarding these matters. Changes to already established class maximums will be approved by the CAO in consultation with the chair of the department in which the course is offered, the immediate supervisor, and the Association President.

Section 9.7. Distribution of Overload and Summer Session

- A. Full-time faculty members with satisfactory performance evaluations shall have first priority in the assignment by Administration of overload, summer session, and work schedules.

Librarians with satisfactory performance evaluations shall have first priority in the assignment by Administration of overload summer session, and work schedules. Librarians shall not have priority in the assignment by Administration of overload during Spring Break and Winter Intersession.

Following consultation with faculty in their department, the department chair within each department will submit the faculty members' overload schedule to their immediate supervisor. Overload and summer assignments shall be distributed based on curricular and student needs as equitably as possible among faculty members who express an interest and who are equally qualified to teach the course(s) offered.

Overload will be paid in the semester taught unless approved to be used to reduce load in another semester within the same academic year.

- B. Faculty fall and spring overload shall be limited to six (6) contact hours per semester. Overloads exceeding six (6) contact hours per fall or spring semester must be approved by the CAO.

Librarian fall and spring overload shall be limited to seven (7) hours per week. Overloads exceeding 112 hours per semester or seven (7) hours per week must be approved by the CAO.

- C. Faculty summer overload shall be limited to nine (9) contact hours. Overloads exceeding nine (9) contact hours per semester must be approved by the CAO.

Librarian summer overload shall be limited to twenty-one (21) hours per week. Overloads exceeding 168 hours per semester or twenty-one (21) hours per week must be approved by the CAO.

- D. Overload pay shall be compensated according to Section 12.8.

Section 9.8. Reassigned Time

The Faculty Association president shall be granted 15 contact hours reassigned time from instructional responsibilities for the purpose of conducting Faculty Association business, within an academic year; three (3) of these hours are to be used over the summer semester. The Faculty Association agrees to reimburse the College for each of the 15 contact hours at the summer/overload rate by the end of each spring semester.

The chief negotiator or designated negotiations team member(s) for the Faculty Association shall be granted six (6) total contact hours reassigned time from institutional responsibilities, subject to the limitation of this Section, during the fall and/or spring semester of a negotiation year. The faculty association agrees to reimburse the College for each of the six (6) contact hours at the summer/overload rate by the end of each spring semester.

Section 9.9. Evaluation Process for Non-Tenured Faculty

A copy of the evaluation process is appended to this contract as Appendix B.

Section 9.10. Department Chair Appointment and Load

- A. Department Chair Appointments
 1. The CAO, or appropriate designee, is responsible for the appointment of Department Chairs.
 2. Consideration of a Department Chair position will first be given to full-time faculty within the department.
 3. No full-time faculty member can be required to serve as department chair.
 4. To be appointed as chair, a faculty member must be qualified to teach at least one (1) course in one (1) of the discipline groupings that comprise the department.

B. Department Chair Load

1. The Department Chair load will be determined with the Department Chair Load Calculator in Appendix C.
2. Each academic year during the creation of the upcoming fall schedule the Dean and Department Chair will review the Load Calculation, using the Department Chair Load Calculator (Appendix C).
3. Chairs are encouraged to take at least some of their Department Chair reassigned time as overload. Special consideration will be given by the CAO to approving loads over 140% for the purpose of distributing chair load throughout the year.

C. Changes to the Department Chair Load Calculation and Appeal Process

1. The Department Chair Load Calculator will be used in all instances to change the department chair load.
2. The Administration and/or the Faculty may request a new load calculation in the event of circumstances such as, but not limited to, the following:
 - a. Major shifts in enrollment
 - b. Organizational restructuring and curricular modifications
 - c. Significant changes in duties (i.e. addition/reduction in lab/studio spaces, new partnerships, changes in off-site locations, etc.)
3. A faculty member may appeal their Load Calculation to their Dean or immediate supervisor. Upon concerns of data accuracy or Load Calculator usage, the faculty member may appeal to the CAO.
4. Any new load calculation will take effect in the next academic year.

D. Department Chair Summer Load

Three (3) credit hours of reassigned time will be distributed in the summer semester for chair work during supplemental days outside fall or spring semester schedules.

E. Special Assignment Chairs

Special Assignment Chairs are those that lead targeted academic-related departments, but do not fall under the same Department Chair Job Description (Appendix C) as Department Chairs. Departments such as Learning Communities, International Studies, Library, MCC 101, Dual Credit, and Phi Theta Kappa will be appointed by the CAO or appropriate designee. Load will not be based on the Department Chair Load Calculator; instead, it will be decided upon through consultation with the CAO or appropriate designee and the faculty chair with load notification shared to the Association. Dual Credit Chair will be compensated based on the MOU for Dual Credit.

- F. Nothing herein is intended to preclude or limit the College's right to engage in operational reorganizations of the College's administrative functions and chair positions.

Section 9.11. Curriculum Writing

To encourage the continuous and up-to-date growth of curriculum offered by the College, Faculty will write new curriculum to expand course offerings. New curriculum is a new course that has not existed in the past and will have a new course number. Faculty will be eligible for a stipend upon following the curriculum approval process in this section.

1. Before writing new curriculum faculty will consult with their immediate supervisor to ensure that new curriculum meet department priorities. If approved, faculty and immediate supervisor will seek CAO approval. CAO must approve before starting the writing process.
2. During the curriculum writing process the faculty member works with their designated CD&R representative.
3. All approvals are made using the current curriculum software and process.
4. Faculty member meets with their immediate supervisor and the CAO upon completing the curriculum process.

Faculty engaging in writing pre-approved new curriculum for the College will receive a stipend of \$2,500 upon completion of the process above.

Faculty participating in Program of Study, or other college curriculum initiatives, or creating entirely new programs may receive alternative compensation for curriculum writing that will be mutually agreed upon in step one of this section.

ARTICLE X

APPOINTMENT, QUALIFICATIONS, RETENTION, DISCIPLINE, AND DISMISSAL OF FACULTY

Section 10.1. Appointments Defined

- A. Individuals appointed to a faculty position are expected to demonstrate and/or exhibit and model:
1. Content expertise and currency within their field.
 2. An increasingly diverse and effective pedagogical skill set that reflects our philosophy as established in the Faculty Handbook.
 3. A willingness and ability to effectively share their expertise with students, colleagues and the broader college community.
 4. Continued professional growth, scholarly engagement and/or creative development.
 5. A willingness and ability to embrace technology within the college environment.
 6. A commitment to college service and community engagement.
 7. Professional behavior and teamwork, while respecting the diversity of values, opinions and backgrounds both inside and outside the classroom environment, including compliance with College policy and procedures.
- B. An appointment as a probationary member of the faculty shall be for the length of time specified in the contract. Service as a probationary appointee shall count toward a professional appointment only when the faculty member has performed their duties for the duration of the contract. The College President shall inform probationary faculty of their intent to recommend their professional appointment to the Board not later than sixty (60) days before the end of the academic year in which they are eligible.

Use of Sick Leave and/or FMLA Leave will not impact the completion of the duration of the contract.

- C. The granting of tenure to regular, full-time faculty members eligible for that status shall be in strict conformity to appropriately applicable State of Illinois law (Appendix E). The parties to this Agreement agree that tenure shall be defined for purposes of effectuating this Article by appropriate State of Illinois law. This Section shall not be subject to the arbitration provisions of this Agreement.

Section 10.2. Evaluation of Tenured Faculty

The purpose of the Faculty Evaluation process is to promote the qualities of good faculty as they align with the goals of the college. The criteria, as stated in section 10.1.A, are meant to define a career as a faculty member. The evaluation process seeks to identify patterns of behavior and the development of mutually agreed upon priorities based on faculty skill-set and College need.

A. Annual Evaluation

The immediate supervisor will complete the faculty evaluation form annually. If one or more areas in the evaluation does not meet expectations the immediate supervisor may request a meeting with the faculty to discuss.

B. Post-Tenure Evaluation & Observation

Full-time faculty reviews are conducted every 3 years, following the awarding of tenure. The immediate supervisor and the faculty member will mutually agree on a scheduled time for one (1) Classroom Observation. The faculty member will select TABS evaluation or the previous semester's Student Evaluations shared with their immediate supervisor. The faculty member will submit the self-evaluation and either a CV or Portfolio one week prior to the scheduled classroom observation. The faculty member and immediate supervisor will meet at a mutually agreed upon time to discuss the classroom observation, documents, and ongoing action plan.

Following the meeting, all documents are submitted to HR for the faculty member's file.

List of Documents:

1. Classroom Observation
2. TABS or Student Evaluations (Faculty member's choice)
3. Faculty Self-Evaluation
4. CV or Portfolio
5. Action Plan for the next 1-3 years

The action plan will be mutually agreed upon by the immediate supervisor and the faculty member and align with the criteria listed in section 10.1.A. The purpose of the action plan is to prioritize the activities of a faculty member during the three (3) year post-tenure cycle, valuing depth of engagement over surface involvement in numerous categories. The action plan should consider the individual strengths and skills of the faculty member.

A faculty member demonstrating a pattern of not meeting the priorities in the action plan evaluation process, with areas of improvement identified in this section, may be subject to a developmental action plan. The purpose of the developmental action plan is to realign the actions of the faculty member to the criteria listed in section 10.1.A.

Section 10.3. Discipline of Faculty Members

- A. Except as may otherwise be provided herein, no faculty member shall be demoted, disciplined, or formally reprimanded without just cause. Any such discipline, reprimand, and/or demotion shall be subject to the grievance procedure and to the discipline procedure set forth in this agreement. All information forming the basis of disciplinary action will be made available to the faculty member and the Association. This Section shall not apply to a suspension action that is part of the termination of employment.

Such suspension and termination shall be in conformity with applicable State of Illinois laws.

- B. For sufficient cause, the College President may administratively suspend a faculty member for a period of up to one (1) semester. The suspension may be affected by a written statement to the faculty member setting forth the reasons for suspension and the term of the suspension. An administrative suspension will be with full pay and benefits. Additionally, the Employer shall have the right to reprimand, suspend without pay, and discharge for fair and just cause.
- C. As used herein, "personnel file" shall not include recommendations, references or responses from other employers or institutions that may lawfully be kept confidential from the faculty members.

Section 10.4. Preservation of Federal and State Constitutional and Statutory Rights

The parties to this Agreement agree that nothing in the paragraphs of this Article cited hereinabove constitute a waiver of any Federal or State of Illinois laws entitling members of the faculty or the Employer to due process of law or fair and just cause in matters of discipline and/or discharge; nor shall any provision of this Agreement be construed as a bar to the assertion of any of those rights. Nothing contained in this Article shall be construed to be in conflict with the Illinois law.

Section 10.5. Review of Minimum Qualifications, Tested Experiences, and Desired Qualifications

- A. The College Board of Trustees sets minimum qualifications for hiring and assigning faculty. All faculty qualifications must meet institutional regional accrediting agency standards, Illinois Community College Board Standards, and individual program accrediting agency standards.
- B. It is assumed that all full-time, tenured faculty employed and assigned to teach in particular subject areas are fully competent to teach in those subject areas by reason of those teaching assignments.
- C. Annually, in October of each year, the list of Minimum Qualifications, Tested Experiences and Desired Qualifications will be sent to department chairs to be reviewed at a department meeting.
- D. A department may request a revision in minimum qualifications, tested experiences, and desired qualifications. It is understood that the ability to initiate requests for changes in these areas rests solely and exclusively with a department. Therefore, Administrators may not initiate such requests for changes in minimum qualifications, tested experiences, and desired qualifications.

A simple majority of the department must concur with the need for a change in minimum qualifications, tested experiences, and desired qualifications for the request

to be forwarded to the appropriate immediate supervisor.

- E. The process for requesting changes will be in the Faculty Handbook.
- F. Should a request to change minimum qualifications, tested experiences, and desired qualifications be supported by the Administration and approved by the Board of Trustees, it is understood that such change shall be published in the Minimum Qualifications List. Further, it is understood that the Minimum Qualifications List shall be reviewed, approved and published by the Board of Trustees in accordance with the College's accrediting body.
- G. Board approved changes in minimum qualifications shall be effective on January 1st of the calendar year following approval by the Board.
- H. All faculty must meet the annual Board approved minimum qualifications to teach a course. Any faculty member that does not meet minimum qualifications to teach a course must propose a Faculty Action Plan to obtain minimum credentials in order to teach said course in a reasonable time frame. The proposed Faculty Action Plan will be reviewed and approved by the faculty member's immediate supervisor. This language alone cannot be used to terminate a faculty member so long as the faculty member is making progress on the approved Faculty Action Plan.
- I. The annually approved Minimum Qualifications List shall be considered a current and applicable addendum to the Faculty CBA and shall be posted in the Faculty Handbook.

Section 10.6. Job Sharing

When two (2) full-time tenured faculty members wish to divide and share the responsibilities of one (1) full-time instructor, the Board may appoint both to a job-sharing assignment upon the recommendation of the appropriate immediate supervisor. These two (2) persons will each be expected to hold half the office hours of a full-time instructor and shall be compensated each at the rate of one-half (1/2) the compensation of a full-time instructor. Each job sharing participant's salary will be determined on the basis of their position on the Salary Schedule. Each job sharing participant shall have the opportunity and right to receive full insurance benefits and other benefits provided any full-time faculty member upon payment of 100% of the employee share of insurance plus one-half (1/2) of the net cost to the College of said benefits. Such payments are to be withheld from job sharing participants through payroll deduction. Any faculty member involved in job sharing shall accrue one-half (1/2) year seniority and tenure and their tenure shall not be forfeited.

Section 10.7. Creation of Full-time Positions

In order to develop stable staff and ensure that the goal of quality teaching/service is maintained, the Board agrees that the adjunct faculty to full-time faculty ratio of approximately two to one (2:1) shall continue to serve as its guide to the extent that financial resources permit.

ARTICLE XI

SENIORITY AND REDUCTION-IN-FORCE

Section 11.1. Definition of Seniority

- A. Seniority exists for the single purpose of complying with the Illinois Public Community College Act section 110 ILCS 805/3B-5 as it relates to a faculty reduction-in-force should the Board of Trustees determine that a reduction is necessary. Such reduction would take place based upon this seniority definition and the procedure identified in Section 11.4.
- B. Seniority has nothing to do with, nor can it be considered, in situations such as determining benefits or assigning classes to be taught, class schedules, classroom assignments, availability of equipment or supplies, or how the College organizes disciplines.
- C. Seniority is defined as the length of a faculty member's continuous MCC full-time service or half-time job sharing service (Section 10.6.) in any discipline(s) in which a faculty member is appointed to teach. Such service shall be computed from the first day of full-time faculty service in that discipline(s).

Section 11.2 Determination of Seniority

- A. An Institutional Seniority List for reduction-in-force shall be compiled, mutually agreed upon, and posted electronically on an annual basis by November 1. This list reflects each faculty member's seniority date as defined in Section 11.1.
- B. At the start of each academic year, a team shall convene to update the Institutional Seniority List. This team will be comprised of the CAO and designees, Association President, Academic Council Chair, and the Negotiations Chair. Faculty removed from the Institutional Seniority List will be done with mutual agreement with prior notice to the faculty.

A tenured faculty member shall be included on the Institutional Seniority List for each discipline for which they were hired and/or appointed based upon the guidelines below. An appointment, different from an assignment, is recognition from the Administration that a faculty member is considered a full-time faculty member in that discipline.

1. Appointment to switch discipline(s)
 - a. If a tenured faculty member is appointed to switch to a different discipline in lieu of a reduction-in-force, the faculty shall lose placement in prior discipline(s).
 - b. In the event of a curricular reorganization resulting in course prefix changes, the tenured faculty member will be appointed to the new

course prefix(es) in which the tenured faculty member taught in the previous curricular organization, as mutually agreed to by the team previously described in 11.2.B.

2. Appointment to an additional discipline(s)

If a tenured faculty member is appointed to teach in an additional discipline, the faculty shall gain placement in the additional discipline(s) and shall maintain placement in the original discipline(s), for an agreed upon time, based upon the following qualifications:

- a. The faculty maintains currency.
 - i. Currency varies widely by discipline and will be mutually agreed upon between the Administration and the Association prior to placement in the additional discipline.
 - ii. Typical ways to stay current may include:
 - Professional work within the discipline
 - Active engagement with discipline-based organizations
 - Continued professional development or education in the discipline
 - Active engagement in the discipline pedagogy as evidenced through effective teaching within the past three (3) academic years
- b. The faculty meets minimum qualifications.

3. A tenured faculty member will maintain discipline placement on the Institutional Seniority List so long as the faculty member maintains currency and minimum qualifications in that discipline. A faculty member will be notified and given time to remedy a deficiency before being removed from a discipline.

- C. Newly hired faculty shall be added to the next published Institutional Seniority List, noting their status as non-tenured. Following the attainment of tenure, the notification shall be removed.
- D. The annually approved Institutional Seniority List shall be considered an addendum to the CBA.
- E. If seniority between two (2) or more faculty members is found to be the same, the faculty member with the most classes taught (semesters worked for Librarians) during all MCC service over the three (3) years prior to being hired full-time shall be deemed senior, and if still the same, such identical seniority shall be resolved by the flip of a coin or lot.

- F. Unpaid leaves (Section 13.2) of more than one (1) semester's duration shall not be included in the computation of seniority. Sponsored Professional Development Leaves (Section 13.1) shall be included in the computation of seniority. Interim appointments shall be included in the computation of seniority. Permanent appointments outside of the Association shall not be included in the computation of seniority.

Section 11.3. Seniority upon Return to Bargaining Unit

If a faculty member is appointed by the Board to an interim Administrative position within the College and outside of the bargaining unit and is subsequently returned to the bargaining unit by the Board, the faculty member shall be placed on the salary schedule in the cell they would have been in had they remained in the faculty instead of moving to Administration. Further, such placement shall take into account advanced placement credit as stipulated in this CBA.

If a faculty member is appointed by the Board to an interim non-Administrative position within the College and outside of the bargaining unit and is subsequently returned to the bargaining unit by the Board, the faculty member shall be placed on the salary schedule in the cell they left to move into the subsequent position plus one-half (1/2) the time employed by the College outside the bargaining unit.

Section 11.4. Reduction-In-Force

If the Board, at its sole discretion, determines that it is necessary to institute a reduction-in-force of tenured faculty members, the procedure will be as follows:

- A. A voluntary early retirement incentive will be offered in the fall and spring semesters before any Reduction in Force.
- B. Reduction-in-force will be implemented departmentally according to enrollment trends in a particular content area.

In departments where dual credit is offered there must be, at a minimum, one full-time faculty member qualified to teach in that area employed by the college. In the event that enrollments in that area decrease to a point that the full-time faculty member cannot make at least 40% of their load each semester from teaching in an area where they maintain seniority, that faculty member may be subject to the otherwise stated Reduction in Force rules.

- C. Part-time faculty members shall be laid off before full-time faculty members, provided the full-time faculty member otherwise subject to reduction-in-force meets the minimum qualifications (Section 10.5.) for each of the content areas taught by the part-time faculty member. Further, if it is determined that the full-time faculty member subject to reduction-in-force does not meet the minimum qualifications under Section 10.5. for the content areas taught by the part-time faculty member, the affected faculty member shall be offered the opportunity to take an appropriate Sponsored Professional Development Leave in order to complete a retraining action plan approved by the CAO

to specifically update their qualifications in conformity with current College degree requirements for that program area. This leave shall be taken during the first semester or through the entire year in which the reduction-in-force would occur. The leave will not count against the application time limits established under Section 13.1.

D. When there are Open full-time faculty positions:

Those positions must be filled with existing full-time faculty members provided the full-time faculty member otherwise subject to reduction-in-force meets the minimum qualifications (Section 10.5.) for the content area in which a full-time position is being offered. Further, if it is determined that the full-time faculty member subject to reduction-in-force does not meet the minimum qualifications under Section 10.5. for the content area in which a full-time position is being offered, the affected faculty member shall be offered the opportunity to take an appropriate Sponsored Professional Development leave in order to complete a retraining action plan approved by the CAO to specifically update their qualifications in conformity with current College degree requirements for that program area. This leave shall be taken during the first semester or through the entire year in which the reduction in force would occur. The leave will not count against the application time limits established under Section 13.1.

E. When there are no open full-time faculty positions:

With mutual agreement between the College and the full-time faculty member subject to reduction in force, the faculty member may take an appropriate Sponsored Professional Development leave in order to complete a retraining action plan approved by the CAO to specifically update their qualifications in conformity with current College degree requirements for any program/department (especially in areas with enrollment growth and/or potential program development) where the faculty member may maintain their full-time faculty status. In the new department the full-time faculty member will not maintain their previous seniority ranking.

F. Non-tenured faculty members shall be laid off before tenured faculty members, provided the tenured faculty member otherwise subject to reduction-in-force meets the minimum qualifications (Section 10.5) for each of the subject areas taught by the non-tenured faculty member.

G. In the event of the reduction-of-force of tenured faculty members, seniority (Section 11.2. B) shall govern. A tenured faculty member shall be retained as long as there are enough courses/services for the faculty member to meet load requirements, provided they are qualified across all assigned disciplines.

H. The affected faculty member shall receive written notice as soon as possible, but not later than March 15. The written notice shall include a statement of honorable discharge due to reduction-in-force. The Association President will work with the College to develop a severance package for the affected faculty member.

- I. If the Board increases the number of faculty members employed, reinstates a position that has been discontinued, or decides to fill a full-time vacancy that subsequently occurs, the Board shall first offer reemployment to faculty members laid off in the reverse order of layoff, provided they are determined to be qualified to hold such position. A faculty member shall have the right to re-employment pursuant to the provisions of this Article for a period not to exceed twenty-four (24) months from the date of the faculty member's layoff.
- J. Notice of recall shall be sent to the faculty member by certified mail (return receipt requested) to the last address submitted to the College by the faculty member. Failure of the faculty member to affirmatively respond to such notice within fourteen (14) business days of its receipt or within twenty (20) business days of its mailing, whichever is less, shall result in termination of the faculty member's right to recall hereunder.

However, in the event a vacancy occurs within thirty (30) business days of the start of the semester, notice of recall shall be sent to the faculty member by certified mail (return receipt requested) to the last address submitted to the College by the faculty member. The notice shall include a telephone number of an appropriate Administrator in order to facilitate an immediate response. Failure of the faculty member to affirmatively respond to such notice within five (5) business days of its receipt or eight (8) business days of mailing, whichever is less, shall result in termination of the faculty member's right to recall hereunder.

The Association President or their designee shall be notified of such recall when the notice of recall is mailed to the faculty member.

Section 11.5. Termination of Seniority

Seniority shall terminate if a faculty member resigns, is terminated, or retires.

Failure of the faculty member to affirmatively respond to a notice of recall (Section 11.4. G) shall result in termination of the faculty member's seniority. It shall be the responsibility of any laid off faculty member to advise the Office of Human Resources in writing of their latest address.

Failure to return from an approved leave of absence at its expiration, or an approved extension, shall result in termination of the faculty member's seniority.

Section 11.6. Temporary Full-Time Contract

Those faculty members on temporary full-time contracts shall receive benefits and credit toward seniority and tenure as long as the service has been continuous. Temporary Full-Time faculty members will also go through the Evaluation Process for Non-Tenured Faculty (Section 9.9).

ARTICLE XII

SALARY AND FRINGE BENEFITS

The compensation (salary and fringe benefits) to be paid to faculty members shall be as set forth in the following Sections:

Section 12.1. Faculty Schedule Index Matrix

The index matrix of the faculty salary schedule, together with implementing language thereof, is included as Appendix A of this Agreement.

Section 12.2. Salary Schedule Base

Step increases will be frozen for the duration of this CBA.

The salary schedule base shall be \$49,075.60 in AY2024, \$50,596.94 in AY2025, and \$52,165.45 in AY2026.

Section 12.3. Life and Accidental Death & Dismemberment Insurance

Life insurance coverage for each faculty member is \$50,000.

Section 12.4. Health/Major Medical and Dental Insurance

The Board will provide a comprehensive program of health/major medical insurance.

- A. Annual faculty contributions for medical insurance premiums for the duration of this contract shall be:

Twenty-five percent (25%) of the premium costs for major medical, whether Employee Only, Employee Plus One, or Employee Plus Family, HMO or PPO

The College is not limited to offering only the above plans, and may make additional options available in consultation with the Insurance Advisory Committee.

In the event that any insurance plan is considered a Cadillac plan according to the Affordable Care Act (ACA), the College has the option to adjust the plan as needed to remove the Cadillac plan status.

- B. Vision and dental insurance will be optional. The employee will pay fifty percent (50%) of the premium costs of the selected optional vision and dental insurance.
- C. Should the total insurance premium costs increase more than fourteen percent (14%) from one year to the next; the employee will pay fifty percent (50%) of the increase over the fourteen percent (14%) for all options selected.

- D. The Insurance Advisory Committee is composed of an equal number of representative members from the Administration, appointed by the College President, Faculty Association, appointed by the Faculty Association President, and Staff Council, appointed by the Staff Council President. The committee will meet once a semester at a minimum, with quarterly electronic updates. The Insurance Advisory Committee will:
- Review changes in insurance plans.
 - Review insurance performance.
 - Consider suggestions from insurance brokers regarding how to maximize benefits and/or reduce plan expenses.
 - Recommend insurance plan changes and strategies to the College.
- E. The College will provide flexible spending accounts (FSA) for faculty in compliance with applicable IRS regulations.

Section 12.5. Advance Placement Adjustment

A. Advanced Placement

It is in the best interests of the College, to encourage and support the professional development related to teaching, methodology, pedagogy, professionalism, and content area of faculty. Therefore, the College provides faculty the opportunity to accumulate Advanced Placement Credits (APC) which leads to adjustment in salary lane assignment as described in Appendix A.

B. Advanced Placement Credits Required for Lane-Advancement

When faculty member completes fifteen (15) Advanced Placement Credits (APCs) of pre-approved professional development activities they are eligible for a lane advancement on the salary schedule. Faculty are limited to one (1) lane change per academic year, but may continue to accrue APCs towards future lane advancements.

C. Advanced Placement Credit Calculations

One (1) Advanced Placement Credit shall be awarded for:

- One (1) credit hour of graduate level course work at a regionally accredited institution of higher education. No more than fifteen (15) hours of dissertation research/writing credit will be allowed for tuition reimbursement or applied toward advanced placement.
- One and a half (1.5) credit hours of undergraduate 100 level and 200 level coursework at a regionally accredited institution of higher learning.
- One and a quarter (1.25) credit hours of undergraduate 300 level and 400 level coursework at a regionally accredited institution of higher education.
- Four and a half (4.5) Continuing Education Units (CEUs).
- 133.3 hours of related work experience outside MCC.

- 45 clock hours of non-credit professional development experience directly related to the role of the faculty member.

D. Determination of Clock Hours

Non-credit professional development experiences are typically determined by the amount of seat time. For those experiences that do not have an established seat time, the number of clock hours must be determined through discussion between the faculty member and immediate supervisor.

Clock hours may include but are not limited to:

Categories	Variable Clock Hours
Presentations at Conferences*	5-45 clock hours
Publishing*	5-45 clock hours
Musical/Theatrical Performances*	5-45 clock hours
Art Exhibits*	5-45 clock hours
Recertification	5-45 clock hours
Professional Development Series	5-45 clock hours
Targeted Academic Experiences	5-45 clock hours
Classical Liberal Arts Education	5-45 clock hours

*The higher end of the range of clock hours will be used for original development of the categories listed.

- E. Effective dates for Advanced Placement shall be in accordance with section titled Advance Placement Criteria (Horizontal Movement) in Appendix A.

Section 12.6. Tuition Reimbursement/Waiver

A. Tuition Reimbursement for Professional Study

Faculty are eligible to receive \$3,000 for pre-approved professional development activities per academic year. Faculty may use these dollars for any costs (excluding travel) related to professional development.

In addition, \$1,200 in AY2024, \$1,400 in AY2025, and \$1,600 in AY2026 for personal professional development (non-SURS eligible) will be distributed through the first payroll run in October of the academic year.

B. Criteria for Tuition Reimbursement

Tuition reimbursement is subject to pre-approval by immediate supervisor and evidence of successful ("C" or better credit courses) completion is necessary. Courses and/or activities considered appropriate for pre-approval would be:

1. Relevant to the role description or professional responsibilities of a faculty member, or

2. Congruent with areas the College has designated as priorities for development, or
3. Related to the faculty member's Faculty Action Plan as mutually agreed upon by the Faculty member and their immediate supervisor.

C. Reimbursement Process

To receive reimbursement, the faculty member must submit a copy of the course completion report (i.e., grade, CEU completion report, activity completion report) to the Office of Human Resources within three (3) months of the completion of the course.

D. Tuition Waiver for McHenry County College Courses

The Board shall waive tuition and fees for any full-time faculty member who takes a credit course at MCC. Such faculty member's spouse and/or eligible dependents who take a credit course at MCC shall also have tuition and fees waived.

Section 12.7. Number of Pay Periods

All full-time faculty will be paid over a twelve (12)-month period for a total of twenty-six (26) pay periods.

Section 12.8. Summer/Overload Pay

Overload pay will be time worked in excess of thirty (30) contact hours per contract year for classroom faculty members. Summer/Overload Compensation Pay shall be:

\$1,175 in AY2024, \$1,200.00 in AY 2025, and \$1,235.00 in AY 2026 per contact hour

Librarian hourly overload rate:

\$56.00 in AY 2024, \$57.50 in AY 2025, and \$59.00 in AY 2026 per hour

Section 12.9. Pay for Individualized Instruction and Independent Study

A faculty member is eligible for an independent study assignment or individualized instruction at the discretion of their immediate supervisor. Independent study and individualized instruction compensation will be calculated at a rate of \$80 per student per contact hour. Faculty members shall not be required to teach an independent study or individualized instruction section.

Section 12.10. Double Sections

- A. In scheduling students, the College will strive to maintain a "normal class size." For purpose of this agreement, "normal class size" is defined in a list mutually agreed upon by the Faculty Association and the College. The list is maintained in the CAO's office.
- B. Where the College designates a class to have the capacity of two (2) times the normal

class size, the College will provide additional compensation to faculty assigned to the class in accordance with the following terms:

1. If the first day enrollment in the class (which has been designated by the College to have twice the normal capacity) is 12 students or more in excess of the normal class size, the faculty member will receive \$1,000 additional compensation;
2. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is one (1) to 11 students in excess of the normal class size, the faculty member will be compensated at a rate of \$75 per additional student beyond the normal class size up to 11 students;
3. Faculty members eligible for additional compensation under this Section 12.10. shall not receive any additional compensation for any additional students beyond what is prescribed in this paragraph. Faculty members will be limited to teaching only one (1) class per semester which class size is set at twice the normal course capacity.

Allied Health faculty will be paid at the double section rate for all classes designated as double sections with a maximum of two (2) sections per semester. All Allied Health classes may be designated as double sections upon mutual agreement with the faculty member and the immediate supervisor. In the event a Faculty member agrees to teach more than two (2) double sections, the immediate supervisor and the Faculty will obtain approval from the CAO.

- C. Section 9.6. A stipulates that faculty load is based solely upon contact hours, additional compensation provided under this Agreement will not contribute to teaching load and will be paid during the semester in which the large class is taught.

Section 9.6. D provides guidelines for class size including but not limited to providing that double sections are appropriate only for those courses in which extra students can be accommodated without substantial changes to content, instructional methods, or student assignments. In addition, online courses will not be offered as double sections.

Section 12.11. Initial Placement Criteria

A. Initial Placement

Initial Placement Criteria are used only for a new, full-time faculty member's placement on the approved Salary Schedule to ensure consistency in salary administration.

Degree attainment (Columns I - VII) and creditable work experience (Years 1 - 12) serve as the sole basis for determining a new faculty member's placement on the Salary Schedule. The following placement guide assumes that a faculty member meets the minimum qualifications for the position in which they were hired. This includes appropriate degrees, licenses, certifications, or technical experience.

1. Lane Determination:

	<u>Baccalaureate</u>	<u>Occupational</u>
Lane I	---	Associates or no degree
Lane II	Masters	Bachelors
Lane III	Masters +15	Bachelors +15
Lane IV	Masters +30	Bachelors +30 or Masters
Lane V	Masters +45	Bachelors +45 or Masters +15
Lane VI	JD, MFA	Masters +30
Lane VII	PhD or Doctorate	PhD or Doctorate
Lane VIII	---	---

2. Step Determination

A faculty member will be placed in a step that best represents their number of years teaching and/or relevant industry experience.

B. Special Initial Placement

It is recognized that situations may arise in which it will be impossible to continue to offer certain programs due to the inability to recruit qualified faculty at normal faculty salaries. In this situation, as the search process is continues, the CAO in consultation with Association President and/or designee, may request a special initial placement. The procedure is as follows:

1. The Faculty Association President and/or designee, and the CAO, shall meet to determine whether a special placement is justified. Whether special placement is justified shall be based on:
 - a. Review of salary information from business, industry, or the academic world, as appropriate
 - b. Whether extraordinary effort has been made to recruit suitable faculty
2. If approved, the CAO will provide Human Resources the authority to place a newly-hired faculty member up to four (4) schedule steps higher than would otherwise be warranted under the procedure described above in Section 12.11. All future placement and advancement of the faculty member would follow the procedures of this Agreement.

Section 12.12. Allied Health

Accreditation

Accreditation is the process for academic institutions offering healthcare related degrees. Both the initial and reaccreditation processes require site visits from professional accrediting bodies.

The accreditation process is primarily faculty driven, requiring additional work hours outside of

faculty load. This workload includes collecting data, analyzing data, preparing materials and reports, curriculum review and revision, and site visit coordination.

Faculty members, who are not department chairs, with accreditation requirements will be compensated as such:

- A. Faculty hired before the initial accreditation process is complete will work under a special project assignment (Section 9.6.C) NOA negotiated by the CAO, Association President and the faculty member.
- B. During the academic year prior to the reaccreditation site visit a total of two (2) contact hours shall be given to a single faculty member. During the academic year of the reaccreditation visit a total of two (2) contact hours shall be given to a single faculty member. The two (2) contact hours in each academic year may be split between multiple faculty if mutually agreed upon by the interested faculty members and the immediate supervisor.

Allied health faculty members, who are department chairs, with accreditation requirements will be compensated using the Department Chair Load Calculator (Appendix C).

On-Site Clinical Instructor

In the event that a site does not have an onsite supervisor employed by the site, a credentialed/licensed faculty member will oversee the On-Site student clinicals at the hourly substitution rate (Section X.X) not to exceed 25 hours per semester.

Faculty will be required to keep accurate records of their time spent supervising and submit those records to their immediate supervisor in a timely manner.

Nursing Clinical Coordination

When faculty are not required to be present at a student's clinical but is still responsible for the organization, scheduling, placement, oversight, and evaluation of students, the faculty load shall be calculated as one quarter (0.25) of a contact hour for each clinical section per course beyond the clinical section(s) the faculty has been assigned.

Skills Checks & Lab Support

Allied health faculty can use their student conference hours (Section 9.5.A.1) for the assessment of skills in laboratory or simulated clinical settings beyond scheduled class or clinical hours.

Section 12.13. Substitute Pay

A faculty member who substitute teaches shall be compensated at the Librarian overload rate (Section 12.8).

Any faculty who substitute teaches more than one-quarter ($1/4$) of a course shall receive a proportional amount of compensation.

ARTICLE XIII

EXTENDED LEAVE FOR FACULTY

Section 13.1. Sponsored Professional Development Leave

The following guidelines have been adopted for extended leave of faculty:

A faculty member may submit a request to their immediate supervisor for a sponsored leave under the following conditions:

- A. The purpose of the leave shall be for graduate study, research, or other professional development activity.
- B. The duration of the sponsored leave shall not exceed one (1) academic year.
- C. A faculty member may be granted sponsored leave after four (4) years of appointment at the College. If a faculty member should decide to take their sponsored leave after four (4) years of appointment at the College, the compensation will be equal to two-thirds (2/3) of the faculty member's full salary for a one (1) semester leave or one-third (1/3) full salary for a two (2) semester leave. If a faculty member should decide to take their sponsored leave after six (6) years of appointment at the College, the compensation will be equal to the faculty member's full salary for one (1) semester leave or one-half (1/2) full salary for a two (2) semester leave.
- D. A faculty member who teaches in an occupational area of the College's offering can request a sponsored leave for the purpose of accepting employment in an area of industry or business directly related to their area of teaching responsibilities. Such a request can be made after the faculty member has completed five (5) years of appointment at the College. If a sponsored leave is granted for the purpose of allowing the faculty member to accept related employment and such employment pays less than the faculty member would be compensated on a full salary at the College for that two (2)-semester period, the College will compensate the faculty member for the difference to a maximum of \$5,000.
- E. Application for sponsored leave must be made by the end of the first term of the academic year preceding the leave year.

Annually, a task force shall be formed that consists of two (2) Administrators identified by the CAO and two (2) faculty members identified by the Association. This task force is responsible to review applications and make recommendations to the CAO.

- F. Application for sponsored leave must be responded to no later than March 15 of the academic year preceding the leave year. The immediate supervisor is responsible for giving notification in writing to the applicant.

If the request is accepted, the notification will include terms of acceptance including

salary arrangements and Advance Placement Credits upon completion of the leave. If the request is rejected, the notification will include reasons for such rejection. Such rejection shall not be made for arbitrary and capricious reasons.

- G. Any full-time faculty member is eligible to apply for a sponsored leave.
- H. Up to five percent (5%) of the faculty may be on leave in any given semester.
- I. The criteria for granting approval for sponsored leave shall include:
 - 1. Tenure. Persons with more tenure as faculty members will be given priority for sponsored leave unless that person has already been granted a prior sponsored leave at which time tenure for sponsored leave purposes is counted from the date of completion of previous sponsored leave. Eligibility for sponsored leave for persons already given sponsored leave is the same as C above except that eligibility is counted from the date of completion of the prior sponsored leave.
 - 2. Purpose of Leave. Priority will be given to persons requesting leave for graduate study, research, or other professional development activity directly related to their position or responsibilities at the College. Second consideration will be given to those requesting leave for graduate study, research, or other professional development activity directly related to their academic or vocational field but not necessarily related directly to their immediate responsibilities or position (e.g., degree sought in college administration taken by a faculty member). Third consideration will be given to persons requesting professional leave for other graduate study, research or other professional development activity.
- J. Sponsored leaves of absence are to be acted upon by the Board upon recommendation by the President.
- K. A faculty member who completes a sponsored leave must agree to return to the College for one (1) year for each half-year of sponsored leave, or repay the salary and benefits. The foregoing shall be guaranteed by the execution of a promissory note in acceptable legal form. The promissory note shall be filed at the College within thirty (30) working days of Board approval of a sponsored leave. In the event of the death of the faculty member before the completion of the promised period, the note shall be void.
- L. A faculty member who completes a sponsored leave must agree to submit a written report to their immediate supervisor outlining their accomplishments during the sponsored year and how those accomplishments will affect the member's contribution to the College. The report will be submitted no later than the end of the first semester after returning to the College.
- M. Sponsored leaves accumulate as professional credit and make the recipient eligible for corresponding salary review.
- N. When a faculty member is on a sponsored leave, the faculty member will continue to receive the same fringe benefits that are approved by the Board for faculty members generally.

Section 13.2. Unpaid Leave of Absence

- A. Upon written application of a faculty member to their immediate supervisor, the Board may grant leave of absence without pay, upon such terms and conditions as it may set, to a faculty member who has been employed on a full-time basis for two (2) years for up to one (1) academic year for the following purposes:
1. graduate study;
 2. research;
 3. other professional development activity;
 4. personal health or family hardship as defined by FMLA regulations; or
 5. other purposes as agreed upon between the faculty member and their immediate supervisor.
- B. Written application for a leave of absence shall be made by the end of the first term of the academic year preceding the leave year.

Such leaves shall not be arbitrarily or capriciously denied.

- C. A faculty member on an unpaid leave of absence of more than one (1) semester's duration shall, as a condition of such leave, agree to notify the President or designee of their intention to return to service at the College, in writing, prior to December 1, preceding the term in which the faculty member would return. In the event that such written notice is not received by the College by the noted due date, the faculty member's position shall be declared vacant as a consequence of the faculty member having submitted their resignation, the faculty member shall be so notified by certified mail thirty (30) working days prior to such determination.
- D. The granting or withholding of leave to any faculty member shall not constitute a precedent with respect to any other faculty member, but each request shall be judged on its own merits.
- E. By accepting an unpaid leave of absence, the faculty member agrees to make no claim for unemployment compensation during the term of such leave and recess or vacation period immediately preceding or following such leave.
- F. In the event of the unexpected change in a faculty member's need for an unpaid leave (e.g. death of a family member under the faculty member's care, speedier recovery than expected), the faculty member may request cancellation of the unpaid leave and return to work.
- G. The Board may grant unpaid leave deemed appropriate and beneficial to the College by the President and appropriate immediate supervisor to faculty members with less than two (2) years full-time service with the College under unusual circumstances. Such leaves shall not be considered in computing employment necessary to attain tenure.

- H. The Board may grant emergency unpaid leave even though the faculty member has not adhered to all provisions of this Section.

Section 13.3. Association Leave

The Association President and/or the officially designated Association delegate shall be granted a total of up to six (6) working days non-accumulative leave in the aggregate per academic year to attend special meetings and/or conventions of the regional, state, or national affiliate of the Association. Requests for such leave must be submitted in writing as soon as possible to the President who will authorize same in the absence of compelling circumstances requiring the faculty member's presence. An individual who is granted such leave shall have the responsibility to make arrangements for the teaching of their classes while on such leave and such arrangements shall be subject to the approval of the President. The Parties agree that no more than two (2) days cited hereinabove may be taken consecutively. In granting or denying Association leaves pursuant to this Section, the chief consideration of the President shall be the maintenance of the high quality of instruction at the College.

The Association agrees to reimburse the College the faculty members salary at the summer/overload rate for Association Leave Days.

Section 13.4. Parental Leave

A faculty member on approved FMLA leave for the birth or placement of a child through adoption, foster care (or as defined by FMLA) may within one (1) year, elect to use a portion of their accrued and unused sick leave to bond with the child. Up to twenty (20) days of accrued and unused sick leave may be reserved for future non-Parental Leave use.

To continue to remain in paid status after use of the accrued and unused sick leave, an eligible faculty member may request to use the Faculty Sick Leave Pool during the remainder of the Parental Leave.

Faculty members shall notify their immediate supervisor at least seventy-five (75) calendar days in advance of the expected start of the Parental Leave, or as soon as possible in the case of a placement of a child for adoption or foster care. If a faculty member will miss a majority of a class assignment, or the absence will cause a major disruption in the learning environment, the faculty member may negotiate a special assignment with their immediate supervisor. This could include, but is not limited to, late start classes, projects deemed appropriate by the College, and projects to support committee work.

ARTICLE XIV

ALLOWANCE FOR EMPLOYEE ABSENCE

Section 14.1. Illness

- A. Faculty members shall be allowed, in each academic year, twelve (12) working days at full pay for the following reasons:
 - 1. personal illness,
 - 2. serious illness in the immediate family, or
 - 3. for the purpose of parental leave (Section 13.4).

- B. A faculty member may use days granted from the Faculty Sick Leave Pool for their own illness or for the purpose of Parental Leave only.

- C. Instructors on full-time special assignment in a summer session may utilize the allowance for absence on the same basis as during the nine (9)-month appointment period, although an additional allowance is not made for the summer term.

- D. The amount of sick days possible to accumulate is 250 or the current maximum established by SURS, whichever is greater.

Section 14.2. Personal Leave

Two (2) working days without loss of pay may be used by the faculty member for personal reasons, including observance of recognized religious holidays of faculty member's faith. Absences for personal reasons and for religious reasons shall be with full compensation upon notification by the faculty member to the faculty member's immediate supervisor. Absence related to participation in any employment relations dispute shall not qualify hereunder. Requests for pre-planned personal leave for workshop, development or institutional meeting days must be made in advance. Requests for personal leave shall not be denied. If a pattern of personal leave for workshop, development or institutional meeting days has been documented, the CAO can request a meeting to discuss the pattern. Personal leave shall not be requested for less than one-half (1/2) day. All unused personal days as accumulated will be transferred to the sick leave account of a faculty member. This transfer shall take place no later than the end of business on the first business day of September of the academic year in which the allowance shall apply. Such transfer shall not reduce the number of days accumulated sick leave granted. One (1) day per year of accumulated sick leave may be used as an additional third (3rd) day of personal leave. One (1) additional day per year of accumulated sick leave may be used as a fourth (4th) day of personal leave if a faculty member has not used personal leave for Faculty Workshop/Professional Development day absences. Personal leave may not be taken in increments of more than two (2) consecutive business days.

Section 14.3. Accumulation of Leave

- A. The Office of Human Resources shall maintain an account of days of allowance for absence for each faculty member, based upon information reported by their immediate supervisor.

The new annual allowance shall be posted on each faculty member's account no later than the end of business on the first business day of September of the academic year in which the allowance shall apply.

- B. After absence of five (5) working days for personal illness, or as it may deem necessary in other cases, the College may require a physician's certificate as a basis for compensation during leave.

Section 14.4. Sick Leave Pool

The sick leave pool will be administered by the Faculty Association in accordance with the adopted bylaws and regulations of the sick leave pool as established by the Faculty Association and consistent with the provisions contained in this agreement. The maximum number of days a faculty member can use from the sick pool is forty (40) days per academic year.

Section 14.5. Jury Duty

Faculty members who serve on jury duty in a Court of Record of the State of Illinois, or a U.S. District Court, shall be compensated in the amount of their base per-diem College salary or wages.

Section 14.6. Bereavement Leave

Faculty Bereavement will be offered in compliance with the Illinois Family Bereavement Leave Act (FBLA).

Non-Eligible (as defined by FMLA) faculty shall be entitled to a leave of absence for up to a maximum of five (5) working days in the event of the death of a member of the faculty member's immediate family.

A faculty member may take up to a maximum of five (5) working days leave of absence for a person not included in the definition of "covered family members" in the FBLA. Additional leaves for non-covered persons shall be subject to the approval of the President of the College and shall not set a precedent.

In accordance with Illinois' Family Bereavement Leave Act (FBLA), effective January 1, 2023, McHenry County College has amended its bereavement leave policy. Under the new policy, all eligible employees (as defined by the FMLA) shall be entitled to use a maximum of 10 work days of bereavement leave consisting of 5 paid and 5 unpaid workdays, to: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of the covered family member; (3) grieve the death of the covered family member; be absent from work due to (4) a miscarriage; an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; a failed adoption match or an adoption that is not finalized because it is contested by another party; a failed surrogacy agreement; a diagnosis that negatively impacts pregnancy or fertility; or a stillbirth.

Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member, or the date on which an event listed under reason 4 occurred. An employee shall provide the College at least 48 hours' advance notice of intention to take bereavement leave, unless providing such notice is not practicable. Reasonable documentation will be requested by HR. Employees using the benefit for an event listed in reason 4, will submit documentation via an FBLA form, to be completed by a health care practitioner.

The FBLA does not create a right for an employee to take unpaid leave that exceeds or is in addition to unpaid leave permitted by the Family and Medical Leave Act (FMLA) If employees choose to take more than five (5) bereavement days, they may substitute accrued paid leave to cover the unpaid bereavement workdays. The first five (5) days will be coded as bereavement. Sick leave pool may not be used for bereavement.

ARTICLE XV

FUTURE PLANNING AUTHORITY ON BUILDING ALTERATIONS

The Faculty Association shall have a permanent voting membership on any committees charged with considering alteration of the existing physical facilities or the construction of new facilities.

The number of members that represent the Faculty Association shall be reasonable.

PRESIDENTIAL AND CHIEF ACADEMIC OFFICER SELECTION COMMITTEES

The Faculty Association shall have a voting membership on any advisory search committee involved with selection of a College President and the CAO. The Board of Trustees Chair and the Faculty Association President will determine fair and reasonable membership on these committees. The President of the McHenry County College Faculty Association shall be one of the faculty members of on these committees.

ARTICLE XVI

ENTIRE AGREEMENT

- A. This agreement, upon ratification, supersedes all prior agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for this term.

- B. The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, both the Board and the Association acknowledge that for the duration of this agreement, neither party is obligated to bargain collectively on any subject or matter, whether referred to or covered in this Agreement or not, even though such topics or matters may not have been considered by either or both parties at the time they negotiated or signed this Agreement.

- C. Nothing herein shall be construed as precluding the parties, by mutual agreement, to add to, delete or alter this Agreement during the term of this Agreement.

ARTICLE XVII

SAVINGS

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

ARTICLE XVIII

AMNESTY PROVISION

- A. The Board of Trustees and the Administration of McHenry County College hereby agree that they will not initiate, authorize, commence, or participate in any reprisals or recriminations against any employees of the College as a result of such employees' participation in or support of the collective bargaining process and/or job action, or in any event or activity resulting from their participation in or support of the collective bargaining process and/or job action.

- B. The Board of Trustees and the Administration of McHenry County College further agree that they will not discriminate in regard to hiring, discipline, discharge, promotion, demotion, or assignment; nor in regard to salary, hours, seniority, or working conditions of any employee having participated in or supported said collective bargaining and/or job action.

ARTICLE XIX

NO STRIKE CLAUSE

During the term of this Agreement, no faculty member covered by this Agreement, nor the Association, nor any person acting on behalf of the Association, shall ever or at any time engage in, authorize, or instigate any strike, slow-down, or other refusal to render full and complete services to the Board.

In the event of any violation or violations of any provision of this Article by the Association, its members or representatives, or by any faculty member, the Association shall, upon notice from the Board, immediately direct such faculty members, both orally and in writing, to resume normal operations immediately and make every other reasonable effort to end any violation(s).

Agreed and Attested to Upon Ratification by Both Parties

Date of Ratification by McHenry County College Faculty Association:

Date of Approval by the Board of Trustees of McHenry County College:

For the Board of Trustees
of McHenry County College
District No. 528:

For the McHenry County College
Faculty Association:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

APPENDIX A

FACULTY SALARY INDEX MATRIX AND MOVEMENT

The following criteria will be followed regarding Lane and Step movement.

Baccalaureate Faculty Qualifications For Future Horizontal Lane Placement And Lane Movement

Lane I.	—Not applicable.
Lane II.	Master's Degree in subject area.
Lane III.	Lane II plus fifteen (15) approved Advanced Placement Credits.
Lane IV.	Lane III plus fifteen (15) approved Advanced Placement Credits.
Lane V.	Lane IV plus fifteen (15) approved Advanced Placement Credits.
Lane VI.	Lane V plus fifteen (15) approved Advanced Placement Credits.
Lane VII.	Lane VI plus fifteen (15) approved Advanced Placement Credits.
Lane VIII.	Lane VII plus fifteen (15) approved Advanced Placement Credits.

Occupational Faculty Qualifications For Future Horizontal Lane Placement And Lane Movement

Lane I.	Associate's degree, or no degree.
Lane II.	Lane I plus fifteen (15) approved Advanced Placement Credits or Appropriate degree, license, certification or technical experience in subject area or Bachelor's Degree.
Lane III.	Lane II plus fifteen (15) approved Advanced Placement Credits.
Lane IV.	Lane III plus fifteen (15) approved Advanced Placement Credits.**
Lane V.	Lane IV plus fifteen (15) approved Advanced Placement Credits.
Lane VI.	Lane V plus fifteen (15) approved Advanced Placement Credits.
Lane VII.	Lane VI plus fifteen (15) approved Advanced Placement Credits.
Lane VIII.	Lane VII plus fifteen (15) approved Advanced Placement Credits.

**Movement into Lane requires a Bachelor's degree.

Advanced Placement Criteria (Horizontal Movement)

Advanced placement will result in horizontal lane movement with corresponding salary increase. Advanced placement completed and submitted to the Office of Human Resources will be applied and processed for the current academic year if submitted prior to Spring Commencement. Advanced Placement completed and submitted to the Office of Human Resources after Spring Commencement will be applied and processed for the subsequent academic year appointment.

Individuals receiving advanced placement after one (1) year in a top cell move horizontally only regardless of additional years' experience obtained since reaching the top cells.

A faculty member in Lanes I through V and Steps 1 through 5 who makes a horizontal lane advancement will receive the lane advancement in addition to their earned step increase.

A faculty member outside of Lanes I through V and Steps 1 through 5 who makes a horizontal lane advancement and has received a step increase will move back one (1) step, but over one (1) lane. Any difference in salary must be adjusted and paid according to the terms above.

Any faculty member who are eligible for a lane advancement during AY2022-2023, AY2023-2024, or AY2024-2025 will move horizontally.

Individuals in the highest numbered step for more than one (1) year and who are eligible for a lane advancement will only move horizontally.

Qualifications for advanced placement are determined in Section 12.5 of this CBA.

Additional Advance Placement

Individuals in Lane VIII who complete an additional fifteen (15) Advanced Placement Credits shall be rewarded for such advancement with a bonus equal to \$4,000. Such bonus shall not be added to their base salary. The number of bonuses received for Advanced Placement shall be limited to one (1) every four (4) years.

Vertical Advancement

Step increases reflect monetary recognition for additional teaching and/or professional experience. Each step represents one (1) year additional teaching and/or professional experience and shall be awarded automatically each year to individuals completing one (1) year of service. Faculty members on approved sponsored leaves shall be awarded step increases for the years on such leave. Individuals on unpaid leaves of absence will not be eligible for step increases for the years on unpaid leave.

SALARY SCHEDULE INDEX MATRIX

	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>
1	1.00*	1.06	1.12	1.18	1.25	1.32	1.39	1.45
2	1.06	1.12	1.18	1.24	1.31	1.38	1.45	1.51
3	1.12	1.18	1.24	1.30	1.37	1.44	1.51	1.57
4	1.18	1.24	1.30	1.36	1.43	1.50	1.57	1.63
5	1.24	1.30	1.36	1.42	1.49	1.56	1.63	1.69
6	1.30	1.36	1.42	1.48	1.55	1.62	1.69	1.75
7	1.36	1.42	1.48	1.54	1.61	1.68	1.75	1.81
8	1.42	1.48	1.54	1.60	1.67	1.74	1.81	1.87
9	1.46	1.52	1.60	1.66	1.73	1.80	1.87	1.93
10	1.50	1.56	1.64	1.72	1.79	1.86	1.93	1.99
11	1.54	1.60	1.68	1.76	1.85	1.92	1.99	2.05
12	1.58	1.64	1.72	1.80	1.91	1.98	2.05	2.11
13	1.62	1.68	1.76	1.84	1.95	2.04	2.11	2.17
14	1.66	1.72	1.80	1.88	1.99	2.10	2.17	2.23
15	1.69	1.76	1.84	1.92	2.03	2.16	2.23	2.29
16		1.79	1.88	1.96	2.07	2.22	2.29	2.35
17			1.91	2.00	2.11	2.26	2.35	2.41
18				2.03	2.15	2.30	2.41	2.47
19					2.19	2.34	2.45	2.53
20					2.22	2.38	2.49	2.59
21						2.42	2.53	2.63
22						2.45	2.57	2.67
23							2.61	2.70
24							2.64	2.73
25								2.76

*Base Salary

SALARY SCHEDULE MATRIX

AY2023-2024

	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	<u>VIII</u>
\$49,075.60	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
1	\$49,075.60	\$52,020.14	\$54,964.67	\$57,909.21	\$61,344.50	\$64,779.79	\$68,215.08	\$71,159.62
2	\$52,020.14	\$54,964.67	\$57,909.21	\$60,853.74	\$64,289.04	\$67,724.33	\$71,159.62	\$74,104.16
3	\$54,964.67	\$57,909.21	\$60,853.74	\$63,798.28	\$67,233.57	\$70,668.86	\$74,104.16	\$77,048.69
4	\$57,909.21	\$60,853.74	\$63,798.28	\$66,742.82	\$70,178.11	\$73,613.40	\$77,048.69	\$79,993.23
5	\$60,853.74	\$63,798.28	\$66,742.82	\$69,687.35	\$73,122.64	\$76,557.94	\$79,993.23	\$82,937.76
6	\$63,798.28	\$66,742.82	\$69,687.35	\$72,631.89	\$76,067.18	\$79,502.47	\$82,937.76	\$85,882.30
7	\$66,742.82	\$69,687.35	\$72,631.89	\$75,576.42	\$79,011.72	\$82,447.01	\$85,882.30	\$88,826.84
8	\$69,687.35	\$72,631.89	\$75,576.42	\$78,520.96	\$81,956.25	\$85,391.54	\$88,826.84	\$91,771.37
9	\$71,650.38	\$74,594.91	\$78,520.96	\$81,465.50	\$84,900.79	\$88,336.08	\$91,771.37	\$94,715.91
10	\$73,613.40	\$76,557.94	\$80,483.98	\$84,410.03	\$87,845.32	\$91,280.62	\$94,715.91	\$97,660.44
11	\$75,576.42	\$78,520.96	\$82,447.01	\$86,373.06	\$90,789.86	\$94,225.15	\$97,660.44	\$100,604.98
12	\$77,539.45	\$80,483.98	\$84,410.03	\$88,336.08	\$93,734.40	\$97,169.69	\$100,604.98	\$103,549.52
13	\$79,502.47	\$82,447.01	\$86,373.06	\$90,299.10	\$95,697.42	\$100,114.22	\$103,549.52	\$106,494.05
14	\$81,465.50	\$84,410.03	\$88,336.08	\$92,262.13	\$97,660.44	\$103,058.76	\$106,494.05	\$109,438.59
15	\$82,937.76	\$86,373.06	\$90,299.10	\$94,225.15	\$99,623.47	\$106,003.30	\$109,438.59	\$112,383.12
16		\$87,845.32	\$92,262.13	\$96,188.18	\$101,586.49	\$108,947.83	\$112,383.12	\$115,327.66
17			\$93,734.40	\$98,151.20	\$103,549.52	\$110,910.86	\$115,327.66	\$118,272.20
18				\$99,623.47	\$105,512.54	\$112,873.88	\$118,272.20	\$121,216.73
19					\$107,475.56	\$114,836.90	\$120,235.22	\$124,161.27
20					\$108,947.83	\$116,799.93	\$122,198.24	\$127,105.80
21						\$118,762.95	\$124,161.27	\$129,068.83
22						\$120,235.22	\$126,124.29	\$131,031.85
23							\$128,087.32	\$132,504.12
24							\$129,559.58	\$133,976.39
25								\$135,448.66

AY2024-2025

	I	II	III	IV	V	VI	VII	VIII
\$50,596.94	1	2	3	4	5	6	7	8
1	\$50,596.94	\$53,632.76	\$56,668.58	\$59,704.39	\$63,246.18	\$66,787.97	\$70,329.75	\$73,365.57
2	\$53,632.76	\$56,668.58	\$59,704.39	\$62,740.21	\$66,282.00	\$69,823.78	\$73,365.57	\$76,401.38
3	\$56,668.58	\$59,704.39	\$62,740.21	\$65,776.03	\$69,317.81	\$72,859.60	\$76,401.38	\$79,437.20
4	\$59,704.39	\$62,740.21	\$65,776.03	\$68,811.84	\$72,353.63	\$75,895.42	\$79,437.20	\$82,473.02
5	\$62,740.21	\$65,776.03	\$68,811.84	\$71,847.66	\$75,389.45	\$78,931.23	\$82,473.02	\$85,508.83
6	\$65,776.03	\$68,811.84	\$71,847.66	\$74,883.48	\$78,425.26	\$81,967.05	\$85,508.83	\$88,544.65
7	\$68,811.84	\$71,847.66	\$74,883.48	\$77,919.29	\$81,461.08	\$85,002.87	\$88,544.65	\$91,580.47
8	\$71,847.66	\$74,883.48	\$77,919.29	\$80,955.11	\$84,496.90	\$88,038.68	\$91,580.47	\$94,616.28
9	\$73,871.54	\$76,907.35	\$80,955.11	\$83,990.93	\$87,532.71	\$91,074.50	\$94,616.28	\$97,652.10
10	\$75,895.42	\$78,931.23	\$82,978.99	\$87,026.74	\$90,568.53	\$94,110.32	\$97,652.10	\$100,687.92
11	\$77,919.29	\$80,955.11	\$85,002.87	\$89,050.62	\$93,604.35	\$97,146.13	\$100,687.92	\$103,723.73
12	\$79,943.17	\$82,978.99	\$87,026.74	\$91,074.50	\$96,640.16	\$100,181.95	\$103,723.73	\$106,759.55
13	\$81,967.05	\$85,002.87	\$89,050.62	\$93,098.38	\$98,664.04	\$103,217.76	\$106,759.55	\$109,795.37
14	\$83,990.93	\$87,026.74	\$91,074.50	\$95,122.25	\$100,687.92	\$106,253.58	\$109,795.37	\$112,831.18
15	\$85,508.83	\$89,050.62	\$93,098.38	\$97,146.13	\$102,711.80	\$109,289.40	\$112,831.18	\$115,867.00
16		\$90,568.53	\$95,122.25	\$99,170.01	\$104,735.67	\$112,325.21	\$115,867.00	\$118,902.82
17			\$96,640.16	\$101,193.89	\$106,759.55	\$114,349.09	\$118,902.82	\$121,938.63
18				\$102,711.80	\$108,783.43	\$116,372.97	\$121,938.63	\$124,974.45
19					\$110,807.31	\$118,396.85	\$123,962.51	\$128,010.27
20					\$112,325.21	\$120,420.73	\$125,986.39	\$131,046.08
21						\$122,444.60	\$128,010.27	\$133,069.96
22						\$123,962.51	\$130,034.15	\$135,093.84
23							\$132,058.02	\$136,611.75
24							\$133,575.93	\$138,129.66
25								\$139,647.56

AY2025-2026

	I	II	III	IV	V	VI	VII	VIII
\$52,165.45	1	2	3	4	5	6	7	8
1	\$52,165.45	\$55,295.38	\$58,425.30	\$61,555.23	\$65,206.81	\$68,858.39	\$72,509.97	\$75,639.90
2	\$55,295.38	\$58,425.30	\$61,555.23	\$64,685.16	\$68,336.74	\$71,988.32	\$75,639.90	\$78,769.83
3	\$58,425.30	\$61,555.23	\$64,685.16	\$67,815.08	\$71,466.66	\$75,118.25	\$78,769.83	\$81,899.75
4	\$61,555.23	\$64,685.16	\$67,815.08	\$70,945.01	\$74,596.59	\$78,248.17	\$81,899.75	\$85,029.68
5	\$64,685.16	\$67,815.08	\$70,945.01	\$74,074.94	\$77,726.52	\$81,378.10	\$85,029.68	\$88,159.61
6	\$67,815.08	\$70,945.01	\$74,074.94	\$77,204.86	\$80,856.45	\$84,508.03	\$88,159.61	\$91,289.54
7	\$70,945.01	\$74,074.94	\$77,204.86	\$80,334.79	\$83,986.37	\$87,637.95	\$91,289.54	\$94,419.46
8	\$74,074.94	\$77,204.86	\$80,334.79	\$83,464.72	\$87,116.30	\$90,767.88	\$94,419.46	\$97,549.39
9	\$76,161.56	\$79,291.48	\$83,464.72	\$86,594.65	\$90,246.23	\$93,897.81	\$97,549.39	\$100,679.32
10	\$78,248.17	\$81,378.10	\$85,551.34	\$89,724.57	\$93,376.15	\$97,027.73	\$100,679.32	\$103,809.24
11	\$80,334.79	\$83,464.72	\$87,637.95	\$91,811.19	\$96,506.08	\$100,157.66	\$103,809.24	\$106,939.17
12	\$82,421.41	\$85,551.34	\$89,724.57	\$93,897.81	\$99,636.01	\$103,287.59	\$106,939.17	\$110,069.10
13	\$84,508.03	\$87,637.95	\$91,811.19	\$95,984.43	\$101,722.63	\$106,417.52	\$110,069.10	\$113,199.02
14	\$86,594.65	\$89,724.57	\$93,897.81	\$98,071.04	\$103,809.24	\$109,547.44	\$113,199.02	\$116,328.95
15	\$88,159.61	\$91,811.19	\$95,984.43	\$100,157.66	\$105,895.86	\$112,677.37	\$116,328.95	\$119,458.88
16		\$93,376.15	\$98,071.04	\$102,244.28	\$107,982.48	\$115,807.30	\$119,458.88	\$122,588.80
17			\$99,636.01	\$104,330.90	\$110,069.10	\$117,893.91	\$122,588.80	\$125,718.73
18				\$105,895.86	\$112,155.72	\$119,980.53	\$125,718.73	\$128,848.66
19					\$114,242.33	\$122,067.15	\$127,805.35	\$131,978.59
20					\$115,807.30	\$124,153.77	\$129,891.97	\$135,108.51
21						\$126,240.39	\$131,978.59	\$137,195.13
22						\$127,805.35	\$134,065.20	\$139,281.75
23							\$136,151.82	\$140,846.71
24							\$137,716.78	\$142,411.68
25								\$143,976.64

APPENDIX B

EVALUATION PROCESS FOR NON-TENURED FACULTY

Introduction

Tenure is earned at the College via a transparent and formative process and in accord with the Illinois Community College Act. During this time, the non-tenured faculty member is provided guidance and constructive feedback to foster progress toward meeting tenure expectations. Successful candidates demonstrate increasing proficiencies in the seven (7) characteristics of an ideal non-tenured faculty member.

An ideal non-tenured faculty member demonstrates and/or exhibits and models:

1. Content expertise and currency within their field.
2. An increasingly diverse and effective pedagogical skill set that reflects our philosophy as established in the Faculty Handbook.
3. A willingness and ability to effectively share their expertise with students, colleagues and the broader college community.
4. Continued professional growth, scholarly engagement and/or creative development.
5. A willingness and ability to embrace technology within the college environment.
6. A commitment to college service and community engagement.
7. Professional behavior and teamwork, while respecting the diversity of values, opinions and backgrounds both inside and outside the classroom environment, including compliance with College policy and procedures.

I. Initial Appointment Period

A. Hiring of Qualified Faculty

1. Every effort will be made by the Office of Academic Affairs to recommend for appointment to full-time faculty positions only candidates who meet or exceed established standards for the particular positions, as delineated in the publication "Minimum Qualifications for Full-Time Faculty Positions at McHenry County College".
2. In those exceptional circumstances where a qualified candidate is not available, the successful appointee's initial employment contract will list specific deficiencies, which will need to be corrected by a specified date that can be no later than November 30 of the Fall semester of the final probationary year. Successful completion of these deficiencies will enable the faculty member to become eligible for tenure consideration.

II. Tenure Committee

A. The Tenure Committee is advisory to the immediate supervisor.

B. The committee consists of the immediate supervisor and three (3) tenured faculty members, one (1) of which is the department chair. Member selection abides by the following procedure:

1. The department chair recommends the additional committee members to the immediate supervisor
2. In the event that a chair is not a full-time tenured faculty member, then the

immediate supervisor selects appropriate faculty members in consultation with Association President or designee.

3. After the committee has been approved by the immediate supervisor, they will notify the CAO of the committee membership.

- C. A request to have a committee member removed will be addressed by the CAO. The responsibility for replacing a committee member falls to the person making the initial selection.
- D. Tenure Committees must be formed within 2 weeks of the official start date of the non-tenured faculty member. It is preferable that the committee be formed prior to the start of the first semester for the non-tenured faculty member.
- E. In the event there is not a content expert at the College, the committee may call upon expert consultants as it deems necessary. The expert consultant is not part of the committee, but merely provides committee members with information from an expert consultant's perspective.
- F. Each semester during the probationary period, with the exception of the final semester where the Board has approved the tenure recommendation, tenure committee members observe the non-tenured faculty member in various capacities and complete standard evaluation forms (see Faculty Handbook) regarding these observations. The immediate supervisor is responsible for assigning specific data gathering responsibilities to individual committee members, including themselves. Committee members send their completed data to the immediate supervisor, who compiles it and makes it available to all committee members in a confidential manner.

III. Action Plan

- A. The non-tenured faculty member completes a standard annual faculty action plan (see Faculty Handbook). Action plan content should be linked to the seven (7) characteristics of an ideal non-tenured faculty member.
- B. The immediate supervisor reviews the action plan and consults with the non-tenured faculty member about its content, and the strategies required to complete the planned actions.
- C. The immediate supervisor makes the action plan available to committee members.

IV. Observations and Formative Development

- A. The immediate supervisor conducts a minimum of two (2) pre-arranged observations each semester of the probationary period to document and evaluate performance using the seven (7) characteristics of an ideal non-tenured faculty member. Following these observations, the immediate supervisor:
 - 1. Provides written, summary comments to the non-tenured faculty member and committee members. These comments identify observed strengths and weaknesses, and offer specific instructions designed to aid the non-tenured faculty member in building upon the identified strengths and overcoming the identified weaknesses.
 - 2. Consults with the non-tenured faculty member about the observations.

V. Annual Conference

- A. An annual evaluation conference will be held in November or prior to finals week, as established by the immediate supervisor.
- B. At the annual conference the non-tenured faculty member provides a brief self-assessment and presentation (see Faculty Handbook) of their progress towards meeting the seven (7) characteristics of an ideal non-tenured faculty member to the immediate supervisor.
- C. No later than the fall semester finals week each year during the probationary period, the

committee meets to discuss all of the data collected related to the non-tenured faculty member. In its advisory capacity, the committee recommends, based on the data, continued employment or non-contract renewal for the following academic year. The immediate supervisor will then consider this recommendation, as well as any further information gathered, to make a recommendation to the CAO.

1. If a majority of the committee disagrees with the immediate supervisor's recommendation, then that majority may appeal to the CAO with brief, written comments within ten (10) business days from the date the committee was notified of the immediate supervisor's recommendation.
- D. The CAO will render a decision to recommend to the Board continued employment, tenure, a fourth probationary year, or non-contract renewal after considering the immediate supervisor's recommendation and any appeal.
 - E. Where the non-tenured faculty member is to be reemployed, the committee will identify strengths and weaknesses, set initial goals and expectations for the next academic year, and recommend tools and/or actions that may assist the faculty member in their formative development. The immediate supervisor will then meet with the faculty member to review and approve the goals and expectations for the next academic year and/or the following semester, and discuss a plan to meet those goals that may include the tools and formative actions the committee recommended.

APPENDIX C

Department Chair Load Calculator

Department Name:

Term:

Master Department Chair Load Calculator		2018/2019	
Normal Duties	Number	Rate	Total
Teaching chair duties may include:			
Baccalaureate	0	1	0
Basic duties that most chairs perform include: Coordinating the preparation of course offerings and assignments; leading department meetings, acting as liaison between faculty and administration; assisting with all aspects of budgeting including preparation, oversight, and facility, personnel, and software requests; act as liaison/facilitator for all curricular issues including textbooks, curriculum revisions, assessment, and coordination of articulation (as needed); assisting part time faculty through recruitment, mentoring, reviewing course content and material, and conducting peer observations; and, coordinating and compiling reports; building community, high school, and business relationships; coordinating marketing with OMPR.			
CTE	0	1.5	0
In addition to the basic duties listed above, CTE chairs also typically perform the following duties: coordinate alignment of curriculum with local business through developing partnerships and coordinating program advisory committees; completing additional curricular requirements for certificates and associate of applied science degrees; completing required state and federal reports (program review or IDPH report, for example); advocating for unique program and students' needs; coordinate program level assessment; and advise students' on curriculum decisions to best fit educational goals where applicable.			
TOTAL			0

Special Duties			
	Enter # of		
# of Offsite Locations to Include Internship Sites, Satellites Typically involves visiting site to coordinate partnership, work with businesses and/or internship supervisor, and ensuring content and delivery meet expectations.	0	0.1	0
# of Student Workers and Lab Techs Involves coordinating schedules and sharing information with supervisors	0	0.2	0
	Enter 1 or 0		
If Chair is not Dual Credit Liaison Typically involves coordinating with the DC Liaison and assisting DC instructors	0	0.1	0
External Accreditation Coordination of accreditation efforts including reports, necessary revisions, and communication of standards within the College	0	0.3	0
Specialty Lab Rooms To Manage Used for specialized labs/studios where chair needs to oversee equipment, maintenance, scheduling, and coordination with other college areas	0	0.3	0
Computer Lab Usage with Specialized Software Ongoing coordination with IT of special builds needed for specific curriculum	0	0.2	0
Budget / Ordering			
Complex Budgeting / Ordering Usually involves frequent or complex ordering, bidding, or accepting goods.	0	1.5	0
Other (Special Projects) To be used for unique duties specific to a department that requires significant time to oversee. Rate and expectations should be included while completing this form.			
	0	0	0
TOTAL			0

Department Size	Number	Rate	Total
# of Full-Time Faculty	0	0.1	0
# of Adjuncts			
Number of non-level adjuncts	0	0.4	0
Number of level 1 adjuncts	0	0.3	0
Number of level 2 adjuncts	0	0.2	0
Number of level 3 adjuncts	0	0.1	0
Total Adjunct Instructors	0		
# Sections Managed			
1-40	0	0	0
41-80	0	0.1	0
81-120	0	0.3	0
121+	0	0.5	0
# Students			
Under 500	0	0	0
501-1000	0	0.1	0
1001-2000	0	0.3	0
2001+	0	0.5	0
Total Credit Hours			
Under 2500	0	0	0
2500-5000	0	0.2	0
5001-10000	0	0.4	0
10001+	0	0.6	0
# of AAS			
1	0	0	0
2	0	0.3	0
3+	0	0.5	0
# Transfer Disciplines			
1	0	0	0
2	0	0.2	0
3+	0	0.3	0
TOTAL			0

Normal Duties			0
Special Duties			0
Department Size			0
SEMESTER TOTAL			0
YEAR TOTAL			0

Minimum load is 20% or 6 contact hours per year. Maximum load is 50% or 15 contact hours per year.

APPENDIX D

DISCIPLINE PROCESS FOR TENURED FACULTY

PROGRESSIVE DISCIPLINE PROCESS FOR TENURED FACULTY

Introduction

It is the intent of McHenry County College to foster optimum performance and otherwise assist faculty in the accomplishment of their professional responsibilities. Similarly, as a member of a profession that subscribes to a Code of Ethics, as defined by the American Association of University Professors (AAUP), faculty members are assumed to be committed to achieving the highest levels of teaching performance and actively participating in the advancement of the College community.

The College has established progressive disciplinary guidelines to provide a structured corrective action process to address undesirable behavior or unsatisfactory performance. Progressive discipline shall be consistently applied, while maintaining constructive relationships and establishing a timely pathway to satisfactory behavior or performance.

Faculty members have the right to Association representation, upon request, at any disciplinary meeting.

Extenuating circumstances, beyond the direct control of faculty members, may occur within any step of the progressive disciplinary process. Fair consideration will be given to extending the prescribed time periods in such circumstances.

Respecting the privacy rights of all individuals, the College shall seek to preserve confidentiality regarding identified faculty problems and resulting disciplinary actions.

The preferred outcome of the progressive disciplinary process is permanent positive change in the behavior/performance brought to the involved faculty member's attention. Several steps of increasing severity will be utilized.

These steps are:

Step 1: Formal Oral Warning:

- A. Issued in conference with the faculty member by their immediate supervisor. A Human Resources representative may be in attendance. The oral warning is used to:
 1. Formally present/define the problem at hand;
 2. Convey the expectation that the faculty member will take the step(s) necessary to rectify the problem within a prescribed time period; and
 3. Create a remediation plan describing the methods for assessing compliance. The information presented in conference will be summarized in written memorandum form within two (2) business days of the conference, with copies provided to the faculty member and placed in their personnel file.

- B. At or about the completion of the time period provided for in the oral warning, a conference will be held with the faculty member to ascertain whether all expectations set forth in the warning have been met. If the identified problem is resolved as expected, the problem and outcome will be documented in writing, placed in the faculty member's personnel file for a period of three (3) years*, with the progressive disciplinary process completed. If the remediation plan is not completed to agreed upon standards, the unresolved problem will be advanced to Step 2: Written Reprimand.

* Assumes peer guidance assistance was accepted and no reoccurrence during the three (3) year period.

Step 2: Written Reprimand:

- A. If the problem remains unresolved, a written reprimand will be presented to the involved faculty member in conference with the immediate supervisor and/or CAO. In it will be specified:
1. The nature of the problem
 2. A summary of prior efforts made on behalf of the College to resolve it
 3. A listing of the directed change(s) to be made
 4. The time period prescribed for that purpose
 5. A summary of methods for assessing compliance

The written reprimand will become a part of the faculty member's personnel file for a period of seven (7) years**. Depending upon the nature of the problem, the written reprimand may also be accompanied by a suspension, in accordance with the provisions for such as specified within the Agreement.

- B. At or about the completion of the time period provided for in the written reprimand, a conference will be held with the faculty member to ascertain whether all directed changes set forth in the reprimand have been met. If the identified problem is resolved as directed, the outcome will be documented in writing, attached to the written reprimand and placed in the faculty member's personnel file for a period of seven (7) years**, with the progressive disciplinary process completed.

If the remediation plan is not completed to agreed upon standards, the unresolved problem will be advanced to Step 3: Notice to Remedy.

**Assumes peer guidance assistance was accepted and no reoccurrence during the seven (7) year period.

Step 3: Notice to Remedy:

- A. If the problem remains unresolved, a written Notice to Remedy will be drawn-up by the President, presented to the Board of Trustees for action, and, if

approved, will be formally issued to the involved faculty member. Depending upon the nature of the problem, the Notice to Remedy may also be accompanied by a suspension, in accordance with the provisions for such as specified within the Agreement. The Notice to Remedy will include:

1. detailed history of the continuing problem
2. chronicle of informal and formal administrative efforts to resolve the problem
3. detailed specification of what is to be remedied, including the timeframe for doing so
4. methods for assessing compliance
5. clear explanation of the consequences for noncompliance

The Notice to Remedy will be issued upon Board resolution served both in-person and by certified mail and will become a permanent part of the faculty member's personnel file.

- B. At or about the completion of the time period provided for in the Notice to Remedy, a conference will be held with the faculty member to ascertain whether all requirements set forth in the notice have been met. The outcome will be documented in writing and become a permanent part of the faculty member's personnel file. If the documentation shows that the problem has been resolved, as specified in the Notice to Remedy, the progressive disciplinary process will stop.

ILLEGAL AND EXTRAORDINARY MISCONDUCT PROCESS FOR TENURED FACULTY

Providing just cause, illegal and extraordinary misconduct that happens in the capacity as a faculty member will lead to immediate suspension pending the outcome of an investigation. Based on the results of the investigation, the faculty member may be exonerated, placed in the progressive discipline process for tenured faculty described in

Progressive Discipline Process for Tenured Faculty, or recommended for an immediate dismissal to the Board of Trustees. Illegal and extraordinary misconduct include, but are not limited to the following:

1. Intentional falsification of credentials and/or College records
2. Violation of Drug and Alcohol Policies
3. Physical assault
4. Sexual misconduct, per Board policy
5. Conviction of a felony or misdemeanor for a criminal violation that would impact upon the faculty member's ability to perform their job.

APPENDIX E

ILLINOIS COMMUNITY COLLEGE TENURE ACT

This statute is reproduced herein as a convenience to faculty. It is agreed by the Board and the Association that it is not included as part of the collective bargaining agreement between the parties.

805/3B-2 Tenure

§ 3B-2. Tenure. Any faculty member who has been employed in any district for a period of 3 consecutive school years shall enter upon tenure unless dismissed as hereinafter provided. However, a board may at its option extend such period for one additional school year by giving the faculty member notice not later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure. The specific reasons for the one-year extension shall be confidential but shall be issued to the teacher upon request. The foregoing provision for a three-year period and optional one-year extension shall not be construed to interfere with or abrogate local board rules or contracts which now or hereafter may provide for a lesser period of service before entering upon tenure. A tenured faculty member shall have a vested contract right in continued employment as a faculty member subject to termination only upon occurrence of one or more of the following:

- a. Just cause for dismissal; or
- b. A reduction in the number of faculty members employed by the board or a discontinuance of some particular type of teaching service or program.

Laws 1965, p. 1529, § 3B-2, added by P.A. 81-1100, § 1, eff. Jan. 1, 1980.

Formerly Ill.Rev.Stat.1991, ch. 122, ¶ 103B-2.

**Acknowledged to be Complete in Language
and
Appropriately Appended**

For the Board of Trustees
of McHenry County College
District No. 528:

For the McHenry County College
Faculty Association:

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

New Employees

Information

The following list identifies new employees or those who have transferred to another position at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	4/24/2023	Lisa Stricker	Pension Administration Specialist	N
STA	5/8/2023	Brent Marnati	Senior Network Information Security Analyst	T
STA	5/11/223	Aime Loya-Jensen	Office Assistant II - ECACE	N
ADJ	5/14/2023	Antonio Iacopino	Instructor, Spanish	R
ADJ	5/14/2023	Shannon Havenhill	Instructor, Nursing Assistant	R
STA	5/15/2023	Danielle Miller	Development Specialist	R
STA	5/22/2023	Kelly Gschwend	Coordinator of Marketing Traffic	R
CON	5/24/2023	Jessica Ochoa	EMS Trainer	R

Through May 20, 2023

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

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
STA	4/27/2023	Evelyn Lozano	Academic Advisor
ADJ	5/13/2023	Laura Bantz	Instructor, CTE
ADJ	5/13/2023	Will Moctezuma	Instructor, Welding
ADJ	5/13/2023	Sarah Jagman	Instructor, SSPS
FAC	5/13/2023	Sandy Domagalski	Instructor, Business Management
CON	5/13/2023	William Weirich	EMS Trainer

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
FAC	5/13/2023	Amy Ortiz	Instructor, Art History & Appreciation
ADJ	5/13/2023	Deb Kilberry	Instructor, Academic Affairs
STA	6/1/2023	Sandy Stegeman	Business Services Specialist

Through May 18, 2023

Friends of MCC Foundation Update

Fall 2023 Scholarship Update

Scholarship applications for the Fall 2023 semester have closed. A total of 485 applications were submitted, which is the highest number of scholarship applications ever received by the Foundation in one semester. All scholarship applications will be reviewed and scored with scholarships awarded by June 16.

Donation from the estate of Edward “Ed” Kattner

The Foundation received a \$35,000 donation from the estate of Edward “Ed” Kattner for the Fire Science Program. Ed passed away on December 22 in Woodstock. His life passions were farming and the fire department. He retired as the Fire Chief of the Spring Grove Volunteer Fire Department and worked his entire life on the Kattner family farm. He started as a volunteer fire fighter with Spring Grove in 1968 and served as Chief from 1977-1993. This gift will be used to fund fire fighter scholarships. The Foundation and Fire Science Department are appreciative of this generous donation.



Foundation Welcomes Danielle Miller

Danielle Miller joined the Foundation on May 15 as its Development Specialist. Danielle brings over 25 years of experience working for a non-profit as its office manager with financial and administrative responsibilities very similar to our Foundation Development Specialist position. She is from McHenry and is also an MCC alumna.

Education to Empowerment Spring Dinner

Education to Empowerment (E2E) welcomed members and current scholarship recipients for dinner on Wednesday, May 3 hosted at MCC. Members and Recipients enjoyed hearing an E2E update from Chair, Tina Hueppe, and updates from all E2E recipients on their plans after MCC. The event was filled with connections and conversations with 45 E2E members and 9 scholarship recipients in attendance.



Pictured at right: 2022 E2E Scholarship recipients at the spring dinner.

Friends of MCC Foundation Golf Invitational

The Friends of MCC Foundation Golf Invitational will be held on Monday, June 12 at Boulder Ridge Country Club. The day includes 18 holes of golf with cart, contests, drinks, and meals. All proceeds support the Foundation and student success. This event is sold out with over 130 golfers attending. Some sponsorships and reception tickets are still available and can be purchased at www.mchenry.edu/golf.

Current event sponsors include:

Foglia Family Foundation, TC Industries, Robbins Schwartz, Demonica Kemper Architects, Old National Bank, Home State Bank, Coilcraft, AptarGroup, LeCoque Family Foundation, Crystal Lake Bank & Trust, HR Green, MLCV Investments, Associated Electrical Contractors, Fifth Third Bank, Pepper Construction, 365 Equipment & Supply, The Harvard State Bank, Snap-on, Scot Forge, and Miller Verchota, Inc., Express Employment Professionals, Gordon Flesch Company, Sikich, Pavement Solutions, Kunes Woodstock, Rosati's of Woodstock, and Edge Fitness.

MCC Community Block Party

The first ever MCC Community Block Party will take place on Sunday, July 30, 2023, from noon to 5 p.m. at Sew Hop'd Brewery in Huntley. Save the date for this new community event which will raise awareness and funds for MCC's Student Success Fund and related resources. The event is free and will feature live music starting at noon by David's House, Shukin & the Ramblers, and Renegade Wildflower. Food trucks will be provided by Del Toro Tacos, Big E BBQ, and Kona Ice. Family activities will be available throughout the day, and a market stand will be available from MCC's Center for Agrarian Learning. There will also be several opportunities to give. Additional information will be released soon. The Chuck and Helen Ruth Family have generously agreed to be the Presenting Sponsor of this new and exciting event.

E2E EmpowHer Luncheon – Save the Date

The EmpowHER Luncheon will take place on Thursday, September 28. More details to come.

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 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.	\$50,254	Dawn Katz, Dean of Social Sciences and Public Services

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
ICCB Trades School Program	This project will provide access to and strengthen pathways to careers in the trades for in-school youth aged 16-18, with a focus on career exploration, seamless pathways to credential attainment, and work-based learning opportunities. MCC's proposal is focused on the Architecture/Construction sector.	\$98,774	Pending	May
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.	\$85,000	Pending	June
ICCB Adult Education and Literacy Grant (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.	\$699,628	Pending	July
ICCB Integrated English Language 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.	\$19,000	Pending	July

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
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.	\$337,549	Pending	July
Motorola Solutions Foundation	MCC was invited to submit a full application for a third year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$35,000	Pending	August
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.	\$10,000	Pending	September
Ellucian Progress, Accomplishment, Thriving, Hope (PATH) Scholarship	This grant provides funds to award scholarships of \$1,500 to students at public two-year institutions with demonstrated financial need. Students may use the funds for academic or living expenses that contribute to their ability to complete a degree.	\$25,000	Pending	September
William Blair Foundation	MCC requested funding to purchase instructional equipment for the Art and Speech Departments to enhance student engagement and improve programming.	\$24,920	Pending	October

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
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, 2023

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Pipeline for the Advancement of Healthcare (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.	\$551,000	Planned	June 1, 2023
IBHE Illinois Cooperative Work Study Grant	The Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with the opportunity for career-based work experience.	\$50,000	Planned	June 9, 2023

APPLICATIONS DENIED

Funding Source	Brief Description	Amount Requested	Follow Up
Forging Industry Educational and Research Foundation (FIERF)	MCC applied for support to develop a curriculum to educate the future and incumbent manufacturing workforce. The curriculum development process incorporates feedback from industry associations, employers, faculty, and students to ensure knowledge and skill development leading to gainful employment.	\$10,000	Although this grant was denied, MCC will use other resources to move forward with curriculum updates.
TMA Education Foundation	The TMA Education Foundation supports manufacturing education and the development of the future workforce. MCC requested funding for training equipment for the Foglia Center for Advanced Technology and Innovation (CATI).	\$232,285	MCC continues to seek other sources of funding for CATI equipment.

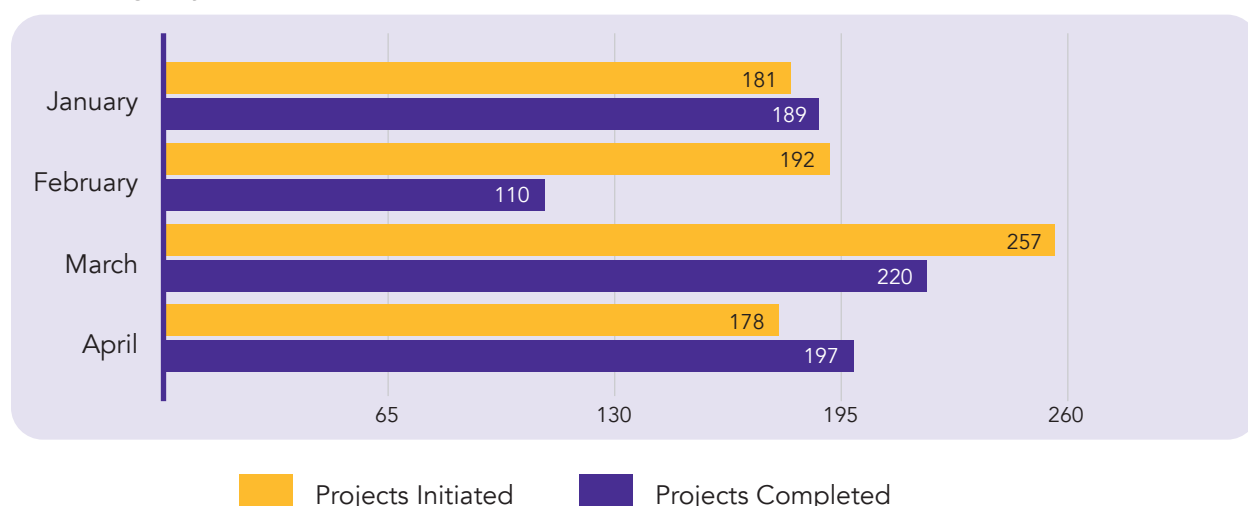
Office of Marketing and Public Relations Update

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

Services that OMPR provides to the College:

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

Marketing Project Stats



Current High-level College Marketing Initiatives:

- MCC University Center and partnering universities promotion
- Aurora University enrollment promotion
- New Student Orientation and Orientation Student Leader promo and support
- Summer and Fall 2023 registration promotion
- Experts and Insights Faculty Speaker Series promotion
- Foundation golf event support

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from April 24, 2023–May 17, 2023.

- Fall Registration Now Open at MCC
- McHenry County College Choir, Student Recital to Close This Year’s Concert Series
- MCC Welcomes Area High Schools for Fox Valley Conference Art Show
- MCC Speech and Debate Team Wins Gold at Nationals

- McHenry County College Art Gallery to Feature Student Art Exhibit May 1 – June 8
- McHenry County College Hosts 12th Annual Marketing Challenge for Area High School Students
- McHenry County College to Host Entrepreneurship Pitch Night for High School Students
- Southern Illinois University Carbondale to Offer Coursework through University Center at McHenry County College
- MCC Tartan Student Writers Win Awards at Statewide Conference
- Find Your Way Out of an Echo Chamber at MCC's Next "Experts and Insights" Speaker Series
- McHenry County College Hosts 3rd Annual Healthcare Industry Forum
- McHenry County College Recognizes Spring 2023 Graduates in Commencement Ceremony

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

Center for Agrarian Learning (CAL)

CAL Partnerships/Community Work

Raices Latinas: Agriculture in McHenry County – next event June 8 (farm tour)

Our next public event will be held Thursday evening June 8 in Harvard on a vegetable farm owned by Jorge Guerrec. www.raiceslatinasmc.org.

This effort is funded by the Community Foundation of McHenry County's Transformational Grant.

McHenry County Farm Bureau – Pollinator Strips

Last month's Board report contained many details about this effort on the MCC property and about our partners at the Farm Bureau. Update: We used our tractor and implements *for the first time* to bust into this fallow ground in our "radio field", discing after the control burn to create four pollinator strips. Planting will take place before the end of May.



CAL Programs

CAL director Sheri Doyel is now in the process of planning fall workshops and events, as well as fundraising to support the program. Our summer events currently on the calendar include:

- **American Farmland Trust** – CAL is hosting a farmer gathering in July 2023
- **Tuesday Twilight Tour: the MCC Student Farm** – August 22, 2023 (this will possibly be done in a series of three through October)
- **Soil Health Seminar and Field Day** – Early September 2023

Fall programs to come.

MCC Student Farm Update

We have two Advanced Agriculture Interns this summer on the farm. This is a paid internship in which they also earn credit for the capstone class. Already underway, this is the first season managing all of the diverse fruit crops planted last fall, lead by Kim Sowinski, Farm Manager. This is an all hands on deck situation in terms of the labor. A very exciting expansion!

Sustainability Center Update

Current Initiatives and Community Connections

In April, MCC had several events on its Crystal Lake main campus and at the Shah Center to celebrate Earth Month 2023. Thanks to all our MCC partners: Physical Facilities; Human Resources; Horticulture Department; and Student Services.

- Director Hankins provided workshops for MCC staff on April 5 at main campus and April 6 at Shah Center focused on the ABC's of Recycling. A second series was provided on April 25 at main campus and May 2 at Shah Center on Waste Reduction: Easy Ways to Reduce Your Footprint.
- On April 17-18, the Sustainability Center partnered with Student Services and the Fitness Center for the Hydration Station events. Student Services provided reusable water bottles to students, and the Sustainability Center provided them to staff and faculty.
- Thanks to Rich Tobiaz from Horticulture Department for writing an article on Garden Pests and Companion plants as part of the Earth article month series in the MCC Employee Newsletter.
- McHenry County celebrated Earth Day on April 22, 2023 at the McHenry County Conservation District Prairieview Education Center. Both the Sustainability Center and the Center for Agrarian Learning had displays with giveaways, activities, and information.
- Sustainability Center tabled at the Ridgefield Crystal Lake Presbyterian Church Green Living Fair on April 23, 2023. Twenty local organizations shared information and activities with the community.
- Director Hankins was the guest speaker for the Unity Spiritual Center of Woodstock service on April 23, 2023. Interactive questions and discussion followed the presentation on recycling and waste reduction.
- Director Hankins was invited to present on plastics to Chemistry 115 on April 25, 2023.

At the Academic Council Big Tuesday meeting on April 11, 2023, Director Hankins continued the information sharing on three pillars of sustainability (economy, environment, and equity) and how they fit within existing curriculum. Examples of existing assignments and activities from a variety of disciplines were shared by faculty from Business, Automotive, and Earth Science. This information will continue to be shared and documented for interested students. Sustainability committee member and Earth Science Department chair Kate Kramer lead an additional discussion on this topic for the Faculty to Faculty session on April 18, 2023. Chair Kramer provided resources for the faculty to develop sustainability related units and projects and in their coursework.

The Environmental Club hosted Chalk-A-Palooza on Friday, April 21 in the Building F parking lot. Students and staff decorated parking spots with Earth Day themed drawings. Students from the club also designed and hung a display on ocean plastic for Earth Month in the MCC Commons. The Sustainability Center celebrates Environmental Action Club president Cindy Carbabjal and wishes her well at Northern Illinois University.

The ReUse It Corner had fifteen visitors and repurposed approximately \$520.39 worth of gently used office and school supplies in March 2023.

The MCRide/MCC partnership had 470 riders in April 2023.

Workforce Development Update

This month's Workforce Development Update centers on key community connections and highlights some recent major events hosted or co-hosted by this Division.

Disability Job Fair and Employer Workshop

In partnership with Stateline SHRM, McHenry County Workforce Network, Illinois Department of Human Services and the Illinois Department of Employment Security, MCC hosted a Disability Job Fair on April 12 from 9—11:30 a.m. at the MCC Shah Center. Over 50 job seekers pre-registered, and 11 hiring employers were in attendance. Additionally, seven tables lined the halls with additional resources, including IDHS, Pioneer Center for Human Services, and MCC's Access and Disability Department. Provided by the Manufacturing Pathways Consortium, ability evaluations for ten different skills were available for interested participants, including Light Assembly, Inventory, Keyboarding, and Measurement. A hiring employer workshop, sharing details and best practices on how hiring a person with a disability can be the answer to your workforce shortage, was held a week prior virtually via Zoom. The planning committee has met to coordinate the next Disability Job Fair scheduled for October 2023.

MCC and MCWN Job and Internship Fair

A week later, MCC again partnered with McHenry County Workforce Network to host our first Spring Job and Internship Fair, in addition to the annual job fair in October each year. The additional event was welcomed as 154 job seekers (a 26% increase from the Fall 2022 Job Fair) attended and spoke with employers. Following the event, MCC's Career Services team asked job seekers and employers to each complete a survey. From those results, 24% of job seekers indicated they were offered an interview as a result of their Job Fair interactions. Of the employers, 32% specified that they had offered a candidate an interview.



The Career Services team is proud of these early success stories:

- *Matthew, a Job Fair attendee, visited the Career Services office to ask about interviewing tips. He said he was at the event, had spoken with Maneval Construction, and he had an interview scheduled for the next day. The CS team provided a copy of their Interview handout and more helpful resources on interviewing.com. Matthew came by a few days later to say that he got the job!*
- *Brett, one of MCC's manufacturing apprenticeship students was hired by Schultes Precision Manufacturing as a result of their initial conversation at the Job Fair. An in-person interview followed shortly thereafter and he was offered the position within a matter of days.*

Entrepreneurship Pitch Night

MCC's Entrepreneurship Pitch Night (EPN) is the culmination of a year's worth of ideation, development, and product testing by students in MCC's Dual Credit for High School program. Student teams involved in the INCubator/[Entrepreneurship Certificate](#) curriculum were invited to submit a 10-minute video to be reviewed by a panel of judges. Based on these submissions, three teams were invited to present at the Luecht Auditorium on May 8th. A collaborative effort between MCC's Business Department, the College and Career Readiness Department and the Illinois Small Business Development Center, EPN is in its second year. The audience and a panel of four judges from the business community heard pitches from Marengo High School, Harvard High School, and Prairie Ridge High School. From backyard chicken solutions to customized trampolines, to keeping snow out of your gloves, the student's ingenuity and entrepreneurial spirit shined bright on the stage. An audience poll was taken for a People's Choice Award, awarded to "Rent-A-Hen" from Harvard High School students. Ultimately, the judges decided Prairie Ridge High School students' [Freeze Fighter](#) product was the winner. Congratulations to students Izzy Pollastrini, Heli Patel and Jake McWilliams, their instructor, Bryan Peckhart, and team mentor Jake Homuth. Students and their families in attendance were provided information on the Illinois Small Business Development Center at MCC, MCC's Entrepreneurship Certificate, and additional information on the dual credit program.

Healthcare Industry Forum

On April 26, MCC held the 3rd annual Healthcare Industry Forum at Main Campus in Crystal Lake. A 41% increase in attendance over last year, 110 local healthcare professionals, educators, students, and community partners gathered in-person to network and hear updates from the college, including information about the Pipeline for the Advancement of the Healthcare Workforce (PATH) grant. This grant expands opportunities for individuals to enter and advance careers in the healthcare industry. Among the participants were 16 MCC healthcare students who had the opportunity to speak directly with future potential employers.



Left to right: Moderator Christen Louderman, and Panelists Noelle Moore, John Buckley, and Kimberly Tarver.

Dr. Christen Louderman, MCC's Physical Therapy Program Chair, led an impactful panel discussion on the topic of Patient Advocacy, caring for the whole person, and the need to diversify the profession. Panelists John Buckley from Independence Health and Therapy, Noelle Moore from The HAP Foundation, and Kimberly Tarver from Elgin Community College shared their thoughts on the ethical implications regarding today's patients' access to care and quality healthcare delivery. In addition, Health Information Management, Nursing, Occupational Therapy Assistant, and Physical Therapy Assistant programs held their Advisory Committee meetings and encouraged interested attendees to join the sessions.

Manufacturing Pathways Consortium

Since 2019, the Manufacturing Pathways Consortium has focused on expanding the manufacturing workforce pipeline. The membership currently consists of 84 manufacturing companies, 16 educational institutions, and 38 community partner organizations. MCC serves as the Consortium's convener with several staff members helping to support the effort.



On June 5, the 2nd Summer Rotational Internship program will kick off. Thanks to the ARPA (American Rescue Plan Act funds awarded through Advance McHenry County) grant, 23 participating employers will pay \$16 an hour (and be reimbursed 50% of those wages) to McHenry County high school students who have applied to complete the 10 week program. To align with the school districts' growing interest in work-based learning opportunities and career pathway endorsements, students will work up to 29 hours a week - five weeks at one company and then rotate to work five weeks at another company, experiencing the manufacturing working world, different products, cultures, job duties, and mentoring. During the matching and hiring process currently underway, several students have noted an interest in taking manufacturing classes at MCC, signing up for an MCC apprenticeship program, or pursuing full-time or part-time work at a local manufacturer after the internship program wraps in mid-August. Student interns will also be invited to attend one of the MCC Apprenticeship Open Houses in either June or July 2023.