

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

Thursday, September 28, 2023  
Regular Board Meeting  
Immediately Following the Budget Hearing



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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. COLLEGE MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting August 24, 2023
6. OPEN FOR RECOGNITION OF VISITORS  
*Three (3) minutes per person or less.*
7. PRESIDENT’S REPORT: Dr. Clinton Gabbard
8. PRESENTATIONS
  - A. UPWARD BOUND: Mr. Rene Govea, Director of Upward Bound
9. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Dr. Mark Rockwell
  - C. Staff Council Report: Ms. Tawnja Trimble
  - D. Student Trustee Report: Mr. Liza Smith
  - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. [Executive Summary, Board Report #23-126](#)
    2. [Treasurer’s Report, Board Report #23-127](#)
    3. [Ratification for Accounts Payable Check Register August, Board Report #23-128](#)
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Instructional Design Consultant Service Agreement, Board Report #23-129](#)
    2. [CATI Universal Robots \(Cobots\), Board Report #23-130](#)
    3. [Deaf Services Contractual Support for Sign Language Interpretation, Board Report #23-131](#)
  - C. Personnel
    1. Appointment of Administrator
      - i. [Director of Capital Projects and Improvement, Board Report #23-132](#)
    2. Appointment of Replacement Administrator
      - i. [Assistant Vice President of Finance, Board Report #23-133](#)
      - ii. [Director of Registration and Records, Board Report #23-134](#)
      - iii. [Director of Admissions and Recruitment, Board Report #23-135](#)
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

12. FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. Friends of McHenry County College Foundation Update
- D. Grants Office Update
- E. Office of Marketing and Public Relations Update
- F. Sustainability Center Update
- G. Workforce Development Update

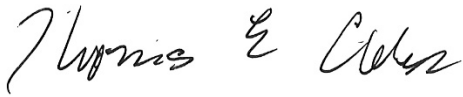
13. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

14. CLOSED SESSION

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

15. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of June 29, 2023

16. ADJOURNMENT

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

Thomas E. Allen  
Chair

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2024 is currently 16.7% complete with the year-to-date results ending August 31, 2023 being reported. In the Operating Funds, total revenue is 15.0% of budget, as compared with 13.5% at the same time last year. Total expenditures are 10.3% of budget, as compared with 8.9% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 16.8% of budget and up \$10,046 (0.2%) from last year at this time. FY 2024 revenue is \$4,857,255 vs. FY 2023 revenue of \$4,847,209. For FY 2024, this revenue is derived from 50% of the 2022 tax levy (as approved by the Board in November 2022) and 50% of the 2023 tax levy (to be approved by the Board in November 2023).
- State government is 31.5% of budget and up \$861,385 (111.8%) from last year at this time. FY 2024 revenue is \$1,631,629 vs. FY 2023 revenue of \$770,244.
- Federal government is 0.0% of budget and down \$1,374 (-100.0%) from last year at this time. FY 2024 revenue is (\$1,374) vs. FY 2023 revenue of \$0.
- Student tuition and fees is 26.2% of budget and up \$143,441 (4.0%) from last year at this time. FY 2024 revenue is \$3,765,791 vs. FY 2023 revenue of \$3,622,350. 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 23.7% of budget and up \$2,476 (6.3%) from last year at this time. FY 2024 revenue is \$41,485 vs. FY 2023 revenue of \$39,009. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 6.3% of budget and even \$0 (0%) from last year at this time. FY 2024 revenue is \$1,200 vs. FY 2023 revenue of \$1,200. 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 59.8% of budget and up \$185,997 (1407.4%) from last year at this time. FY 2024 revenue is \$172,782 vs. FY 2023 revenue of -\$13,215.
- Nongovernmental gifts, scholarships, grants & bequests is 0.0% of budget and down \$500 (-100.0%) from last year at this time. FY 2024 revenue is \$0 vs. FY 2023 revenue of \$500. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 4.0% of budget and up \$126,469 (12.5%) from last year at this time. FY 2024 revenue is \$1,139,666 vs. FY 2023 revenue of \$1,013,197. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$1,123,583 Retiree Health contributions, which account for \$315, Other Misc. Income, which account for \$4,801 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$10,966. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2023 that "On-Behalf Payment" was \$11,174,056.

## Expenditures

- Salaries expenditures are 15.7% of budget and up \$760,013 (19.8%) from last year at this time. FY 2024 expenditures are \$4,594,355 vs. FY 2023 expenditures of \$3,834,341.
- Employee benefit expenditures are 4.9% of budget and up \$197,548 (13.9%) from last year at this time. FY 2024 expenditures are \$1,615,721 vs. FY 2023 expenditures of \$1,418,173. ***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 expended for SURS contributions are about \$11-21 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 12.3% of budget and up \$85,181 (15.8%) from last year at this time. FY 2024 expenditures are \$625,269 vs. FY 2023 expenditures of \$540,088. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 14.4% of budget and up \$99,263 (25.9%) from last year at this time. FY 2024 expenditures are \$482,668 vs. FY 2023 expenditures of \$383,405.
- Travel and meeting expenditures are 8.4% of budget and up \$17,708 (109.5%) from last year at this time. FY 2024 expenditures are \$33,885 vs. FY 2023 expenditures of \$16,176.
- Fixed charges expenditures are 18.5% of budget and down \$1,186 (-0.4%) from last year at this time. FY 2024 expenditures are \$299,133 vs. FY 2023 expenditures of \$300,318. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 7.5% of budget and up \$65,194 (265.9%) from last year at this time. FY 2024 expenditures are \$89,713 vs. FY 2023 expenditures of \$24,519.
- Capital Outlay expenditures are 1.5% of budget and up \$78,361 (141.2%) from last year at this time. FY 2024 expenditures are \$22,878 vs. FY 2023 expenditures of -\$55,483. ***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 18.1% of budget and up \$15,395 (9.7%) from last year at this time. FY 2024 expenditures are \$173,561 vs. FY 2023 expenditures of \$158,166. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 expenditures are \$0 vs. FY 2023 expenditures of \$0.



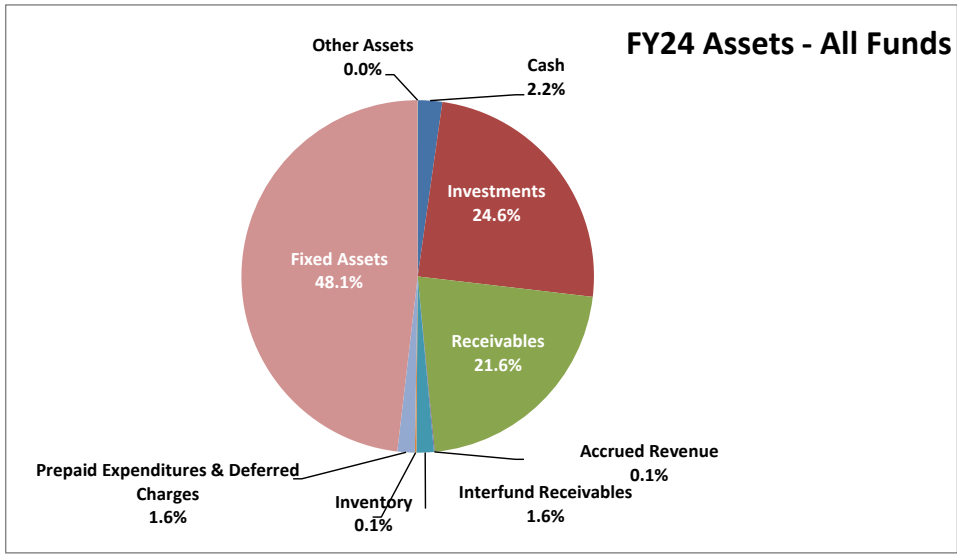
Clinton E. Gabbard  
President

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

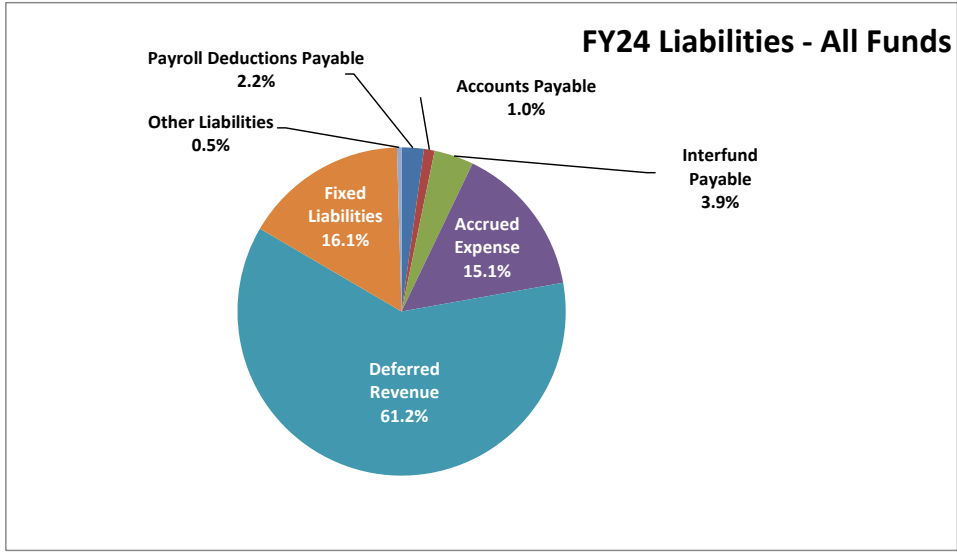
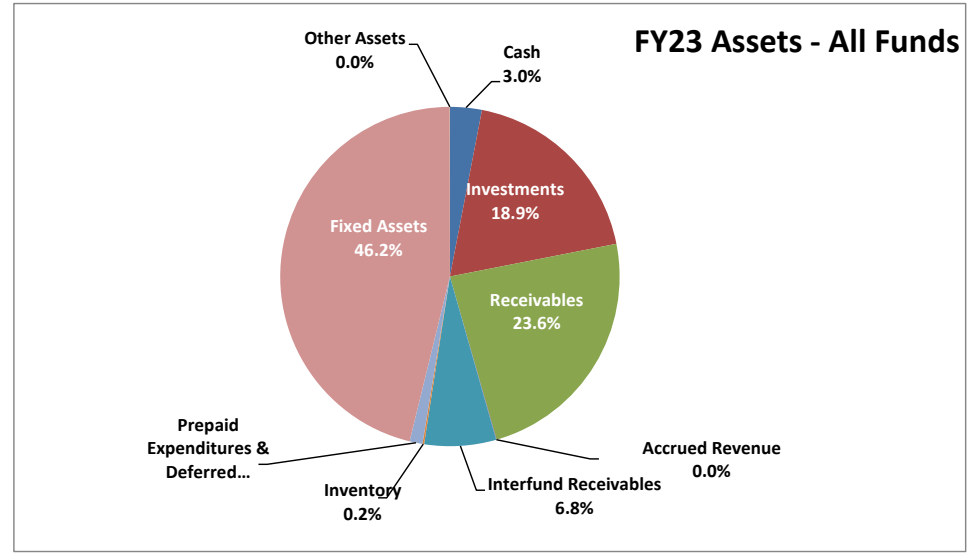
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Assets</b>														
Cash	3,452,083	478,759.87	716,166	-	719,864.68	292,486	(0)	95,646	-	-	446,130	53,029	-	650,000
Investments	37,890,950	16,965,988	5,267,438	10,589,546	-	-	2,961,818	-	-	-	-	2,106,160	-	
Receivables	33,261,084	29,005,517	1,907,465	-	-	13,397	1,987,847	-	-	-	33,470	313,388	-	
Accrued Revenue	118,564	54,462	7,869	39,632	-	-	-	9,222	-	-	-	7,378	-	
Interfund Receivables	2,447,896	4,031,667	0	(300,000)	(0)	300,000	(1,583,771)	-	-	(0)	-	-	-	
Inventory	213,173	-	-	-	-	213,173	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	2,452,568	1,673,585	20,315	-	-	1,766	154,789	-	78,144	-	-	255,432	268,537	
Fixed Assets	74,124,362	-	-	-	-	-	-	74,124,362	-	-	-	-	-	
Other Assets	16,239	-	-	-	-	-	-	-	16,239	-	-	-	-	
<b>Total Assets</b>	<b>153,976,917</b>	<b>52,209,979</b>	<b>7,919,253</b>	<b>10,329,178</b>	<b>719,865</b>	<b>820,822</b>	<b>558,865</b>	<b>3,066,687</b>	<b>74,124,362</b>	<b>94,383</b>	<b>446,130</b>	<b>86,499</b>	<b>2,682,358</b>	<b>918,537</b>
<b>Liabilities</b>														
Payroll Deductions Payable	1,375,836	1,229,581	30,554	-	-	109,772	5,929	-	-	-	-	-	-	
Accounts Payable	659,853	614,349	-	-	-	20,091	25,413	-	-	-	-	-	-	
Interfund Payable	2,447,896	-	-	469,698	-	-	147,795	-	-	-	-	1,830,402	-	
Accrued Expense	9,490,460	882,065	-	-	-	-	-	-	(16,226)	-	-	-	8,624,620	
Deferred Revenue	38,550,847	20,756,212	1,673,413	-	-	-	-	-	-	-	25,017	234,194	15,862,011	
Fixed Liabilities	10,152,206	-	-	1,017,695	-	-	-	-	9,134,511	-	-	-	-	
Other Liabilities	285,635	48,431	-	-	-	237,204	-	-	-	-	-	-	-	
<b>Total Liabilities</b>	<b>62,962,733</b>	<b>23,530,640</b>	<b>1,703,966</b>	<b>1,487,393</b>	<b>-</b>	<b>367,067</b>	<b>179,137</b>	<b>-</b>	<b>9,118,285</b>	<b>-</b>	<b>25,017</b>	<b>2,064,596</b>	<b>24,486,631</b>	
<b>Designated Fund Balance</b>	<b>91,014,184</b>	<b>28,679,340</b>	<b>6,215,286</b>	<b>8,841,785</b>	<b>719,865</b>	<b>453,755</b>	<b>379,728</b>	<b>3,066,687</b>	<b>74,124,362</b>	<b>(9,023,902)</b>	<b>446,130</b>	<b>61,482</b>	<b>617,762</b>	<b>(23,568,094)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	19,905,243	18,092,440	1,812,803	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	82,966,147	-	-	8,841,785	0	-	-	74,124,362	-	-	-	617,762	-23,568,094	
Liabilities, Protection, and Settlement	-32,084,843	-	-	-	-	-	-	-	-9,134,511	-	-	-	-	
Working Cash/Other Restricted	2,637,339	-	-	-	-	379,728	1,750,000	-	-	446,130	61,482	-	-	
<b>Remaining Unassigned Balance</b>	<b>17,590,299</b>	<b>10,586,900</b>	<b>4,402,483</b>	<b>0</b>	<b>719,865</b>	<b>453,755</b>	<b>0</b>	<b>1,316,687</b>	<b>0</b>	<b>110,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

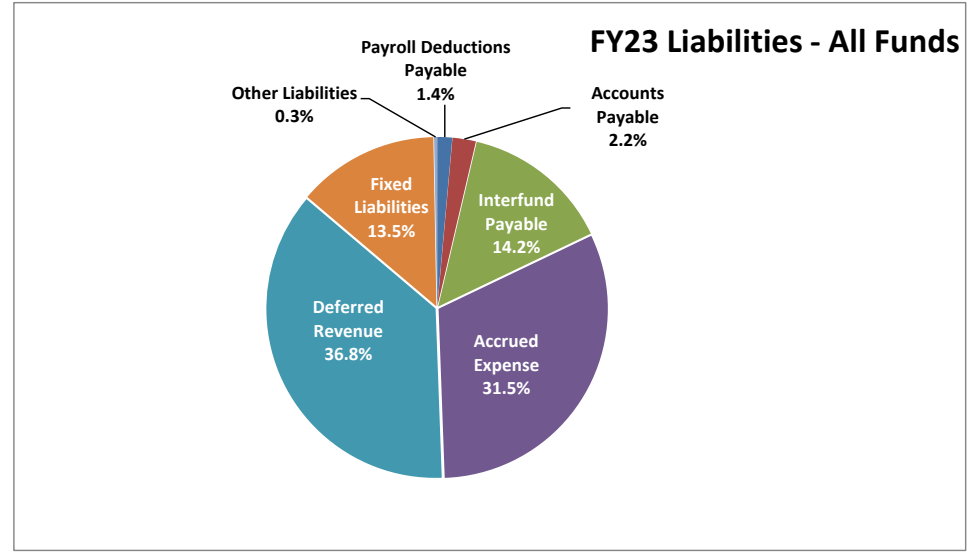
Total Assets = \$ 153,976,917



Total Assets = \$ 154,851,079



Total Liabilities = \$ 62,962,733



Total Liabilities = \$ 74,190,493

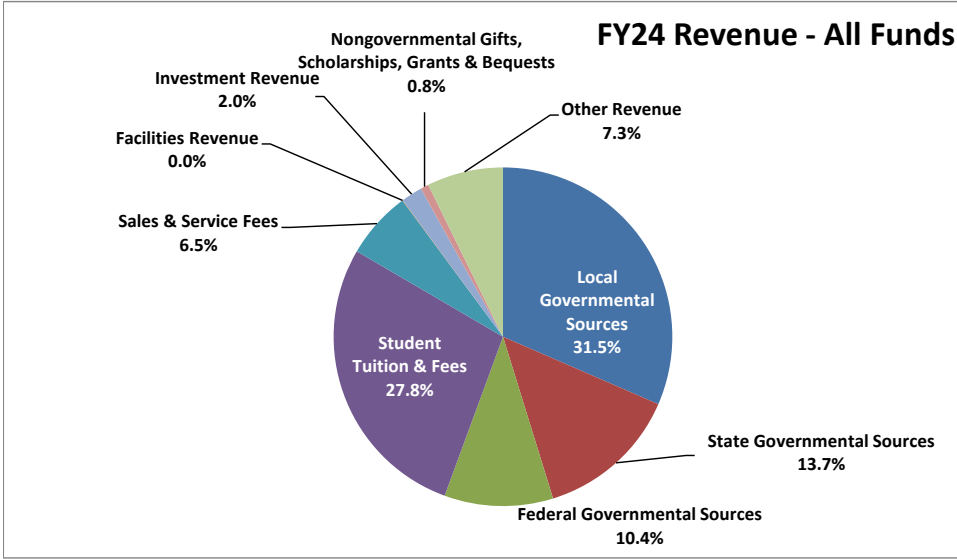
All Funds Statement of Activities (Income Statement)  
August 31, 2023

	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Revenue</b>														
Local Governmental Sources	4,986,861	4,389,359	467,896	-	-	-	-	-	-	-	12,509	117,097	-	
State Governmental Sources	2,168,291	1,453,985	177,644	-	-	536,662	-	-	-	-	-	-	-	
Federal Governmental Sources	1,642,858	(1,374)	-	-	-	1,644,232	-	-	-	-	-	-	-	
Student Tuition & Fees	4,401,686	3,438,131	327,661	43,752	408,360	183,783	-	-	-	-	-	-	-	
Sales & Service Fees	1,021,794	41,485	-	-	-	980,309	-	-	-	-	-	-	-	
Facilities Revenue	5,895	1,200	-	-	-	4,695	-	-	-	-	-	-	-	
Investment Revenue	321,521	113,860	58,922	91,931	-	-	33,194	-	-	-	-	23,614	-	
Nongovernmental Gifts, Scholarships, Grants & Bequests	122,311	-	-	-	-	78,784	-	-	-	43,526	-	-	-	
Other Revenue	1,152,065	1,139,656	10	183,752	-	-	-	-	(183,752)	12,399	-	-	-	
<b>Total Revenue</b>	<b>15,823,282</b>	<b>10,576,301</b>	<b>1,032,133</b>	<b>319,436</b>	<b>408,360</b>	<b>1,168,787</b>	<b>2,259,679</b>	<b>33,194</b>	<b>(183,752)</b>	<b>55,925</b>	<b>12,509</b>	<b>140,711</b>	<b>-</b>	
<b>Expenditures</b>														
Salaries	5,007,932	4,491,020	103,334	-	-	270,096	143,481	-	-	-	-	-	-	
Employee Benefits	1,818,597	1,580,685	35,036	-	-	51,234	41,018	-	-	-	-	110,623	-	
Contractual Services	880,587	335,259	290,010	-	-	131,308	124,009	-	-	-	-	-	-	
General Materials & Supplies	964,986	413,430	69,238	-	-	374,009	108,309	-	-	-	-	-	-	
Travel & Conference/Meeting	61,570	33,223	662	-	-	5,804	21,882	-	-	-	-	-	-	
Fixed Charges	265,101	279,073	20,060	-	132,000	237	-	-	(181,393)	-	-	15,124	-	
Utilities	89,713	27,646	62,067	-	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	22,878	183,752	-	-	-	(206,630)	-	-	-	-	-	
Other Expenditures	1,632,932	173,561	-	-	-	1,419	1,426,958	-	-	30,995	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	<b>10,721,417</b>	<b>7,333,897</b>	<b>603,285</b>	<b>183,752</b>	<b>132,000</b>	<b>834,107</b>	<b>1,865,657</b>	<b>(206,630)</b>	<b>(181,393)</b>	<b>30,995</b>	<b>-</b>	<b>125,747</b>	<b>-</b>	
<b>Excess/(deficit) of revenues over expenditures</b>	<b>5,101,864</b>	<b>3,242,405</b>	<b>428,848</b>	<b>135,684</b>	<b>276,360</b>	<b>334,679</b>	<b>394,022</b>	<b>33,194</b>	<b>206,630</b>	<b>(2,360)</b>	<b>24,930</b>	<b>14,964</b>	<b>-</b>	
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	
Beginning Fund Balance	85,912,319.54	25,436,935	5,786,438	8,706,101	443,505	119,076	(14,294)	3,033,493	73,917,732	(9,021,543)	421,199	48,973	602,798	(23,568,094)
Ending Fund Balance	91,014,184	28,679,340	6,215,286	8,841,785	719,865	453,755	379,728	3,066,687	74,124,362	(9,023,902)	446,130	61,482	617,762	(23,568,094)

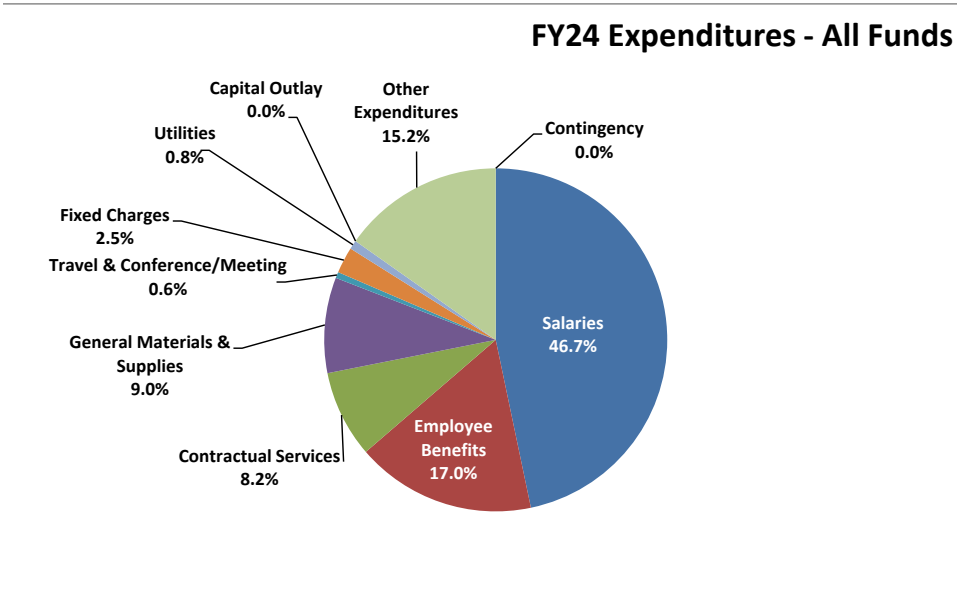
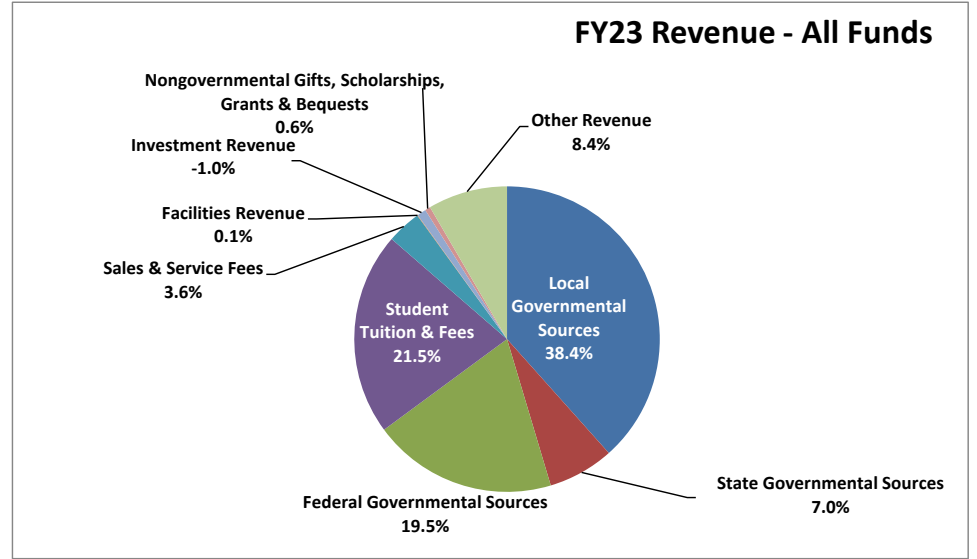


All Funds Statement of Activities (Income Statement)  
August 31, 2023

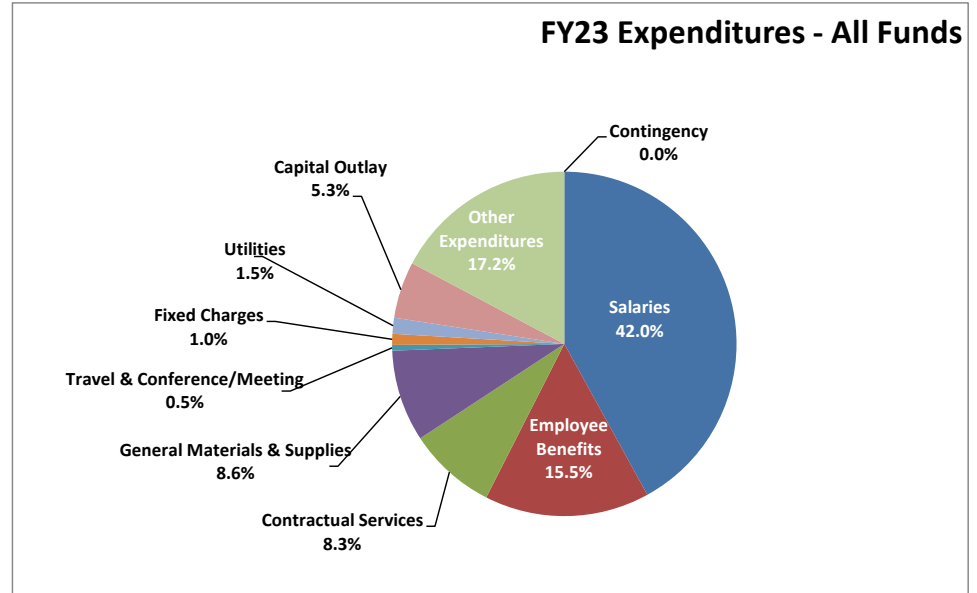
Total Revenue = \$ 15,823,282



Total Revenue = \$ 69,654,646



Total Expense = \$ 10,721,417



Total Expense = \$ 63,463,356

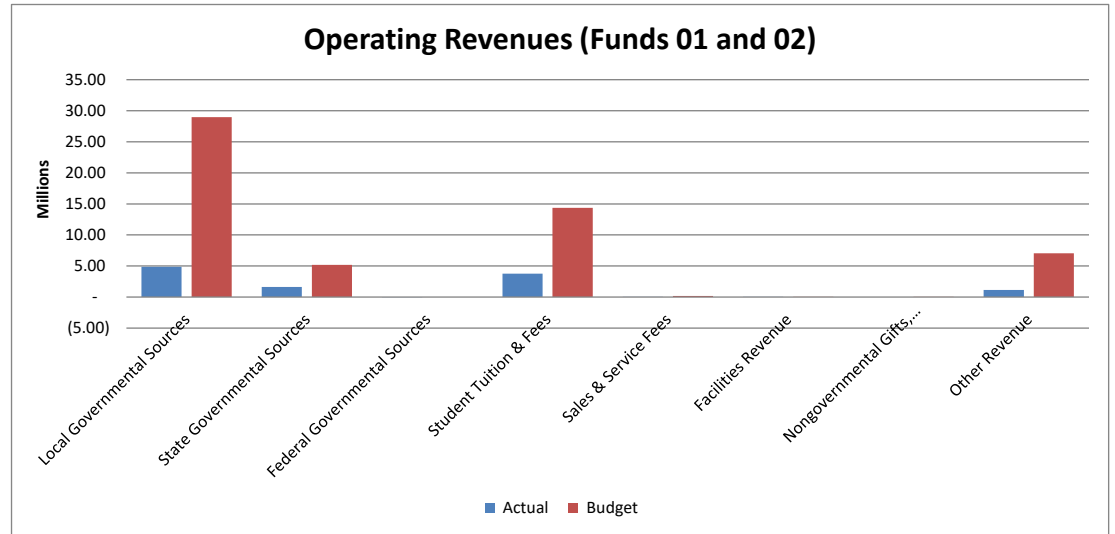
Operating Funds  
Net of SURS/Investments

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**August 31, 2023**

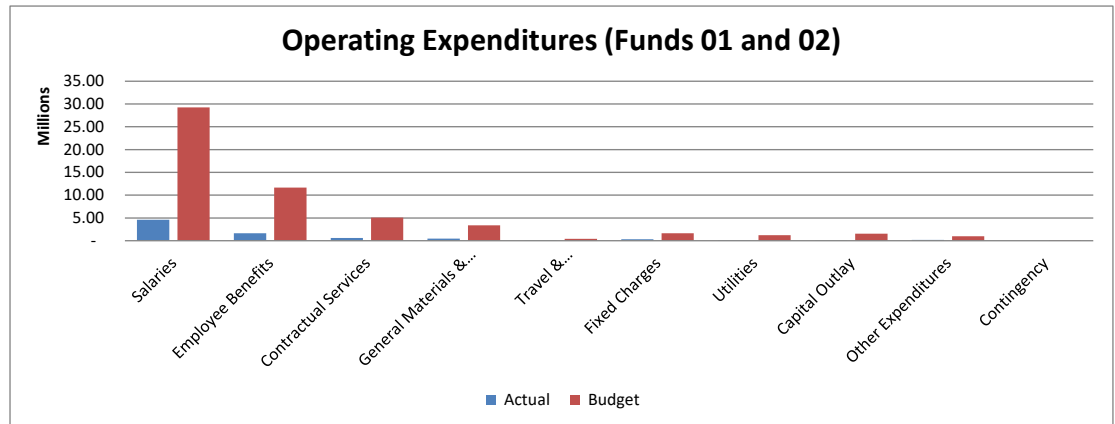
	FY24			FY23		FY23			FY24 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.	Full Bud.				FY23 Act.	
<b>Revenue</b>										
Local Governmental Sources	\$ 4,857,255	\$ 4,836,975	\$ 28,962,379	100.4%	16.8%	\$ 4,847,209	\$ 28,962,379	16.7%	\$ 10,046	0.2%
State Governmental Sources	1,631,629	864,953	5,179,082	188.6%	31.5%	770,244	4,872,056	15.8%	\$ 861,385	111.8%
Federal Governmental Sources	(1,374)	-	-	0.0%	0.0%	-	-	0.0%	\$ (1,374)	0.0%
Student Tuition & Fees	3,765,791	2,616,424	14,360,846	143.9%	26.2%	3,622,350	13,350,427	27.1%	\$ 143,441	4.0%
Sales & Service Fees	41,485	29,227	175,000	141.9%	23.7%	39,009	164,000	23.8%	\$ 2,476	6.3%
Facilities Revenue	1,200	3,167	18,966	37.9%	6.3%	1,200	18,966	6.3%	\$ -	0.0%
Nongovernmental Gifts	-	1,837	11,000	0.0%	0.0%	500	11,000	4.5%	\$ (500)	-100.0%
Other Revenue	1,139,666	1,177,041	7,047,777	96.8%	16.2%	1,013,197	11,671,443	8.7%	\$ 126,469	12.5%
<b>Total Revenue</b>	<b>\$ 11,435,653</b>	<b>\$ 9,529,625</b>	<b>\$ 55,755,050</b>	<b>120.0%</b>	<b>20.5%</b>	<b>\$ 10,293,709</b>	<b>\$ 59,050,271</b>	<b>17.4%</b>	<b>\$ 1,141,944</b>	<b>11.1%</b>
<b>Expenditures</b>										
Salaries	\$ 4,594,355	\$ 4,883,649	\$ 29,241,851	94.1%	15.7%	\$ 3,834,341	\$ 28,169,535	13.6%	\$ 760,013	19.8%
Employee Benefits	1,615,721	1,950,218	11,677,329	82.8%	13.8%	1,418,173	15,614,102	9.1%	\$ 197,548	13.9%
Contractual Services	625,269	848,420	5,080,087	73.7%	12.3%	540,088	4,822,764	11.2%	\$ 85,181	15.8%
General Materials & Supplies	482,668	561,399	3,361,494	86.0%	14.4%	383,405	3,285,369	11.7%	\$ 99,263	25.9%
Travel & Conference/Meeting	33,885	67,635	404,981	50.1%	8.4%	16,176	333,032	4.9%	\$ 17,708	109.5%
Fixed Charges	299,133	270,519	1,619,785	110.6%	18.5%	300,318	1,591,347	18.9%	\$ (1,186)	-0.4%
Utilities	89,713	200,040	1,197,780	44.8%	7.5%	24,519	1,220,675	2.0%	\$ 65,194	265.9%
Capital Outlay	22,878	259,499	1,553,805	8.8%	1.5%	(55,483)	1,709,739	-3.2%	\$ 78,361	-141.2%
Other Expenditures	173,561	159,828	957,000	108.6%	18.1%	158,166	916,500	17.3%	\$ 15,395	9.7%
Contingency	-	16,701	100,000	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 7,937,182</b>	<b>\$ 9,217,908</b>	<b>\$ 55,194,112</b>	<b>86.1%</b>	<b>14.4%</b>	<b>\$ 6,619,705</b>	<b>\$ 57,763,063</b>	<b>11.5%</b>	<b>\$ 1,317,477</b>	<b>19.9%</b>
<b>Surplus/(deficit)</b>	<b>\$ 3,498,471</b>	<b>\$ 311,717</b>	<b>\$ 560,938</b>			<b>\$ 3,674,004</b>	<b>\$ 1,530,279</b>		<b>\$ (175,533)</b>	<b>-4.8%</b>
Net Transfers Out/(In)	\$ -		\$ 850,000			\$ -	\$ 1,530,279		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 3,498,471</b>	<b>\$ 311,717</b>	<b>\$ (289,062)</b>			<b>\$ 3,674,004</b>	<b>\$ -</b>		<b>\$ (175,533)</b>	<b>-4.8%</b>
<i>Beginning Fund Balance</i>	<i>31,223,373</i>	<i>31,223,373</i>	<i>31,223,373</i>			<i>33,702,147</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>3,498,471</i>	<i>311,717</i>	<i>(289,062)</i>			<i>3,674,004</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 34,721,844</b>	<b>\$ 31,535,090</b>	<b>\$ 31,034,311</b>			<b>\$ 37,376,151</b>				

**Operating Funds - Statement of Activities**  
**August 31, 2023**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	4,857,255.35	28,962,379.00
State Governmental Sources	1,631,629.40	5,179,082.00
Federal Governmental Sources	(1,374.13)	-
Student Tuition & Fees	3,765,791.26	14,360,846.00
Sales & Service Fees	41,485.25	175,000.00
Facilities Revenue	1,200.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	-	11,000.00
Other Revenue	1,139,665.70	7,047,777.00
<b>Total Revenue</b>	<b>11,435,652.83</b>	<b>55,755,050.00</b>



<b>Expenditures</b>		
Salaries	4,594,354.80	29,241,851.00
Employee Benefits	1,615,721.03	11,677,329.00
Contractual Services	625,269.15	5,080,087.00
General Materials & Supplies	482,667.95	3,361,494.00
Travel & Conference/Meeting	33,884.61	404,981.00
Fixed Charges	299,132.76	1,619,785.00
Utilities	89,713.06	1,197,780.00
Capital Outlay	22,877.68	1,553,805.00
Other Expenditures	173,560.50	957,000.00
Contingency	-	100,000.00
<b>Total Expenditures</b>	<b>7,937,181.54</b>	<b>55,194,112.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,498,471.29</b>	<b>560,938.00</b>



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

Treasurer's Reports

Information

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$467,882.15	\$1,224,427.45	\$1,502,593.24	\$189,716.36
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$30,055.65	\$712,865.51	\$563,791.12	\$179,130.04
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$34,503.23	\$34,503.23	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$20,347.80	\$1,166,675.03	\$1,177,022.83	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$1,407,164.48	\$6,754,843.26	\$6,683,164.56	\$1,478,843.18
Crystal Lake Bank & Trust <b>Operations</b>	\$203,230.52	\$3,065,343.01	\$2,797,251.28	\$471,322.25
Crystal Lake Bank & Trust <b>Payroll</b>	\$2,102.88	\$3,236,576.56	\$2,120,833.70	\$1,117,845.74

McHenry County College  
August 31, 2023

Investments

College Fund	Financial Institution			08/31/23			
		Investments	Investments	Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$729,420	\$1,142,594	2%	see below	N/A	On Demand
Education	PFM Investments	16,291,030	17,839,761	43%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,275,307	5,247,399	14%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,608,011	1,599,504	4%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,504,046	8,467,737	22%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	146,312	146,312	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	370,809	369,226	1%	see below	N/A	Various
Working Cash	PFM Investments	2,971,040	2,955,323	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,113,538	2,102,357	6%	see below	N/A	Various
	<b>Total</b>	<b>\$38,009,513</b>	<b>\$39,870,213</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Aug-23	Fiscal YTD
Education	\$53,566	\$114,694
Operations & Maintenance	28,365	59,385
Operations & Maintenance (Restricted)	8,646	18,102
Operations & Maintenance (Restricted CDB Projects)	37,893	73,977
Working Cash	15,975	33,446
Liability, Protection and Settlement	11,364	23,792
<b>Total</b>	<b>\$155,809</b>	<b>\$323,396</b>

Illinois Fund Rates - August 31, 2023

Annualized rate - Money Market

Low	5.416%
High	5.566%
Average	5.454%

PFM Investment Rates - August 31, 2023

Range of CD Rates

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

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	-	3.010%	-	-
At Market	-	4.970%	-	-

\*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,816,281.60. Please note that the expenses are not segregated into the respective funds.

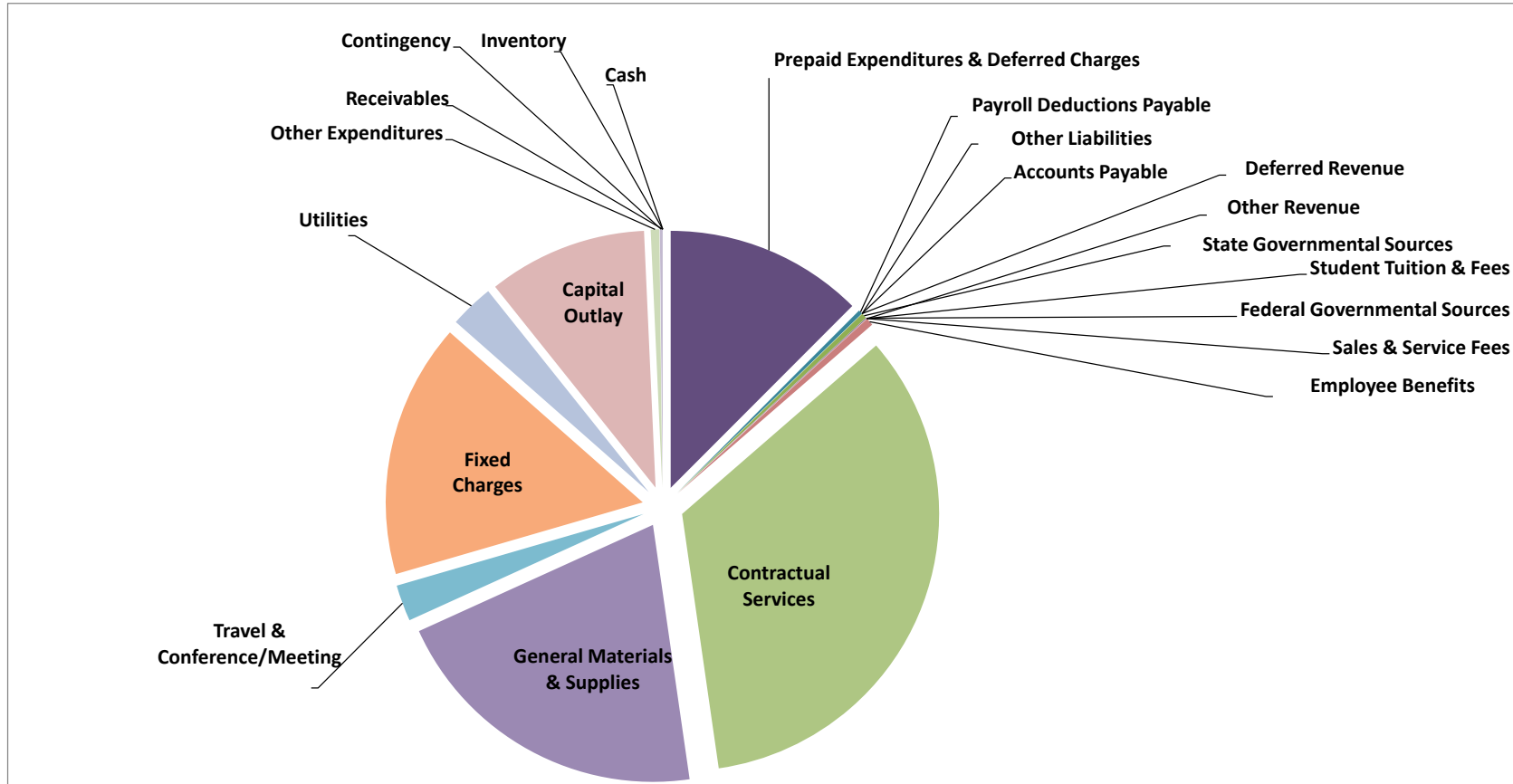
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of August 1 - August 31, 2023, totaling \$2,816,281.60.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 8/1/23 through 8/31/23



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	282.50	0.01%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	13,377.09	0.47%
Prepaid Expenditures & Deferred Charges	351,691.00	12.49%	Contractual Services	960,420.63	34.10%
Payroll Deductions Payable	7,249.66	0.26%	General Materials & Supplies	577,200.02	20.50%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	64,272.38	2.28%
Deferred Revenue	0.00	0.00%	Fixed Charges	450,637.97	16.00%
Other Liabilities	0.00	0.00%	Utilities	78,093.76	2.77%
State Governmental Sources	9,547.94	0.34%	Capital Outlay	281,896.28	10.01%
Federal Governmental Sources	1,374.13	0.05%	Other Expenditures	15,238.24	0.54%
Student Tuition & Fees	0.00	0.00%	Contingency	5,000.00	0.18%
			<b>Total All Categories</b>	<b>2,816,281.60</b>	<b>99.82%</b>



**Six Month  
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY23: (3-Mar)	FY23: (4-Apr)	FY23: (5-May)	FY23: (6-Jun)	FY24: (7-Jul)	FY24: (8-Aug)
Engineering	53	Contractual Services	0396644	Quality Engineering	\$9,290.00	2,510.00			2,260.00	2,260.00	2,260.00
Engineering	53	Contractual Services	0402264	HR Green Inc	\$6,808.85		3,344.25			3,464.60	
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$14,938.05			12,888.10	386.10		1,663.85
<b>Engineering Total</b>					\$ 31,036.90	2,510.00	3,344.25	12,888.10	2,646.10	5,724.60	3,923.85
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$5,350.80	1,630.80	988.01	1,253.01	249.94	499.61	729.43
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,663.15	781.98	446.24	1,689.06	196.97	96.26	452.64
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$10,858.40		5,975.40	4,883.00			
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,441.00	951.80	1,106.40	1,431.00	951.80		
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$1,686.00						1,686.00
<b>Food Vendor Total</b>					\$ 25,999.35	3,364.58	8,516.05	9,256.07	1,398.71	595.87	2,868.07
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	500.00		250.00	250.00	250.00	250.00
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$392.01				281.70	110.31	
<b>Landscaping Total</b>					\$ 1,892.01	500.00	-	250.00	531.70	360.31	250.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$41,783.93		7,078.86	9,363.39	9,031.19	16,310.49	
<b>Legal Total</b>					\$ 41,783.93	-	7,078.86	9,363.39	9,031.19	16,310.49	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$87,256.05	18,757.89	13,591.94	14,513.17	9,301.56	9,367.89	21,723.60
<b>Temporary Staffing Total</b>					\$ 87,256.05	18,757.89	13,591.94	14,513.17	9,301.56	9,367.89	21,723.60
<b>Grand Total</b>					\$ 187,968.24	\$ 25,132.47	\$ 32,531.10	\$ 46,270.73	\$ 22,909.26	\$ 32,359.16	\$ 28,765.52

Check Number	Check Date	Check Status	Voucher ID	Voucher Date	P.O./BPO Number	Voucher Amount	Cash Discount	Check Amount
0086514	8/24/2023	Outst	V0228730	8/2/2023	B0004191	500.00		500.00
Vendor Totals						500.00		500.00
Register Totals						2,816,281.60		2,816,281.60

Request to Approve  
Instructional Design Consultant Service Agreement

Information

In an academic institution, the role of an instructional designer is critical for aligning learning objectives with assessments, enhancing course design, and improving student outcomes across various modalities. MCC's contracted Instructional Design Consultant for Fall 2023 and Spring 2024 will specialize in course enhancement, pedagogical best practices, and Universal Design for Learning (UDL). The consultant will also advise the College's Center for Teaching and Learning (CTL) on integrating High-Impact Practices and the Association of College and University Educators (ACUE) effective teaching practices.

For a total cost not to exceed \$86,000.00, the consultant will work a minimum of 15 and a maximum of 20 hours per week in Fall 2023 and a minimum of 20 and a maximum of 40 hours per week in Spring 2024. The Center for Teaching and Learning will collaborate closely with the consultant to offer faculty one-on-one consultations, trainings, and workshops on instructional design, effective teaching, and technology integration.

This initiative is directly linked to the objectives of the Title III grant, Pathways to Persistence and Graduation. The grant outlines that the Instructional Designer will help faculty in redesigning gateway courses, incorporating co-requisite curriculum, and developing co-curricular activities to support classroom learning, especially work-based learning.

This expense is budgeted in the Title III Pathways to Persistence grant.

Recommendation

It is recommended that the Board of Trustees approves the instructional design consultant service agreement for services delivered to MCC faculty with a cost not to exceed \$86,000.00, to be funded by the Title III grant.



Clinton E. Gabbard  
President

Request to Purchase  
CATI Universal Robots (Cobots)

Information

MCC will expand its on-campus robotics and automation lab as part of the Foglia Center for Advanced Technology and Innovation (CATI) effort. The College is seeking to purchase four Universal Robots (Cobots) and accessories for this lab.

The mission of McHenry County College's Robotics and Automation Program is to develop students who can work safely while they commission, troubleshoot, and repair all aspects of modern industrial automated systems. Students will build automated systems that integrate the Universal Robots and utilize programmable logic controllers and machine vision. Students will also learn and practice troubleshooting and problem-solving skills as they complete lab activities.

The quote for this equipment is from Advanced Technologies Consultants, Inc. from Northville, MI and the cost of the equipment is \$191,321.00 with the expense being divided between the following accounts:

- \$106,349 to the 2023-2024 Perkins grant
- \$84,972 to the Fund 03 (03-8060-501060-580600000) Foglia Center for Advanced Technology and Innovation

This purchase is exempt from bidding and purchased through consortium.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the universal robots (Cobots) from Advanced Technologies Consultants, Inc. of Northville, MI for \$191,321.00.



Clinton E. Gabbard  
President

Request to Approve  
Deaf Services Contractual Support for Sign Language Interpretation

Information

In order to provide equal access to the Deaf students currently enrolled at McHenry County College, it is necessary to provide sign language interpretation during the classes and campus events that these students attend. Sign language interpretation is a reasonable accommodation under Title II of the Americans with Disabilities Act Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against otherwise qualified individuals with disabilities.

The College uses a primary company for sign language interpretation services, as well as independent sign language interpreters to meet demand. The primary company used is Lester and Rosalie Anixter Center (d/b/a Chicago Hearing Society), whose mission is "Providing Communication Access; Hearing Assistive Technologies; and Support Services for Persons who are Deaf, Blind, and Hard of Hearing." The independent interpreters vary and individually may exceed \$25,000.00 annually depending on need and availability.

In all cases, contracted interpreters are licensed by the Illinois Deaf and Hard of Hearing Commission at the Intermediate, Advanced, or Master Levels, in compliance with the Illinois Interpreter for the Deaf Licensure Act of 2007. Sign language interpreters are highly skilled and specialized professionals. There is currently a shortage of available interpreters, especially for in-person interpretation, which may require payment of travel expenses. In contracting for interpretation services, McHenry County College will strive to meet the legally-mandated accommodation needs of its Deaf students in the most cost-effective way among the available interpreters.

Based on the currently enrolled Deaf students' varying class schedules and amount of credit hours, McHenry County College estimates the total sign language interpretation fees for FY 2024 to be \$119,000.00.

These highly specialized services are exempt from bidding requirements, as stated in the Illinois Public Community College Act, 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[.]"

Recommendation

It is recommended that the Board of Trustees approve the 2023-2024 projected expense not to exceed an annual amount of \$119,000.00 for the above-described providers of sign language interpretation services when needed to provide reasonable accommodation and equal access to the Deaf students at McHenry County College.



Clinton E. Gabbard  
President

Appointment of Administrator  
Director of Capital Projects and Improvement

Information

A new role has been created to respond to the ever-growing needs of our expanding campus. The Director of Capital Projects and Improvement is an important addition in response to the needs of the Foglia Center for Advanced Technology and Innovation, the University Center at MCC, and other capital projects. Patrick Sullivan has been recommended to fill this position effective October 2, 2023.

Mr. Sullivan’s experience is as follows:

- 2012-2023      Building Maintenance Specialist, Plumber  
McHenry County College, Crystal Lake, IL
  
- 2011-2011      Journeyman Plumber  
Martin Petersen Company, Inc., Kenosha, WI
  
- 1997-2011      Foreman Plumber/Service Technician  
Professional Plumbing Heating & Cooling, Barrington, IL

Below is a summary of the Director of Capital Projects & Improvement position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A4	\$85,522.11	\$114,027.47	\$142,532.84	\$26,435.64	n/a	100,000.00

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

**POSITION SUMMARY:** Under the direction of the AVP of Physical Facilities, provide project management oversight of key physical facilities projects, including project status reporting and communication with employees impacted by the projects. With coordination from the AVP of Physical Facilities work with contractors, vendors, and suppliers to complete projects, work orders, and purchases. Collaborate with other Physical Facilities staff and contractors to complete various projects including preventative maintenance, construction, plumbing, electrical, flooring, paint, and custodial.

**QUALIFICATIONS:**

- Associate's degree or equivalent from a technical trade school
- An equivalent combination of education or experience
- Related certification/licensure sufficient to successfully perform the functions of the job will be considered.
- Valid IL driver's license

**DESIRED QUALIFICATIONS:**

- Certified Professional Maintenance Manager Certification (CPMM) -OR-
- Project Management Professional Certification (PMP)

Recommendation

It is recommended that the Board of Trustees approve the appointment of Patrick Sullivan to the full-time administrative position of Director of Capital Projects and Improvement, effective October 2, 2023, with a 12-month salary of \$100,000.00.

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

Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Assistant Vice President of Finance

Information

The resignation of Mary Locher created a vacancy for the full-time position of the Assistant Vice President of Finance. Paula Gardner has been recommended to fill this position, effective October 9, 2023. Ms. Gardner obtained a Bachelor of Science degree in Accounting from Tennessee Technological University in Cookeville, TN. Her experience is as follows:

- 2017-2023      Controller/General Manager  
CALco Inc., Richmond, IL
  
- 2014-2017      Controller  
Triton College, River Grove, IL
  
- 2004-2014      General Accounting Manager  
ATI Tungsten Materials, LaVergne, TN

12 applications were received, 7 met the position minimum requirements, and the search committee interviewed 3 candidates.

Below is a summary of the Assistant Vice President of Finance position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A7	\$123,527.75	\$152,035.38	\$180,543.00	\$26,435.64	\$125,000.00	\$128,000.00

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

**Position Summary:** The Assistant Vice President of Finance oversees and directs all the area personnel in the accounting and finance department. The individual works closely with the Chief Financial Officer in all matters. This position is critical to the College’s effort in providing quality financial and accounting information to all College stakeholders for informed decision making and collaboration.

**QUALIFICATIONS:**

- Bachelor’s degree in accounting, business administration, finance or similar field required
- CPA designation or in the process of earning is highly recommended
- An equivalent combination of education, certifications, and experience will be considered

**DESIRED QUALIFICATIONS:**

- Supervisory experience
- Master’s degree in accounting, finance, or related field
- Knowledge of fund accounting
- Education or nonprofit experience



Recommendation

It is recommended that the Board of Trustees approve the appointment of Paula Gardner to the full-time administrative position of Assistant Vice President of Finance, effective October 9, 2023, with a 12-month salary of \$128,000.00.

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

Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Director of Registration and Records

Information

The resignation of Sarah Piraino created a vacancy for the full-time position of Director of Registration and Records. Mr. Geoffrey Glowacki has been recommended to fill this position, effective October 2, 2023. Mr. Glowacki obtained a Master of Education degree in Higher Education and Community College Leadership from Eastern Illinois University in Charleston, Illinois and a bachelor’s degree in advertising and history from Marquette University in Milwaukee, Wisconsin. His experience is as follows:

- 2018 – Present Registrar  
Kishwaukee College, Malta, IL
- 2015-2018 Coordinator of Admission and Records  
Triton College, River Grove, IL
- 2010-2015 Student Services Advisor  
Colorado Technical University

22 applications were received, 18 met the position minimum requirements, and the search committee interviewed 3 candidates.

Below is a summary of the Director of Registration and Records position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A3	\$76,017.32	\$104,524.94	\$133,032.56	\$26,435.64	\$91,500.00	\$85,500.00

**Classification:** Administrator | Full-Time, Pay Grade A3, Exempt

**Position Summary:** The Director of Registration and Records works collaboratively across all levels of the institution to create, implement, and maintain efficient services, infrastructure, applications, and processes from student registration through degree completion. Through a comprehensive, student-centered approach, the Director is responsible for managing a full range of records activities, including registration, credentials evaluation, transcript processes, enrollment verification, grading, residency, records management, and other administrative tasks related to the day-to-day operations and planning for future academic semesters. Ensures the accuracy, integrity, and confidentiality of student academic records and provides leadership to and in the implementation and enforcement of academic policies and procedures. Serves as Registrar. The Director should be familiar with the challenges and barriers that community college students and their families face in preparing for college and be ready to help students overcome the obstacles in their path to postsecondary education.

**QUALIFICATIONS:**

- Bachelor’s Degree from a regionally accredited institution required
- Five years’ experience in Student Affairs with progressive leadership experience

- Demonstrated experience analyzing, interpreting, and applying academic policies and procedures
- Experience with student information systems

**DESIRED QUALIFICATIONS:**

- Bilingual communication skills
- Community college experience
- Two years supervision experience
- Direct experience working in a Records and Registration office

Recommendation

It is recommended that the Board of Trustees approve the appointment of Geoffrey Glowacki to the full-time administrative position of Director of Registration and Records, effective October 2, 2023, with a 12-month salary of \$85,500.00.



Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Director of Admissions and Recruitment

Information

The modification of the Director of Enrollment Services position, previously held by Amy Carzoli, created a vacancy for the full-time position of Director of Admissions and Recruitment. Ms. Kristen Mueller has been recommended to fill this position effective October 2, 2023. Ms. Mueller obtained Master of Education degree in School Counseling from Loyola University, Chicago and a Bachelor of Arts degree in Sociology and Anthropology from the University of Wisconsin, Madison. Her experience is as follows:

- 2016 – Present Coordinator of New Student Enrollment – WIOA Liaison  
McHenry County College, Crystal Lake
- 2012 – 2016 GEAR Up College and Career Coach  
Chicago Public Schools, Chicago, IL
- 2013 – 2017 School Counselor Intern  
Whitney M. Young Magnet High School, Chicago, IL

26 applications were received, 21 met the position minimum requirements, and the search committee interviewed 4 candidates.

Below is a summary of the Director of Admissions and Recruitment position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A3	\$76,017.32	\$104,524.94	\$133,032.56	\$26,435.64	\$94,362.59	\$85,500.00

**Classification:** Administrator | Full-Time, Pay Grade A3, Exempt

**Position Summary:** The Director of Admissions and Recruitment is a strategic thought leader helping achieve MCC’s enrollment goals by planning, managing, and directing administrative and support activities related to student access to MCC and student preparation for college. This highly visible position assists with the College’s strategic enrollment management efforts through outreach, communication, and specialized events and develops marketing strategies to recruit and yield students. The Director develops internal and external partnerships with corporate/community organizations, high schools, post-secondary schools, faculty, and staff.

**QUALIFICATIONS:**

- Bachelor’s degree from a regionally accredited institution in Education, Business, Human Services, Liberal Arts, or closely related field
- Two years of leadership experience either in directly managing employees or in a project management role
- Experience with college readiness initiatives and bridge programs
- Experience in new student outreach and admissions

- Experience working with college district constituents and fostering strong relationships within the campus community and with external agencies
- Ability to travel throughout the county

**DESIRED QUALIFICATIONS:**

- Verbal and written fluency in Spanish
- Community College experience

Recommendation

It is recommended that the Board of Trustees approve the appointment of Kristen Mueller to the full-time administrative position of Director of Admissions and Recruitment, effective October 2, 2023, with a 12-month salary of \$85,500.00.



Clinton E. Gabbard  
President

New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	8/28/2023	Natalie Dominguez	Coordinator of Adult Education	T
STA	8/28/2023	Cory Vlahos	PATH Coach	N
CON	8/28/2023	David Kay	Athletic Coach	R
CON	8/28/2023	Kent Jones	Athletic Coach	R
STA	9/6/2023	Wendy Wesolek	Court Program Assistant	R
STA	9/6/2023	George Goehring	Network Technician	R
STA	9/11/2023	Ashley Lynd	Coordinator of P-20 Partnerships	R
STA	9/11/2023	Samantha Schultz	Coordinator of Student Success	T
ADJ	9/20/2023	Faith Schoen	Instructor of Nursing Assistant	R

***Through September 15, 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.

<b>Classification</b>	<b>End Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
STA	9/1/2023	Derrick Maturno	Building Maintenance Specialist-HVAC
STA	9/6/2023	Katie Gaskill	Coordinator of Events & Outreach, Workforce Development
STA	9/7/2023	Helena (Eva) Tomkiewicz	Enrollment & Assessment Processor (Adult Education)
STA	9/21/2023	Xiongi (Vicky) Hu	Senior Data Analyst

***Through September 15, 2023***

## Friends of MCC Foundation Update

### **Scholarship Applications**

Scholarship applications for the Spring 2024 semester are open through October 6. Students may apply online by visiting [www.mchenry.edu/scholarships](http://www.mchenry.edu/scholarships). The Foundation hosted Scholarship Days on September 13 and 14, which allowed students to stop at computers in the MCC Commons and receive help starting or completing their scholarship applications with Foundation staff members.

### **New Scholarships**

The *Steph's Bookkeeping Scholarship* was established and recently awarded for the Fall 2023 semester. Owner Stephanie Conley wanted to initiate this scholarship to support and inspire those going into accounting.

The *Elizabeth Teetsov Accessibility Scholarship* was initiated by an employee in memory of a coworker, Elizabeth, who passed suddenly. Elizabeth was a volunteer GED and ESL Literacy Tutor and Aide at MCC from 2011 to 2015; she then returned to MCC as an employee in September 2022, serving as an Access and Disability Academic Support Coach. In this role, she developed close relationships with students, meeting with them weekly throughout the semester to teach them skills, such as organization and time management, help them articulate and follow through on their goals, and share information about student success resources. The first scholarship was awarded Fall 2023.

### **New Donation**

An anonymous donor made a \$10,000 donation to the Foundation to support equipment needed for the culinary program. The donor has a love of food, frequents the Tartan Bistro, and was inspired to make a gift to support the program.

### **Board and Committees Appreciation Event**

The Friends of MCC Foundation hosted a Board and committee appreciation event at Kishwaukee Brewing Co. on Thursday, September 14. This event welcomed 40 guests who donate their time and resources to support MCC students. It was a great night to thank attendees for their commitment to MCC students and show appreciation for their generosity.

### **Education to Empowerment**

Education to Empowerment (E2E) will host the 3<sup>rd</sup> annual Women's Fall Luncheon, EmpowHER, on Thursday, September 28 at The District in Richmond, IL. This event is open to the public and raises funds for the E2E scholarship. The event anticipates 150 guests and will feature a silent auction, lunch, and stories of impact.

### **2023 President' Dinner**

Save the date for the President's Dinner which will take place on Friday, October 27 on MCC's main campus. A formal invite has been mailed.

### **MCC Day of Giving**

MCC Day of Giving will take place on Thursday, November 16. This day will encourage current donors, new donors, and employees to make an end of year gift to the Foundation. Additional 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:**

<b>Funding Source</b>	<b>Brief Description</b>	<b>Amount Funded</b>	<b>Project Director</b>
Anonymous foundation	The Center for Agrarian Learning received funding to expand their existing Midwest Cut Flower School into other topic areas, such as Midwest Apple Grower School or similar. The awarding foundation has requested anonymity.	\$72,000 over three years	Sheri Doyel, Director of the Center for Agrarian Learning
Motorola Solutions Foundation	MCC received a third year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs, with the goal of increasing diversity in the public safety workforce to better reflect the communities served.	\$35,000	Dawn Katz, Dean of Business, Social Sciences, and Public Services

**PENDING APPLICATIONS**

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

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Patriot Run 5K	MCC requested funding to support student veterans/the Student Veterans Resource Center.	\$1,500	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
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.	\$50,231	Pending	October
Lavin Family Foundation	MCC requested funding for scholarships and to purchase toolboxes to support students in the non-credit Motorcycle Technician Training Program.	\$15,000	Pending	October
Illinois Green Economy Network (IGEN)	MCC requested funding to install new, more energy-efficient LED lighting in approximately 25 classrooms in Building A.	\$24,450	Pending	October
Gene Haas Foundation	The Foundation's primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC machine technology students. Award amount is determined by the Foundation; MCC received \$8,000 in October 2021.	TBD	Pending	October
First National Bank of Omaha Impact Grant	Support from this grant will allow MCC to expand Small Business Development Center services specifically targeted to women and Hispanic business owners, including additional counseling, classes, and roundtable discussion groups.	\$25,000	Pending	November
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$7,600	Pending	November
Chicago Community Trust	Food:Land:Opportunity, funded through the Searle Funds at the Chicago Community Trust, will provide continued operational support to the Center for Agrarian Learning.	\$200,000	Pending	November

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Climate and Equitable Jobs Act (CEJA)	MCC applied as part of a consortium including College of Lake County (lead applicant) and Oakton College. If funded, the grant will support the development or expansion of several new clean energy training programs, such as solar energy installation, hybrid/electric vehicle automotive technology, and HVAC.	MCC's share is estimated at about \$1.4 million over three years	Pending	December

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Lumina Foundation	The Great Admissions Redesign is seeking projects that increase opportunity, simplicity, and innovation in the postsecondary admissions process, particularly for marginalized students. Since the focus of the grant is on improving bachelor's degree admissions, MCC is coordinating with our University Center partners.	\$500,000-750,000	In development	October 6, 2023
ICCB Innovative Bridge and Transition Grant	This grant funds projects that support the seamless transition of students between education systems and employment, with a strong focus on scaling programs that promote equity and diversity among those served. MCC is considering an application.	TBD	Under consideration	November 1, 2023
U.S. Department of Labor Strengthening Community Colleges Training Grant	MCC is participating in a consortium application of northern Illinois community colleges coordinated by the ICCB. This grant is designed to build capacity at community colleges to meet the skill development needs of employers and equitably support students in obtaining good jobs in in-demand industries.	TBD	In development	November 14, 2023

**APPLICATIONS DENIED:** None.

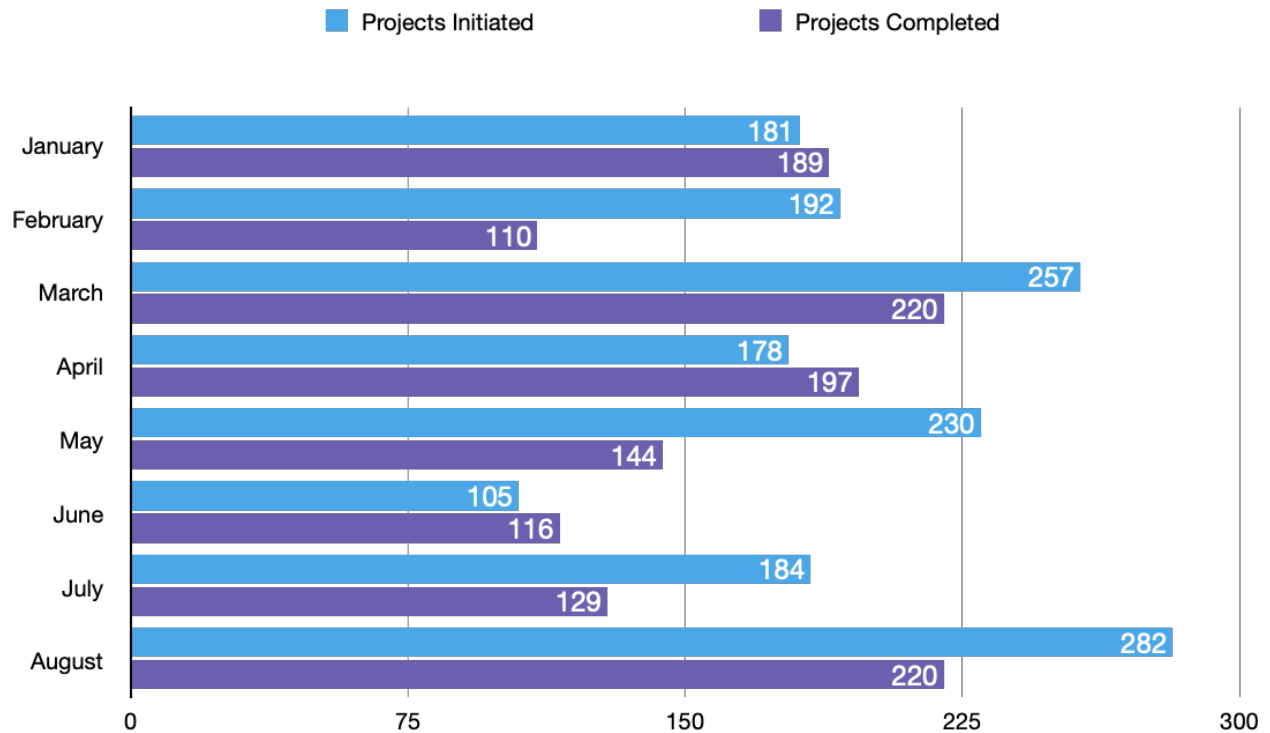
Office of Marketing and Public Relations Update

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

Services that OMPR provides to the College:

- Brand development
- Copywriting
- 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:**

- Spring 2024 priority and general registration promotions
- President's Dinner planning and promotion
- University Center at MCC branding and promotion
- Aurora University enrollment promotion
- Experts and Insights Faculty Speaker Series promotion
- Innovation programs branding and promotion

**Monthly Releases and Features\***

The following releases and feature stories were submitted to local and regional media outlets from August 17, 2023—September 14, 2023.

- MCC Brings Community Together at Block Party
- McHenry County College Art Gallery to Feature Paintings by Jeffly Gabriela Molina
- McHenry County College Names 2023 Education to Empowerment Scholarship Recipients
- 2nd Annual Ride for Student Success Raises \$3,500 for MCC Student Scholarships
- Education to Empowerment Scholarship and Mentoring Program to Host Fall Luncheon September 28
- Explore the Realities of OCD with MCC's Next Experts and Insights Speaker Series
- MCC's Sweet Scots Bakery Returns with Seasonal Treats
- McHenry County College Offers Series of Planetarium Shows This Fall
- MCC's Paralegal Program to Host Book Reading with Local Author and Attorney Donna Kelly

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

## Sustainability Center Update

### **Current Initiatives and Community Connections**

The McHenry County Public Transportation Advisory Committee met on August 3, 2023. In addition to updates from RTA and Metra; PTAC participated in a roundtable discussion regarding older adult transportation and discussed how we can advocate for further accommodations for older adults. The MCRide fare structure was also reviewed and discussed. Director Hankins serves on this committee as the MCC representative. The MCRide/MCC partnership had 389 riders in August 2023.

The MCC Sustainability Center was a co-sponsor with the Environmental Defenders of McHenry County for one of the Defender's Best Management Practice tours on August 4, 2023. Crystal Lake Public Works officials gave a presentation at City Hall on how green infrastructure and native vegetation can be used to effectively mitigate flooding in urbanized areas while providing a multitude of additional benefits. Director Hankins and Biology instructor Dr. Colin Yeager then drove two MCC buses of interested citizens and municipal officials to visit a naturalized regional detention system in a neighborhood that had experienced frequent flooding, a bioswale that provides erosion control and filters runoff before it flows into Crystal Lake, and a network of constructed wetlands that provide much needed flood relief in an older residential community prone to flooding.

The Sustainability Center participated in the Opening Day Resource Fair on August 10, 2023, with a table display and low-impact giveaways.

The Environmental Action Club tabled at the Student Organization Fair on August 23, 2023. New and returning members were invited to the club's fall semester kickoff meeting on September 6, 2023. Sustainability Director Kim Hankins and Leslie Krebs are the club's co-advisors.

Registration for vendors for the 15<sup>th</sup> annual Green Living Expo on November 4, 2023, is almost sold out. In addition to the new student sustainability research forum, information about air pollution, energy efficiency upgrades (including heat pumps); geothermal options, and electric bikes will be available for the public to enjoy and experience. More information and registration information are available at [www.mchenry.edu/greenexpo](http://www.mchenry.edu/greenexpo).

The McHenry County chapter of the American Association of Women in Community Colleges (AAWCC) began its fall programming with a general membership meeting on August 31, 2023. This chapter helps to manage and fund the purple pantry food assistance program as well as offer a variety of events and opportunities throughout the year. Director Hankins is currently serving on the Executive Board as president of the chapter.

The ReUse It Corner repurposed approximately \$62.31 worth of gently used office and school supplies in August 2023. Thirty-six people found uses for over 95 items this month.

The Sustainability Center welcomes Paris Lotito as the new Sustainability Center Student Assistant.

The Sustainability Center and the ReUse It Corner have moved to a new location in Building A, Room 133B.

## Workforce Development Update

This Workforce Development Update explores recent technology advancements that strengthen teaching, enhance operational efficiency, and provide additional resources to the various stakeholder audiences who are served by the division's programs.

### Career Services

With an implementation that wrapped up in early September, current students, alumni, and community members are now able to use the Handshake recruitment system. The mobile-friendly Handshake platform invites users to create a profile that they can customize with job interests, location, industry preference, and more. After building a profile, users can interface with employers to learn more about company culture and see open positions. After identifying jobs of interest, users apply for positions in as few as two clicks. The integrated Handshake blog puts relevant job search and career development resources directly into the hands of users.

Handshake provides employers with an all-in-one early talent recruiting platform. Instead of just allowing job postings, the platform supports employers as they develop a company profile that targets Gen Z through rich media, candidate reviews, and employee testimonials. Handshake is the most utilized recruitment platform at the university level, so local employers have a more seamless experience to reach MCC students without the need to post to multiple platforms.

Handshake also serves as a system of work for the Career Services office. It provides the back-end management for job fairs and outreach events, delivers a portal for students and community members to book appointments, and has built in tracking and analytics. Handshake replaces the former College Central Network tool that was used to house an online job board.



Career Services is also excited about the introduction of VMock, a 24-7 online resume-review tool that leverages data-science, machine learning and natural language processing to provide personalized feedback on resumes based on criteria gathered from employers. In addition, VMock's SMART Pitch functionality provides users for in-person and video interviews by providing feedback on responses, body language, eye contact, and voice quality. In addition to expanding the resources available to job seekers utilizing Career Services, VMock is also available to MCC faculty to support career development and exploration in the classroom.

### Court Programs

In partnership with the 22<sup>nd</sup> Judicial Circuit Court, MCC Court Programs operates the Focus on the Kids program for families with children under 18 who are navigating divorce, as well as the Traffic Safety School. Traffic Safety School provides both online and in-person options for learners selecting an education option as part of a moving violation or to fulfill a court-ordered requirement.

To provide a better experience for learners, Court Programs has transitioned to the Lumens 3<sup>rd</sup> party registration platform. Participants are now able to self-register for training classes, selecting the date and time that best fits their personal schedule. The transition to Lumens has also allowed the automation of program support, with real-time tracking and reporting functions for program staff.

### Workforce Training

The Workforce Training team has implemented two additional features of the Lumens 3<sup>rd</sup> party registration system. The first allows approved employers to utilize a company specific portal. An employer representative can submit employee registration information directly to the registration system. Workforce Training staff then review and approve the submitted information. The second feature allows individual learners to request registration in a training class. These requests are routed through their employer representative for approval. These two new features create additional efficiencies for both employers and MCC employees and make it easier for individual learners to access training resources.

### Career Training

Although the healthcare programs in the Career Training portfolio involve extensive hands-on learning, technology plays an important role. Each student is provided with an online study guides and National Healthcare Association (NHA) practice exam as they work to prepare for NHA certification examination. The curriculum for the Medical Assistant program has recently been updated with a unit on electronic medical records, further preparing students to transition successfully to employment within the healthcare industry. Medical Assistant students also utilize the Laerdal Mid-fidelity Nursing Anne Mannequin. Using a Sim Pad, like an iPad, the instructor can create scenarios such as cardiac arrest for student practice. A dedicated laptop controlled by the instructor's Sim Pad is used as a patient monitor to display patient vitals.

### Illinois Small Business Development Center (ISBDC)

This year, the ISBDC at MCC finalized its launch of paperless systems of work for client onboarding and record keeping. Client intake and scheduling have been optimized via a workflow that utilizes NeoSerra, the America's SBDC' national database, and Calendly, a 3<sup>rd</sup> party scheduling tool. SBDC clients are no longer required to complete a cumbersome paper intake form and can avoid the exchange of emails and phone calls to set an appointment. The ISBDC now collects milestones, success stories and economic impact data via personalized surveys sent directly to clients and returned to cloud storage. The effort to streamline these processes are in the service of developing ISBDC awareness and accessibility.