

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

Thursday, September 27, 2018
Regular Board Meeting
Immediately after Budget Hearing



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

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting, August 23, 2018
Board Retreat, September 18, 2018
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
8. INSTALLATION OF STUDENT TRUSTEE
9. PRESIDENT'S REPORT: Dr. Clinton Gabbard
10. PRESENTATION
 - A. Open Educational Resources: Mr. Stephen Mujeye, Instructor of Networking
11. COMMUNICATIONS
 - A. Faculty Report: Ms. Anne Humphrey and Ms. Elaine Whalen
 - B. Adjunct Faculty Report: Ms. Karen Shuman
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report
 - E. Attorney Report
12. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #18-115
 2. Treasurer's Report, Board Report #18-116
 3. Ratification for Accounts Payable Check Register, Board Report #18-117
 - B. Request to Approve/Contract Extension/Lease/Purchase/Renew/Replace/Upgrade
 1. All Flash Solid State Disks Storage Area Network, Board Report #18-118
 2. Services and Materials for Ventilation System in Woodstock Welding Center, Board Report #18-119
 - C. Destruction of Closed Session Recordings, Board Report #18-120
 - D. Personnel
 1. Request for Retirement, Board Report #18-121
 2. Request for Retirement, Board Report #18-122
 3. Request for Retirement, Board Report #18-123
 4. Salary Adjustments, Board Report #18-124

13. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
14. APPROVAL OF PRIME TRADES UNDER BID PERIOD 1 FOR BUILDINGS A AND E INFILL RENOVATION, BR #18-125
15. SOLAR POWER PURCHASING AGREEMENT (PPA), Board Report #18-126
16. ICCTA REPORT: Ms. Linda Liddell, ICCTA Liaison
17. FOR INFORMATION
 - A. New Employees
 - B. Departures
 - C. September Committee Meeting Summary
 - D. Friends of McHenry County College Foundation Report
 - E. Office of Marketing and Public Relations Update
 - F. Office of Resource Development Update
 - G. Sustainability Center Update
18. FUTURE AGENDA ITEMS / SUMMARY COMMENTS BY BOARD MEMBERS
19. 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
20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, August 23, 2018
21. ADJOURNMENT

A handwritten signature in black ink, appearing to read "Linda Liddell". The signature is written in a cursive, flowing style.

Linda Liddell
Chair

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2019 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 2019 is currently 16.7% complete with the year-to-date results ending August 31, 2018 being reported. In the Operating Funds, total revenue is 14.3% of budget, as compared with 15.4% at the same time last year. Total expenditures are 8.3% of budget, as compared with 9.3% 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 16.7% of budget and down \$3,852 (-0.1%) from last year at this time. FY19 revenue is \$4,473,051 vs. FY18 revenue of \$4,476,903. For FY19, this revenue is derived from 50% of the 2017 tax levy (as approved by the Board in December 2017) and 50% of the 2018 tax levy (anticipated approval by the Board in November 2018).
- State government is 15.6% of budget and down \$12,362 (-2.5%) from last year at this time. FY19 revenue is \$474,702 vs. FY18 revenue of \$487,064.
- Federal government is 0.0% of budget and (0%) from last year at this time. FY19 revenue is \$0 vs. FY18 revenue of \$0.
- Student tuition and fees is 25.9% of budget and up \$83,769 (2.5%) from last year at this time. FY19 revenue is \$3,497,865 vs. FY18 revenue of \$3,414,096.
- Sales and service fee is 67.9% of budget and up \$141 (0.1%) from last year at this time. FY19 revenue is \$103,975 vs. FY18 revenue of \$103,835. Activity in this area is comprised primarily from the Kids at College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 0.0% of budget and (0.0%) from last year at this time. FY19 revenue is \$0 vs. FY18 revenue of \$0. Revenue in this category is comprised of activity from the leasing of the farm land owned by the College and is received in one payment.
- Investment is 60.6% of budget and up \$13,382 (16.7%) from last year at this time. FY19 revenue is \$93,463 vs. FY18 revenue of \$80,081. Investment performance is attributable to the change in investment policy and strategy, which sought to increase duration of the overall portfolio in order to earn a higher return but it is still subject to market fluctuations due to economic volatility each month.
- Nongovernmental gifts, scholarships, grants & bequests is 100.0% of budget and 4,557 (100.0%) from last year at this time. FY19 revenue is \$4,557 vs. FY18 revenue of \$0. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 3.9% of budget and up \$59,425 (7.2%) from last year at this time. FY19 revenue is \$883,496 vs. FY18 revenue of \$824,071. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$843,851, Retiree Health contributions, which account for \$18,178, Other Misc. Income, which account for \$10,601, with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$10,866. 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 FY18 that "On-Behalf Payment" was \$15,042,132.

Expenditures

- Salaries expenditures are 12.0% of budget and up \$13,352 (0.4%) from last year at this time. FY19 expenditures are \$3,123,232 vs. FY18 expenditures of \$3,109,880.
- Employee benefit expenditures are 5.1% of budget and down \$33,790 (-2.3%) from last year at this time. FY19 expenditures are \$1,436,548 vs. FY18 expenditures of \$1,470,338. This account group will 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 \$15-16 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in "other revenue".
- Contractual services expenditures are 10.1% of budget and up \$140,775 (57.3%) from last year at this time. FY19 expenditures are \$386,590 vs. FY18 expenditures of \$245,815. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 14.9% of budget and up \$106,299 (41.1%) from last year at this time. FY19 expenditures are \$364,738 vs. FY18 expenditures of \$258,439.
- Travel and meeting expenditures are 9.9% of budget and up \$30,268 (137.0%) from last year at this time. FY19 expenditures are \$52,362 vs. FY18 expenditures of \$22,094.
- Fixed charges expenditures are 13.5% of budget and down \$133,043 (-36.3%) from last year at this time. FY19 expenditures are \$233,929 vs. FY18 expenditures of \$366,971. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 7.2% of budget and up \$56,345 (230.9%) from last year at this time. FY19 expenditures are \$80,750 vs. FY18 expenditures of \$24,404.
- Capital Outlay expenditures are -5.3% of budget and down \$240,675 (-286.7%) from last year at this time. FY19 expenditures are \$-156,722 vs. FY18 expenditures of \$83,953. The credit balance is due to auto reversals from entries booked at year-end for FY18.
- Other expenditures are 15.1% of budget and up \$676 (0.5%) from last year at this time. FY19 expenditures are \$131,038 vs. FY18 expenditures of \$130,362. 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. FY19 expenditures are \$0 vs. FY18 expenditures of \$0.

Clinton Gabbard
President

Treasurer's Report

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 Reports as presented.



Clinton E. Gabbard
President

McHenry County College
August 31, 2018

Investments

| College Fund | Financial Institution | 08/31/18 | | 08/31/18 | | | |
|---|-----------------------|---------------------|---------------------|-------------|-----------|-------------|-----------|
| | | Investments | Investments | % of Total | Interest | No. of Days | Maturity |
| Education | Illinois Funds | \$149,883 | \$159,639 | 0% | see below | N/A | On Demand |
| Education | JPMorgan Chase | 0 | 0 | 0% | 0.00% | N/A | On Demand |
| Education | PFM Investments | 21,734,028 | 22,355,938 | 54% | see below | N/A | Various |
| Operations & Maintenance | Illinois Funds | 0 | 0 | 0% | see below | N/A | On Demand |
| Operations & Maintenance | PFM Investments | 958,697 | 955,380 | 2% | see below | N/A | Various |
| Operations & Maintenance (Restricted) | Illinois Funds | 7 | 7 | 0% | see below | N/A | On Demand |
| Operations & Maintenance (Restricted) | JPMorgan Chase | 0 | 0 | 0% | 0.00% | N/A | On Demand |
| Operations & Maintenance (Restricted) | PFM Investments | 12,209,789 | 12,170,377 | 30% | see below | N/A | Various |
| Operations & Maintenance (Restricted-Debt Cert) | PFM Investments | 312,410 | 1,040,331 | 1% | see below | N/A | Various |
| Working Cash | Illinois Funds | 0 | 0 | 0% | see below | N/A | On Demand |
| Working Cash | JPMorgan Chase | 0 | 0 | 0% | 0.00% | N/A | On Demand |
| Working Cash | PFM Investments | 2,795,824 | 2,789,015 | 7% | see below | N/A | Various |
| Liability, Protection and Settlement | Illinois Funds | 0 | 0 | 0% | see below | N/A | On Demand |
| Liability, Protection and Settlement | JPMorgan Chase | 0 | 0 | 0% | see below | N/A | On Demand |
| Liability, Protection and Settlement | PFM Investments | 1,970,199 | 1,964,512 | 5% | see below | N/A | Various |
| | Total | \$40,130,837 | \$41,435,199 | 100% | | | |

Interest Revenue

Interest Revenue

| College Fund | Aug-18 | Fiscal YTD |
|---------------------------------------|------------------|------------------|
| Education | \$59,631 | \$89,920 |
| Operations & Maintenance | 3,401 | 5,102 |
| Operations & Maintenance (Restricted) | 42,078 | 64,503 |
| Working Cash | 6,982 | 10,473 |
| Liability, Protection and Settlement | 5,831 | 8,747 |
| Total | \$117,923 | \$178,745 |

Illinois Fund Rates - August 31, 2018

Annualized rate - Money Market

| | |
|---------|--------|
| Low | 1.928% |
| High | 1.998% |
| Average | 1.962% |

PFM Investment Rates - August 31, 2018

Range of CD Rates

| | Short Term* | Long Term* | Debt Proceeds* |
|------|-------------|------------|----------------|
| Low | - | - | - |
| High | - | - | - |

Yield to Maturity of Notes

| | Short Term* | Long Term | Debt Proceeds* |
|-----------|-------------|-----------|----------------|
| At Cost | 2.360% | 1.890% | - |
| At Market | 2.190% | 2.620% | - |

*Currently there are no investments in these categories.

**McHenry County College
Treasurer's Report
For the Month of August 2018**

| Bank Name Account | Beginning Balance | Deposits (+) Other Additions | Disbursements (-) Other Subtractions | Ending Balance |
|--|------------------------------|---|---|---------------------------|
| Crystal Lake Bank & Trust Credit Cards | \$210,732.08 | \$1,149,617.79 | \$1,186,896.09 | \$173,453.78 |
| Crystal Lake Bank & Trust Direct Pay | \$6,775.70 | \$3,513.34 | \$941.23 | \$9,347.81 |
| Crystal Lake Bank & Trust Employee Benefits | \$0 | \$33,563.46 | \$33,563.46 | \$0 |
| Crystal Lake Bank & Trust Federal Student Loan | \$13,828.25 | \$99,697.94 | \$99,697.94 | \$13,828.25 |
| Crystal Lake Bank & Trust Operations | \$1,759,850.47 | \$6,963,162.93 | \$7,079,221.97 | \$1,643,791.43 |
| Crystal Lake Bank & Trust Payroll | \$38,681.16 | \$1,823,097.47 | \$1,823,272.97 | \$38,505.66 |

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 \$3,186,193.24. Please note that the expenses are not segregated into the respective funds.

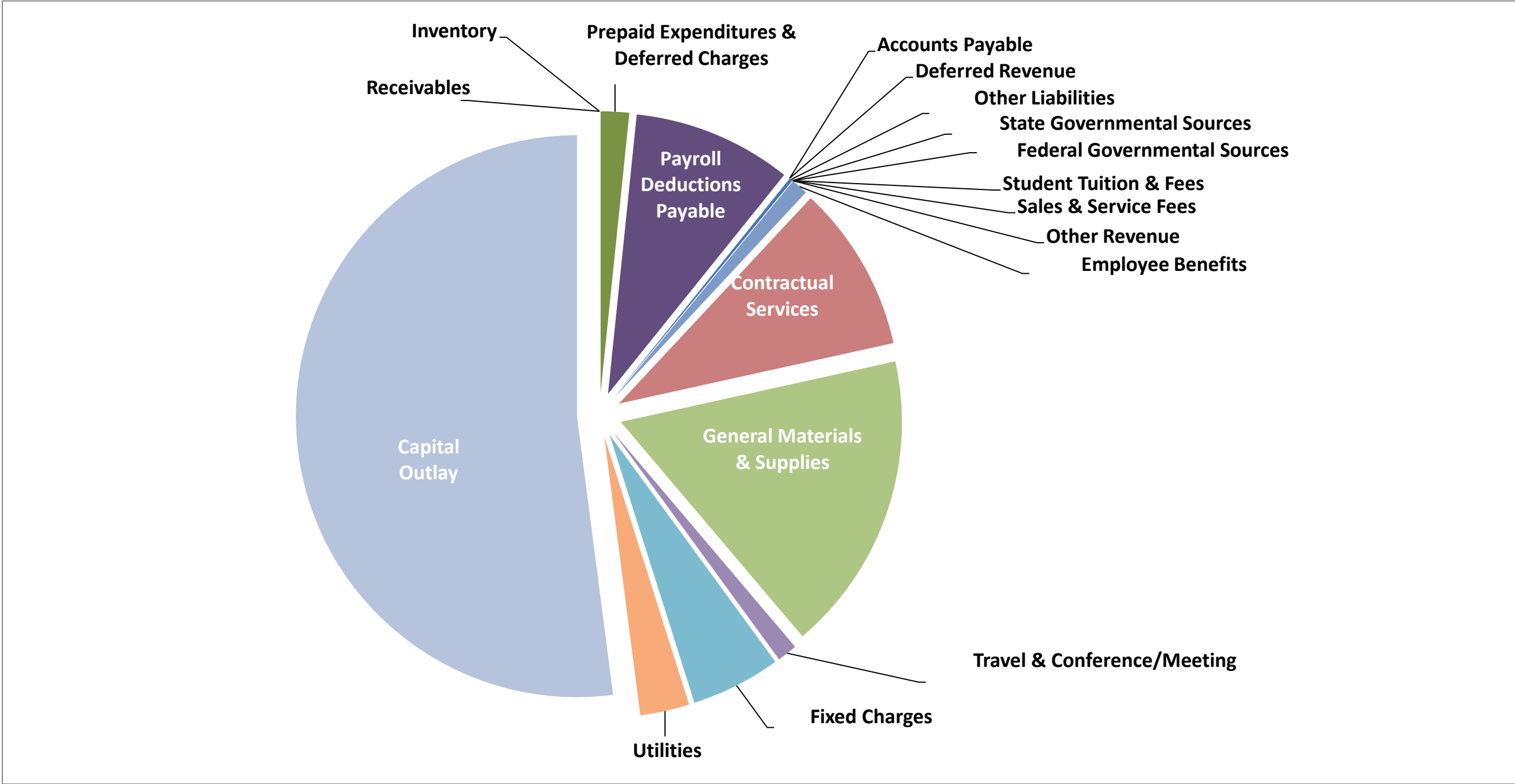
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of August 1- August 31, 2018 totaling \$3,186,193.24.



Clinton Gabbard
President

Distribution of Monthly Check Register Payments 8/1/18 through 8/31/18



| 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 | 30,782.54 | 0.97% |
| Prepaid Expenditures & Deferred Charges | 51,944.15 | 1.63% | Contractual Services | 305,574.62 | 9.59% |
| Payroll Deductions Payable | 291,153.95 | 9.14% | General Materials & Supplies | 549,853.08 | 17.26% |
| Accounts Payable | 0.00 | 0.00% | Travel & Conference/Meeting | 36,751.19 | 1.15% |
| Deferred Revenue | 0.00 | 0.00% | Fixed Charges | 164,139.78 | 5.15% |
| Other Liabilities | 6,378.60 | 0.20% | Utilities | 90,095.19 | 2.83% |
| State Governmental Sources | 0.00 | 0.00% | Capital Outlay | 1,657,048.34 | 52.01% |
| Federal Governmental Sources | 0.00 | 0.00% | Other Expenditures | 2,463.80 | 0.08% |
| Student Tuition & Fees | 8.00 | 0.00% | Contingency | 0.00 | 0.00% |
| | | | Total All Categories | 3,186,193.24 | 100.00% |

Six Month Select Vendor History Report

| SubClass | Cat | CatDesc | PayeeID | Payee | Total Voucher | Six (6) Calendar Months | | | | | |
|---------------------------------|-----|------------------------------|---------|---------------------|---------------|-------------------------|---------------|---------------|---------------|---------------|---------------|
| | | | | | | FY18: (3-Mar) | FY18: (4-Apr) | FY18: (5-May) | FY18: (6-Jun) | FY19: (7-Jul) | FY19: (8-Aug) |
| Engineering | 53 | Contractual Services | 0396644 | Quality Engineering | \$2,020.00 | 680 | | 1340 | | | |
| Engineering | 53 | Contractual Services | 0402264 | HR Green Inc | \$41,626.98 | 350 | 7564.68 | 17401.65 | 11552.15 | 4758.5 | |
| Engineering | 53 | Contractual Services | 0420293 | LionHeart Engineeri | \$7,516.38 | 497.2 | | 587.18 | 4759 | | 1673 |
| Engineering | 54 | General Materials & Supplies | 0396644 | Quality Engineering | \$840.00 | 112 | | 728 | | | |
| Engineering | 58 | Capital Outlay | 0402264 | HR Green Inc | \$5,095.84 | | | | | | 5095.84 |
| Engineering Total | | | | | | 1,639.20 | 7,564.68 | 20,056.83 | 16,311.15 | 4,758.50 | 6,768.84 |
| Food Vendor | 54 | General Materials & Supplies | 0395138 | TURANO BAKING CO. | \$3,493.27 | 924.24 | 527.28 | 700.85 | 234.72 | 346.11 | 760.07 |
| Food Vendor | 54 | General Materials & Supplies | 0395263 | GORDON FOOD SERVICE | \$113,122.96 | 34209.95 | 19589.32 | 32712.85 | 8056.25 | 8764.25 | 9790.34 |
| Food Vendor | 54 | General Materials & Supplies | 0395407 | HOME JUICE CORP | \$3,241.01 | 1184.29 | 631.15 | 1160.28 | 265.29 | | |
| Food Vendor | 54 | General Materials & Supplies | 0396456 | RIVERSIDE BAKE SHOP | \$1,795.68 | 303.96 | 231.94 | 264 | 398.44 | 332.78 | 264.56 |
| Food Vendor | 54 | General Materials & Supplies | 0396759 | 3 CHEFS CATERING SE | \$710.00 | | | 710 | | | |
| Food Vendor | 54 | General Materials & Supplies | 0405722 | Superior Nut and Ca | \$644.60 | | | 644.6 | | | |
| Food Vendor | 54 | General Materials & Supplies | 0414865 | Quality Catering fo | \$3,707.12 | 1244 | 746.4 | 1492.8 | 223.92 | | |
| Food Vendor Total | | | | | | 37,866.44 | 21,726.09 | 37,685.38 | 9,178.62 | 9,443.14 | 10,814.97 |
| Landscaping | 53 | Contractual Services | 0395554 | INTERIOR TROPICAL G | \$1,350.00 | 450 | 225 | 225 | 450 | | |
| Landscaping | 54 | General Materials & Supplies | 0394808 | COUNTRYSIDE GARDEN | \$41.68 | | | | 41.68 | | |
| Landscaping | 54 | General Materials & Supplies | 0395554 | INTERIOR TROPICAL G | \$1,611.40 | | | 190.4 | 1421 | | |
| Landscaping | 59 | Other Expenditures | 0394808 | COUNTRYSIDE GARDEN | \$362.50 | | | | 362.5 | | |
| Landscaping Total | | | | | | 450.00 | 225.00 | 415.40 | 2,275.18 | - | - |
| Legal | 53 | Contractual Services | 0394606 | Campion, Curran, La | \$1,762.50 | 112.5 | 262.5 | 975 | | 412.5 | |
| Legal | 53 | Contractual Services | 0396460 | ROBBINS SCHWARTZ | \$88,225.74 | 18943.22 | 21050.48 | 11225.46 | 15080.65 | 9265.24 | 12660.69 |
| Legal Total | | | | | | 19,055.72 | 21,312.98 | 12,200.46 | 15,080.65 | 9,677.74 | 12,660.69 |
| Temporary Staffing | 53 | Contractual Services | 0396989 | WORKING WORLD INC | \$155,762.19 | 24511.14 | 19256.74 | 25975.21 | 22860.19 | 26988.44 | 36170.47 |
| Temporary Staffing Total | | | | | | 24,511.14 | 19,256.74 | 25,975.21 | 22,860.19 | 26,988.44 | 36,170.47 |
| Grand Total | | | | | | \$ 83,522.50 | \$ 70,085.49 | \$ 96,333.28 | \$ 65,705.79 | \$ 50,867.82 | \$ 66,414.97 |

Request to Lease
All Flash Solid State Disks Storage Area Network

Information

In January of 2015, the College leased technologies in the form of new blade servers, network switches and data storage equipment to support college operations as well as build up the institution's disaster recovery (DR) infrastructure. The data storage equipment consisted of two Storage Area Networks (SAN). A larger SAN was for the main campus data center in Crystal Lake, and a second smaller SAN was for the Shah Center. All of the College's critical operational data is stored on the main campus SAN, which is replicated to the Shah Center as a live DR site.

The main campus SAN in Crystal Lake has reached a critical performance threshold where the workloads are negatively impacting operations and will no longer allow future growth. This stress is not in actual data storage capacity, but instead on disk drive performance. One important measure of disk drive performance is Input/output Operations Per Second (IOPS). System monitoring of IOPS has shown increasingly heavy access to data stored on the SAN. The end result is performance bottlenecks and an unusually high number of disk drive failures. If continued, the SAN could finally fail, disrupting the entire campus. This heavy access is primarily due to additional computing and data storage needed for growing ERP system usage. The performance bottlenecks have been particularly noticeable with the start of the Fall 2018 semester. With this increase in demand, more stress has also been added to the replication of main campus data to the DR SAN at Shah Center.

The main campus SAN relies heavily on traditional disk drives, which use mechanical arms to read/write data to/from spinning disk platters. Newer flash drive technologies (similar to consumer thumb drives) have no moving parts and are entirely based on solid-state memory chips with much better performance. This newer data storage technology is called Solid-State Disks (SSD). The main campus SAN is approximately 30% SSD, and the remaining 70% is traditional mechanical disk drives. As a result, the SAN's maximum performance is 90,000 IOPS. The current SAN consistently hits its maximum performance threshold, and beyond. A 100% SSD SAN can perform at 200,000 IOPS. Since the College's primary issue is disk drive performance, the recommended solution is to replace the current main campus SAN with an "All Flash" SSD SAN.

The addition of a new All Flash SSD SAN will allow MCC to sustain the high volume of IOPS needed to continue efficient operation, provide growth potential and avoid a future outage. It would also enable the relocation of the current main campus SAN to the Shah Center. This would alleviate the performance bottlenecks at Shah as well as double the capacity for disaster recovery.

The new All Flash SSD SAN will be leased through the College's existing Master Lease Agreement with Dell Financial Services on a five-year lease at an annual cost of \$53,300.02. The architectural design and installation of the equipment is provided by Avalon Technologies, Inc., Dell's recommended partner for designing and implementing data storage and DR systems.

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 leasing of an All Flash SSD Storage Area Network on a five-year lease at an annual lease cost of \$53,300.02 from Dell Financial Services of Round Rock, TX.



Clinton E. Gabbard
President

Request to Purchase
Services and Materials for Ventilation System in Woodstock Welding Center

Information

In Summer 2018, efforts began to increase the number of welding stations from six to twelve at the College’s welding center located in Woodstock, IL. This work included bringing in a new electrical service, purchasing and installing new welding machines, and building new welding booths inside the existing space. The final component to this work is the installation of a new ventilation system for the six new welding stations.

20/10 Engineering out of Schaumburg, IL was hired to design the new ventilation system. This design work was sent to three mechanical contractors in the immediate area. Two proposals were received and the project will be awarded to the lowest responsible bidder listed below. The College will manage the installation activities of the project.

| Description | Quantity | Jensen’s Plumbing and Heating | M.G. Mechanical Service, Inc. |
|--|----------|-------------------------------|-------------------------------|
| Installation of New Ventilation System in the Woodstock Welding Center | 1 | \$27,416.00 | \$45,110.00 |

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (j) which reads, “contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility”.

The expense for this project is budgeted in the Physical Facilities Capital Outlay account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees allow the College to purchase mechanical services to install a new ventilation system in the welding center from Jensen’s Plumbing and Heating of Woodstock, IL, for \$27,416.00.



Clinton Gabbard
President

Destruction of Closed Session Recordings

Information

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

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

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

- Committee of the Whole Meeting, October 18, 2016
- Committee of the Whole Meeting, November 8, 2016
- Regular Board Meeting, November 17, 2016

Recommendation

It is recommended that the Board of Trustees approves the destruction on September 28, 2018 of the recordings of the following Closed Sessions: Committee of the Whole Meeting, October 18, 2016, Committee of the Whole Meeting, November 8, 2016, and Regular Board Meeting, November 17, 2016.



Clinton Gabbard
President

Request for Retirement

Information

Tony Capalbo, Interim Dean of Academic Services, has submitted his intent to retire with his last date worked as February 15, 2019. He has been a valuable member of the College community and at his leaving, will have over 10 years of full-time service to the College.

Recommendation

It is recommended that the Board of Trustees approves Tony Capalbo's request for retirement effective February 15, 2019. Additionally, in appreciation for his many contributions to the College, it is recommended that he be granted the honorary designation of Legacy status and receive benefits awarded such personnel.



Clinton E. Gabbard
President

Request for Retirement

Information

Don Curfman, Accounting Instructor, has submitted his intent to retire with his last date worked as May 18, 2019. He has been a valuable member of the College community and at his leaving, will have over 24 years of full-time service to the College.

Recommendation

It is recommended that the Board of Trustees approves Don Curfman's request for retirement effective June 1, 2019. Additionally, in appreciation for his many contributions to the College, it is recommended that he be granted the title and benefits of Faculty Emeritus.



Clinton E. Gabbard
President

Request for Retirement

Information

Beverly D. Dow, Ph.D., Biology Instructor, has submitted her intent to retire with her last date worked as May 31, 2019. She has been a valuable member of the College community and at her leaving, will have over 17 years of full-time service to the College.

Recommendation

It is recommended that the Board of Trustees approves Beverly D. Dow's request for retirement effective June 1, 2019. Additionally, in appreciation for her many contributions to the College, it is recommended that she be granted the title and benefits of Faculty Emeritus.



Clinton E. Gabbard
President

Salary Adjustment

Information

The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. In accordance with this program, the following administrators qualify for a salary adjustment at this time. The salary adjustment takes effect for the fiscal year noted.

| | <u>Current Salary</u> | <u>Adjusted Salary</u> |
|---|-----------------------|------------------------|
| Elizabeth Schnowske – 2 nd Adjustment – FY 2019 Director of Nursing Program | \$101,560.22 | \$102,960.22 |
| Marlene Vogt – 3 rd Adjustment – FY 2019 Director of Occupational Therapy Assistant Program | \$92,749.59 | \$94,149.59 |

Recommendation

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



Clinton E. Gabbard
President

Approval of Prime Trades under Bid Period 1 for Buildings A and E Infill Renovation

Information

With the construction of the Liebman Science Center, discussions regarding the vacated space in Building A as well as the need to update the nursing and other health sciences space in Building E has been brought to the Board. From October 17, 2017 through August 14, 2018 the scope, financing, and timelines were defined and presented. The Board was in favor of moving forward with Demonica Kemper Architects (DKA) and Pepper Construction on the renovation, given the generous support from a private donor that will fund half of the cost.

On August 22, 2018, the MCC administration, in conjunction with Pepper Construction (the College’s Construction Manager Advisor), opened competitive public bids for Bid Period 1 for the renovation of Buildings A and E.

Included in Bid Period 1 are the bids for: Doors/Frame/Hardware and Interior Glazing. Bid Period 1 was estimated at \$265,975.00 the total bids came in at \$2,245,042.00 – or \$81,498.00 under the control bid estimate.

| | | Bid Period | | |
|-------|---------------------------------|--------------|--------------|---------------|
| | | 1 | | |
| | | Bid Estimate | Bid Result | Over/(Under) |
| 1 | Doors/Frames/Hardware - Furnish | \$89,450.00 | \$76,500.00 | (\$12,950.00) |
| 2 | Interior Glazing | \$176,525.00 | \$131,875.00 | (\$44,650.00) |
| Total | | \$265,975.00 | \$208,375.00 | (\$57,600.00) |

The complete bid results from all vendors for the prime trade contractors are included in the attached documents to this report.

This expense is budgeted in the Operations and Maintenance Restricted Fund 03.

Recommendation

It is recommended that the Board of Trustees approves the prime trades under Bid Period 1 to:

- Trade Package #1 – Doors/Frames/Hardware - Furnish: Recommended award to Edward Stauber Wholesale Hardware, Inc., Waukegan, IL for the amount of \$76,500.00
- Trade Package #2 - Interior Glazing: Recommended award to Accurate Glass Inc., Addison, IL for the amount of \$131,875.00

for a total Bid Period 1 award of \$208,375.00



Clinton Gabbard
President



September 19, 2018

Mr. Bob Tenuta
 McHenry County College
 8900 US Hwy 14
 Crystal Lake, IL 60012

**Re: McHenry County College – Building A&E Renovations
 PCC Job #1800448
 Bid Period #1 - Award Recommendation Letter**

Dear Mr. Tenuta:

Pepper Construction Company hereby recommends that a contract be awarded to the Prime Trade Contractors listed on the Bid Opening Analysis for Bid Package 1 through 2 as follows:

BP1 Estimate & Bid Result

| | | Bid Period | | |
|--------------|---------------------------------|------------------|------------------|--------------------|
| | | 1 | | |
| | | 50% CD Estimate | Bid Result | Over(+)/Under(-) |
| 1 | Doors/Frames/Hardware - Furnish | \$89,450 | \$76,500 | \$ (12,950) |
| 2 | Interior Glazing | \$176,525 | \$131,875 | \$ (44,650) |
| Total | | \$265,975 | \$208,375 | \$ (57,600) |

Trade Package #1 – Doors/Frames/Hardware: Recommended award to Edward Stauber Wholesale Hardware, Inc - Waukegan, IL for the amount of \$76,500.00

Trade Package #2 - Interior Glazing: Recommended award to Accurate Glass Inc, - Addison, IL for the amount of \$131,875.00

The total amount of the contracts being recommended for award: \$ 208,375.00



This is Bid Period No.1 of potentially 2 total Bid Periods. The upcoming package remains in design and will be presented to the Board in the following months.

Sincerely,

PEPPER CONSTRUCTION COMPANY

A handwritten signature in purple ink, appearing to read "Brad Tomky", is written over a faint, light-colored rectangular stamp or watermark.

Brad Tomky
Sr. Project Manager

Solar Power Purchasing Agreement (PPA)

Information

Over the last several years, the College has explored different approaches to solar energy such as:

- Ground mounted panels
- Roof mounted panels
- Consortium purchasing of panels
- Purchase Power Agreements (PPA)

Each scenario was proven to not be feasible when explored previously. This effort was in alignment with the College's green initiatives to save energy and lower costs when possible, and to continue to investigate future opportunities. The College recently went out again with a predetermined amount of unused land that it could dedicate to a solar field array and sought proposals for a PPA.

Results

The College received 19 proposals that ranged in results in savings, costs, power yield, and years of agreement. Twelve proposals provided opportunities for energy savings with sufficient power yield and a term limit that provides the College with an opportunity to pursue a ground-mounted solar field under a PPA. The most feasible proposal came from ENGIE under proposal #4.

ENGIE is a global energy supply management company that we had communications regarding retro-commissioning work when they were known as Opterra Energy four years ago. Their proposal is a fixed rate 25-year term that is economical when compared to what we will be paying for our electricity (\$0.0332/kWh) once the array is up and running (Fall 2019), and where we would expect our electricity prices to go to over the next 25 years.

As part of the power purchase agreement and installation of the solar field, ENGIE will provide a standard ground cover consisting of native grasses and native clover. This planting will provide a natural field that will induce native species to help pollinate local flora. According to an article written in *Bioscience* by John Losey and Mace Vaughn, pollination is vital to the economy as it is estimated to account for as much as 15 to 30 percent of the food eaten in the United States with an estimate crop value of more than \$3 billion annually.

Although the stated \$34,353.64 savings per year is only figured for the first year of operation, savings will be close to this each year over the next five years. We are currently locked in on our electricity pricing. Additionally, stating a specific savings is not realistic because savings depends on the amount of sunlight we have per year, which has a direct impact on power yield. Some years there will be more electricity produced, others less. It is anticipated that savings will go up a small amount year after year after the current five-year electricity lock-in rates expires. Electricity rates are not expected to go lower than current rates paid by the College.

While it will not markedly change the College's budgeting costs for our electricity usage (current spend is between \$59,000-\$64,000/month on electricity), money will be saved year after year. When this savings is extrapolated over a 25-year term, the savings will be very impactful.

The College will only have some small costs associated with this proposal, specifically having ComEd make some meter changes where we would tie the array into the College's electricity supply, and some tree removal if needed. ENGIE will come out and do some site survey/soils analysis work to make sure their mounting system will work as planned. The College will also need to pursue an amendment to the Planning Urban Development (PUD) with the Crystal Lake, electricity and watershed permitting, and an agreement/easement with ENGIE to locate the PPA on College property.

There is no expense for this agreement, however, the operating cost for energy purchased through the agreement is budgeted in the Operations and Maintenance Fund under utilities.

Recommendation

It is recommended that the Board of Trustees approve the 875kWh Solar Power Purchasing Agreement proposal #4 from ENGIE, Chicago IL.



Clinton Gabbard
President

Response Results from Request for Proposals for a Solar Power Purchase Agreement

| Company | System Size | | Rank | Yearly Production | | Rank | Tracker System | Proposal Term | PPA \$ Rate | kWh | Rank | Escalator | Cost to College/Year | Savings to College/Year | Rank |
|-----------------------------|-------------|----|------|-------------------|-----|------|----------------|---------------|-------------|------------|------|-----------|----------------------|-------------------------|------|
| | (AC) | | | | | | | | | | | | | | |
| MicroGrid Energy | 649 | kW | 8 | 987,977 | kWh | 8 | Yes | 25 Year | \$0.0187 | kWh | 3 | No | | \$14,305.91 | 5 |
| Engie #1 | 500 | kW | 9 | 854,383 | kWh | 15 | No | 20 Year | \$0.0257 | kWh | 9 | No | | \$6,407.88 | 9 |
| Engie #2 | 875 | kW | 6 | 1,419,572 | kWh | 6 | No | 20 Year | \$0.0097 | kWh | 2 | No | | \$33,359.94 | 2 |
| Engie #3 | 500 | kW | 9 | 854,383 | kWh | 15 | No | 25 Year | \$0.0217 | kWh | 5 | No | | \$9,825.41 | 8 |
| Engie #4 | 875 | kW | 6 | 1,419,572 | kWh | 6 | No | 25 Year | \$0.0090 | kWh | 1 | No | | \$34,353.64 | 1 |
| Constellation Energy | 480 | kW | 18 | 964,794 | kWh | 9 | Yes | 15 Year | \$0.0200 | kWh | 4 | No | | \$12,735.28 | 7 |
| SunLight General Capital #1 | 499 | kW | 11 | 818,670 | kWh | 17 | No | 20 Year | \$0.0750 | kWh Year 1 | 19 | Yes-1% | \$34,221.00 | 0 | 13 |
| SunLight General Capital #2 | 965.7 | kW | 4 | 1,627,182 | kWh | 4 | No | 20 Year | \$0.0700 | kWh Year 1 | 18 | Yes-1% | \$59,880.30 | 0 | 13 |
| Trillium | 480 | kW | 18 | 801,502 | kWh | 18 | No | 30 Year | \$0.0353 | kWh Year 1 | 14 | Yes-2% | \$1,683.15 | 0 | 13 |
| Forefront Power #1 | 498 | kW | 16 | 875,139 | kWh | 14 | No | 25 Year | \$0.0290 | kWh Year 1 | 12 | Yes-1.5% | | \$3,675.58 | 12 |
| Forefront Power #2 | 1,000 | kW | 2 | 2,532,550 | kWh | 1 | No | 25 Year | \$0.0220 | kWh Year 1 | 6 | Yes-1.5% | | \$18,288.65 | 3 |
| GRNE #1 | 499 | kW | 11 | 889,548 | kWh | 13 | No | 25 Year | \$0.0278 | kWh Year 1 | 11 | Yes-1% | | \$4,803.57 | 11 |
| GRNE #2 | 499 | kW | 11 | 927,000 | kWh | 10 | Yes | 25 Year | \$0.0276 | kWh Year 1 | 10 | Yes-1% | | \$5,194.20 | 10 |
| GRNE #3 | 1007 | kW | 1 | 1,972,819 | kWh | 2 | No | 25 Year | \$0.0254 | kWh Year 1 | 8 | Yes-1% | | \$15,387.99 | 4 |
| GRNE #4 | 932 | kW | 5 | 1,762,291 | kWh | 3 | Yes | 25 Year | \$0.0252 | kWh Year 1 | 7 | Yes-1% | | \$14,098.33 | 6 |
| MC Power Companies #1 | 499 | kW | 11 | 901,000 | kWh | 11 | No | 25 Year | \$0.0383 | kWh | 15 | No | \$4,550.05 | 0 | 13 |
| MC Power Companies #2 | 499 | kW | 11 | 901,000 | kWh | 11 | No | 25 Year | \$0.0335 | kWh Year 1 | 13 | Yes-1.5% | \$270.30 | 0 | 13 |
| Ameresco #1 | 495 | kW | 17 | 780,195 | kWh | 19 | No | 25 Year | \$0.0590 | kWh Year 1 | 17 | Yes-3% | \$20,129.26 | 0 | 13 |
| Ameresco #2 | 975 | kW | 3 | 1,432,069 | kWh | 5 | No | 30 Year | \$0.0474 | kWh Year 1 | 16 | Yes-3.5% | \$20,335.38 | 0 | 13 |

New Employees

Information

The following is a list of new employees or those that have transferred to another position at McHenry County College.

| Classification | Start Date | Employee Name | Primary Position | Position Status |
|----------------|------------|--------------------|--|-----------------|
| Adjunct | Fall 18 | Stephen Scherrer | Career and Technical Education | N |
| Adjunct | Fall 18 | Caitlin Ryan | Humanities and Social Sciences | N |
| Adjunct | Fall 18 | Baudelaire Ulysse | Humanities and Social Sciences | N |
| Administrator | 8/13/2018 | Gina McConoughey | Dean of Career and Technical Education | R |
| Faculty | Fall 18 | Kristin Lynam | Instructor, Nursing | R |
| Faculty | Fall 18 | Alyssa McRay | Instructor, Biology-Anatomy and Physiology | V |
| Faculty | Fall 18 | Broc Ungaro | Instructor, Manufacturing Technology | N |
| Faculty | Fall 18 | Melissa Veljasevic | Instructor, Early Childhood Education | R |
| Faculty | Fall 18 | Angela Wallace | Instructor, Physical Therapist Assistant Prog. | N |
| Faculty | Fall 18 | Irena Yzeiri | Instructor, Chemistry | R |
| Staff | 8/7/2018 | Kyla Tesch | Human Resources Office Assistant II | V |
| Staff | 8/13/2018 | Karen Krantz | Admin Asst. for Arts, Sciences & Math | R |
| Staff | 8/23/2018 | Yolanda Hernandez | Adult Educ. Enrollment & Assessment Processor | N |
| Staff | 8/23/18 | Shannon Seebach* | SHAH Program Specialist | N |
| Staff | 9/3/2018 | Martha Solorzano | Coordinator of Benefits & Pension | R |
| Staff | 9/3/2018 | Eileen Miller* | SHAH Center Programs Clerk | N |
| Staff | 9/4/2018 | David Behrens | Admissions Processor | R |
| Staff | 9/4/2018 | Ellen Benson | Accountant II | R |
| Staff | 9/10/2018 | Victor Mercardo | Groundskeeper | R |
| Staff | 9/10/2018 | Deetra Sallis | Human Resources Partner | V |

* Employees that have transferred or accepted a different or additional position.

Position Status Key: R=Replacement N=New V=Revised

Departures

Information

The following employees served their last day of employment on the date listed below:

| <u>Employee</u> | <u>Position Held</u> | <u>Effective Date</u> |
|------------------|--|-----------------------|
| Matt Butler | Coordinator of Recruitment and Staffing | 8/30/2018 |
| Christine Barnes | Coordinator of Personal Development Programs | 10/5/2018 |

September 2018 Committee Meeting Summary

September 18, 2018 - Committee of the Whole Meeting

- **President's Report:** Dr. Gabbard's report listed the top ten transfer destinations for MCC students. They are 1) Northern Illinois University, 2) Illinois State University, 3) University of Illinois Urbana/Champaign, 4) Iowa State University, 5) University of Iowa, 6) Columbia College Missouri, Crystal Lake location, 7) University of Wisconsin Whitewater, 8) University of Illinois Chicago, 9) Southern Illinois University Carbondale, and 10) DePaul University. Partnership agreements with each of these schools were listed.
- Dr. Gabbard also provided a transfer report from the Illinois Board of Higher Education and noted that Illinois is leading the nation in bachelor's degree completion among community college students. MCC ranks well within Illinois' completion efforts; of students who started at MCC and transferred to a four-year institution, 55.2% of them completed their bachelor's degree within six years. This compares to 53.8% for the state of Illinois, and 42.2% nationally. Of all students who started at MCC, 22.82% transferred and completed a bachelor's degree within six years. This compares to 18.8% for the state of Illinois, and 13% nationally.

Dr. Gabbard provided "Save the Date" information for a number of upcoming events.

- **Preliminary August Financial Statements:** Mr. Tenuta stated that an additional column has been added to the report; liability for the College Insurance Program has been booked, and MCC's share is \$26 million, which has a negative impact on the College's fund balance. The College's auditors informed Mr. Tenuta that MCC is one of only six community colleges that have been able to sustain a positive, unrestricted fund balance. As Mr. Tenuta learns more about his liability, he will report to the Board. In answer to Trustee Walsh's question about the tentative budget compared to the final budget which will be approved at the September 27 Budget Hearing, Mr. Tenuta noted that there will be only a few changes to the final budget.
- **Future Agenda Items/Summary Comments by Board Members:** During summary comments, Ms. Tirio asked about an upcoming event. Ms. Liddell asked Trustees to keep talks with the Food Shed Co-op moving along. Ms. Liddell also asked about how the infill space will be used. Dr. Gabbard replied that the infill space is the same as the presentation Mr. Tenuta gave at a previous meeting. Mr. Tenuta stated that work will begin during the winter break with the installation of the rooftop units. Construction will continue during Spring Break, then through the summer, completing in December. Mr. Tenuta will provide renditions from the architect. Ms. Liddell stated that she has made a tough personal decision; she will be moving to South Dakota in October, and the September Board meeting will be her last meeting. Discussion followed about the Food Shed Co-op.
- A **closed session** was held under 120/2(c), Exception #3, Selection of a Person to Fill a Public Office.

Huntley Professional Fire Fighters Local 4106

Demonstrating generosity and commitment to MCC students studying fire science, the Huntley Fire Fighters Union Local 4106 contributed \$2,000 for their scholarships, which were awarded to two students this fall.

Scholarship Update

Applications for Spring 2019 scholarships will open on September 17, 2018. The Foundation has promoted that more than 95 awards are available for next semester with approximately \$90,000 in funds. On October 2, the Foundation team and Board Members will host a “scholarship day” for students in order to assist in creating an account and starting the application process.



Huntley Firefighter, David Floyel, presents a check to Foundation Coordinator, Bev Thomas.

Exciting Alumni Efforts

Alumni Association’s Stand Up and Be Counted Program Returns

The MCC Alumni Association is looking for MCC alumni who are working and making a difference in McHenry County. The *Stand Up and Be Counted* program will formally recognize business owners and businesses who employ MCC Alumni. The MCC Alumni Association is actively looking for businesses to recognize.

MCC Alumni Now Engaged in MCC’s Opening Day Events

A total of 22 MCC alumni attended this year’s Opening Day to help welcome new students to the College. Alumni enjoyed breakfast with new students, and they answered questions, shared their MCC experience, and helped students navigate their first experience at MCC.

Education to Empowerment Speaker Event

Registration is now open for the Education to Empowerment fall event, *Having It Your Way: Defining Yourself When Life Happens*. Jan Fields, former president of McDonald’s USA and one of the most widely-recognized women in business leadership, will be the guest speaker. Fields currently serves as Chairman of the Board of Buffalo Wild Wings, Board Member of Chico’s, Ronald McDonald House, and Monsanto. Tickets are available at www.mchenry.edu/rsvp.



MCC alumni at Opening Day 2018.

Listening for a Cause

Listening for a Cause will take place on Friday, September 21 in 'the Listening Room' at the Dole from 6:45-10 p.m. Back by popular demand, The Belvederes will headline the evening's show. Opening group, Big Fish, features previous MCC faculty member, Deb Firak. All funds raised support MCC's Student Success Fund.



The Belvedere's at 'the Listening Room'.

President's Dinner

The Inaugural President's Dinner will be held on Friday, November 2, 2018 at McHenry County College's Crystal Lake campus. The dinner will bring MCC supporters together to celebrate the College and raise funds for student scholarships. Please contact the Foundation office to reserve tickets.

Save the Date: 2019 FMCCF Golf Invitational – June 10, 2019

The 2019 Golf Invitational will be held on June 10, 2019 at Crystal Lake Country Club. Details coming soon.

Office of Marketing and Public Relations Update

McHenry County College's Office of Marketing and Public Relations (OMPR) supports the institution's planning efforts through deliberate, strategic marketing and communication efforts to key target markets, including: students, donors, alumni, community, and employees. Taking a full-service, internal marketing agency approach to its projects, OMPR creates and enforces innovative and comprehensive branding initiatives, communications, and promotions for the institution and its programs. All efforts integrate a variety of approaches for every project and campaign, while managing individual initiatives that require a mix of, or all, services. Services often include, but are not limited to:

- Brand Development
- Copywriting
- Event Management and Marketing
- Graphic Design
- Focus Group Coordination
- Illustration
- Information Campaigns
- Interactive Content
- List Acquisition
- Media Training
- Photography
- Video Production and Audiovisual Services
- Publicity
- Script Development
- Social Media and Networking
- Web Applications
- Web Design and Programming

The following information highlights a portion of the current marketing and communication efforts underway to grow MCC's enrollment and population, strengthen MCC's identity in the community, and share MCC's stories.

- *Publications:* OMPR is currently working on these important publications:
 - *Catalyst*—Workforce, Community, and Business Programs at Shah Center
 - Spring 2019 Noncredit Schedule
 - Updates to MCC View Book
 - 2018 Annual Report
 - Promotional Transfer Guide
- *Integrated Marketing Campaigns:* Our ongoing efforts promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes and activities:
 - Cisco certificate marketing
 - Apprenticeship publicity and marketing support
 - Transfer partnership awareness campaign
 - Joint Agreement tool
 - Adult Education promotional support
 - Program sell sheets (new and updates)
 - Feast with Faculty promotions
 - Guided Pathway marketing support

- Marketing campaign for adult learners
- Marketing campaign for area employers
- Spring Career Exploration Expo marketing strategy and promotional efforts
- College and Career Readiness awareness and promotions
- MCC Night marketing strategy and promotional efforts
- Financial Aid Night promotions
- Noncredit and Continuing Education program publicity
- Second Sunday Concert Series marketing and materials support
- Financial Aid workshop marketing blitz
- Transfer Guides—new templates/updates
- Interactive content for specific target programs
- Sponsored Content Campaign with NW Herald (monthly editorial about MCC via print, online, social media, and video)
- Fall 2018 Radio Campaign
- 2018 print and outdoor media/billboard campaign
- Twofer promotions
- Grand reopening of renovated MCC Fitness Center
- Friends of MCC Foundation Promotional Support
 - Marketing efforts to push scholarship awareness and applications
 - Presidential Talent Scholarship publicity
 - MCC alumni engagement efforts
 - Alumni Association branding
 - Education to Empowerment promotional support
 - *Listening for a Cause* promotion
 - Employee Giving Campaign
 - Giving Tuesday campaign support
 - Scholarship Day support and promotion
- *MCC Brand Identity Efforts:* The following efforts are underway to support a timely follow-up and measurement of MCC’s brand implementation success to date:
 - MCC website development project
 - Environmental graphics for interior and for Athletics (MCC Scots)
 - Video series to showcase alumni and MCC’s connections throughout the community
 - Submission of branded work and materials to national award competitions
 - Updating MCC style guide and brand book
 - Environmental graphics for MCC Bookstore
 - Environmental graphics for new Student Success Center/Student Life and throughout college sites (Crystal Lake, McHenry)
- *Outreach Efforts:* These efforts specifically focus on community outreach and collaborative partnerships:
 - Student Communication System for integrated messaging (text, voice, email)
 - MCC awareness campaign – programs and faculty
 - Social media campaign boosts to reach prospective students
 - Coordination of community outreach discussion and tours—chambers, legislative officials, local/regional officials
 - Career services workshop promotion
 - Manufacturing Breakfast 2018
 - Small Business Fair
 - MCC in Harvard community event
 - Chamber mixer
 - Liebman Speaker Series promotion

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from August 3 – September 11, 2018.

- McHenry County College Offers New Noncredit Online Classes
- McHenry County College Seeks Direct Sales/Franchise Owners for Small Business Fair
- McHenry County College Volunteer Literacy Tutor Training Sessions
- MCC Shah Center to Host Informational Breakfast for Employers Featuring ESL, Workplace English, GED Training Programs
- Private Invite to McHenry County College's Liebman Science Center Grand Opening and Ribbon Cutting Ceremony
- McHenry County College Alumni Program Invites Alumni, Employers to "Stand Up and Be Counted"
- McHenry County College to Launch Apprenticeship Program to Address Skills Gap
- Volunteer Tax Preparer Recognized for 11 Years of Service at McHenry County College's Tax Assistance Program
- MCC Automotive Student Wins Nationwide Contest to Join Megan Meyer's Pro Drag Racing Pit Crew During 2018 Chevrolet Performance U.S. Nationals
- McHenry County College to Offer New Wine Education Classes
- McHenry County College to Offer Foreign Language, Sign Language Classes
- Friends of MCC Foundation Names New Officers
- McHenry County College to Offer Spanish for Medical Professionals
- McHenry County College to Offer Financial Aid Information Night, FAFSA Financial Aid Workshop Sessions
- ISBDC Workshop to Feature Navigating Government Contracting
- McHenry County College to Offer Online Training Courses for Area Professionals
- Quickbooks® Desktop Accounting Software Training Available at MCC Shah Center
- McHenry County College's Art Gallery Features Two Artists
- McHenry County College Shah Center to Host Informative Breakfast Series
- McHenry County College to Feature Two-Day Pottery Workshop October 12 & 13
- McHenry County College to Host Symposium for Supporting Students with Autism Spectrum Disorder
- Petitions for McHenry County College Trustee Election Available September 18
- McHenry County College to Host College Transfer Fairs for Students
- McHenry County College Student Ceramics Exhibition "All Things" Featured at Woodstock Courthouse Satellite Gallery
- McHenry County College Fair 2018 to Feature 100+ U.S. Colleges, Universities
- McHenry County College to Host Smart Start Workshop to Teach Young Women Salary Negotiation

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

This report highlights grants that have been awarded or denied during the month prior, as well as grants that have been submitted and are awaiting notification, and grant proposals that are being developed for future submission.

GRANTS AWARDED

| Funding Source | Brief Description | Amount Funded | Project Director |
|---|--|---------------|--|
| U.S. Department of Education – FY 2019 Upward Bound funding | MCC received notification of the second year of funding for the Upward Bound program, including a 4.25% increase in funding for FY 2019. This increased funding means the program will be able to serve an additional three students at Harvard High School, for a total of 63 participants. | \$274,621 | Rene Govea, Director of Upward Bound Program |

PENDING APPLICATIONS

| Funding Source | Brief Description | Amount Requested | Status | Expected Notification |
|--|--|----------------------------|---------|-----------------------|
| IRS Volunteer Income Tax Assistance (VITA) Program | This two-year grant will provide funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents. Over the past ten years, MCC’s VITA clinic has helped county taxpayers receive more than \$10 million in refunds. | \$52,436 over two years | Pending | October 2018 |
| National Endowment for the Humanities – Humanities Initiatives at Community Colleges | Humanities faculty developed a proposal to incorporate women’s voices and the humanities into curricula across the college. The project culminates with an interdisciplinary studies course that will offer students the opportunity to conduct their own original research. | \$100,000 over three years | Pending | December 2018 |
| U.S. Department of Education – Child Care Access Means Parents In School (CCAMPIS) | This grant provides funding to low-income student-parents to help offset the cost of child care, thereby increasing their chances of successfully completing higher education. All subsidies would be applied to the cost of care at MCC’s Children’s Learning Center. | \$170,652 over four years | Pending | October 2018 |

| Funding Source | Brief Description | Amount Requested | Status | Expected Notification |
|--|---|----------------------|---------|-----------------------|
| Coleman Foundation | MCC has submitted a letter of inquiry to the Coleman Foundation, requesting the opportunity to apply for funding for a student-focused Entrepreneurship Center. | \$80,000 - \$100,000 | Pending | November 2018 |
| U.S. Department of Education - Upward Bound supplemental funding | The U.S. Department of Education offered current Upward Bound awardees the opportunity to apply for a one-time supplemental award of \$40,000, to be used to support STEM education. MCC's proposal focuses on education in Computer Science and Robotics, with funding for work-based learning and STEM-related field trips. | \$40,000 | Pending | October 2018 |

APPLICATIONS IN DEVELOPMENT

| Funding Source | Brief Description | Estimated Amount | Status | Submission Date |
|---|--|---------------------|----------------|--------------------|
| Illinois DCEO 2018 Apprenticeship Expansion Program | MCC is partnering with other community colleges in the region to support an application by local workforce investment areas to serve as an apprenticeship navigator. Navigators build and maintain partnerships between businesses, the workforce system, and educational providers to expand apprenticeships. | \$400,000 – 500,000 | In development | September 17, 2018 |
| Illinois DCEO Talent Pipeline | MCC is partnering with the McHenry County Workforce Network to support a pre-apprenticeship program in manufacturing that will serve returning citizens or other adults. | \$50,000 | In development | October 15, 2018 |
| Association for Psychological Science Teaching Fund | Psychology faculty are developing an application for funding to host a conference for community college and high school students and instructors. The conference will focus on the benefits of undergraduate research as well as providing students an opportunity to present the results of their own research. | \$5,000 | In development | October 1, 2018 |

| Funding Source | Brief Description | Estimated Amount | Status | Submission Date |
|--|--|------------------|----------------|-----------------|
| National Science Foundation Advanced Technological Education | MCC is developing an application to the NSF's ATE program focusing on the expansion of work-based learning opportunities for students in technical fields. | Up to \$600,000 | In development | October 4, 2018 |

APPLICATIONS DENIED

None

Sustainability Center Update

Monthly Highlight

The MCC Sustainability Committee and the MCC Café team have launched a food scrap/organics recycling initiative. Beginning just before the students returned to campus in mid-August, the kitchen staff began collecting food scraps for collection by Prairieland Disposal Company, who transports it to Midwest Organics where it is made into compost available at many locations across Chicagoland. The goal of this pilot project is to reduce waste stream, ultimately lessening our footprint and eventually our waste collection expenses.

Ongoing Initiatives*Green Community:*

- The Bioneers Steering Committee, one of three advisory committees to the Sustainability Center, continues to plan for the Green Living Expo on November 3, 2018. Over 60 exhibitors, vendors, organizations, and artists have been secured to date, with more registrations confirmed every day. More information and a list of event sponsors can be found at www.mchenry.edu/green or by calling (815) 479-7765.
- Director Hankins participated in the McHenry County Fair this year in the Conservation World tent along with the Environmental Defenders of McHenry County, the McHenry County Conservation District, and the McHenry County Department of Health.
- The 2018 Green Guide Recycling Directory was recently updated online and is available at www.mchenry.edu/green. Paper copies are available at municipal government offices and libraries across McHenry County. The accompanying *A to Z Recycling Guide* is now available online only at www.mchenry.edu/green and has recycling listings for over 300 unusual items. For questions, email sustainability@mchenry.edu.

Green Curriculum:

- Director Hankins continued to meet with MCC Faculty Department Chairs to discuss Sustainability in the Curriculum. One or more of the components of sustainability (environment, equity, and economy) have been identified in nursing, music, languages, and biology curricula. This initiative focuses on creating a resource for students to locate classes that align with their interests and/or passions, and identifying needs within department for additional training opportunities.
- Director Hankins has been working with Continuing Education to develop several classes on carbon footprint activities and analysis. In addition, many classes offered this fall have been highlighted in a flyer, "Eco-Fun Classes", which is available at both offices and online.

Green Campus:

- The MCC Sustainability Center held two water bottle sticker giveaways for students to raise awareness of the student environmental action club which starts up in September. Over 50 students signed up to be involved this fall.
- The Sustainability Center and the Marchi Fund are sponsoring two coffee pods collection boxes in Student Life and Advising offices. Once the boxes are full, they will be sent to Terracycle,

where the plastic and metal will be recycled and the coffee grounds will be composted. Plans are in place to expand the program to the Student Veterans Resource Center (SVRC) as well.

- The Sustainability Center continues to offer the Re-Use-It corner in the Sustainability Center. This is a space dedicated to the repurposing and reuse of MCC office supplies. Employees have found uses for over 152 items since its opening in late July. The goal is to save money and decrease our waste stream. Lists of what is available are posted in the employee newsletter each week.
- In August, the Sustainability Office fielded 41 calls from the public for assistance with sustainability-related items, Green Guide requests, recycling, and properly disposing of various items.