

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

Thursday, January 26, 2023  
Regular Board Meeting  
6:00pm

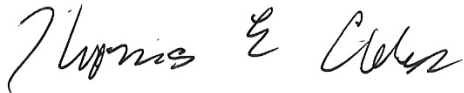


MCC Board Room, A217  
8900 U.S. Highway 14  
Crystal Lake, IL 60012

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, November 17, 2022  
Special Board of Trustees Meeting, December 10, 2022
7. OPEN FOR RECOGNITION OF VISITORS  
***Three (3) minutes per person or less.***
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. PRESENTATION-TUITION DISCUSSION
10. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Dr. Mark Rockwell
  - C. Staff Council Report: Ms. Tawnja Trimble
  - D. [Student Trustee Report: Mr. Chase Filkins](#)
  - E. Attorney Report
11. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. [Executive Summary, Board Report #23-01](#)
    2. [Treasurer's Report, Board Report #23-02](#)
    3. [Ratification for Accounts Payable Check Register, Board Report #23-03](#)
    4. [Ratification for Accounts Payable Check Register, Board Report #23-04](#)
  - B. [Compressed College Work Schedule for Summer 2023, Board Report #23-05](#)
  - C. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Cascade Content Management System License-Revised, Board Report #22-135](#)
    2. [Painting Services for College Projects, Board Report #23-06](#)
    3. [Touchless Door Opener Controls, Board Report #23-07](#)
    4. [Luecht Auditorium Lighting and Controls, Board Report #23-08](#)
    5. [A260 Office Renovations, Board Report #23-09](#)
    6. [Board Expenses Approval, Board Report #23-10](#)
    7. [Microsoft Unified Enterprises Support, Board Report #23-11](#)
    8. [Zuccarello & Associates Instructional Design Contract, Board Report #23-12](#)
    9. [Radio Campaign for FY 2023, Board Report #23-13](#)
    10. [Letter of Intent-Purchase of Property](#)
  - D. Personnel
    1. [Appointment of Replacement Administrator Vice President of Human Resources, Director of Enterprise Applications & Assistant Vice President of Finance, Board Report #23-14](#)
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. APPROVAL OF COURSE FEES FOR FY 2024, Board Report #23-15
14. OUT-OF-DISTRICT AND OUT-OF-STATE TUITION AND FEES, Board Report #23-16
15. MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE FRIENDS OF MCHENRY COUNTY COLLEGE FOUNDATION, Board Report #23-17
16. 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
17. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
18. 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
19. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 17, 2022.
20. ADJOURNMENT

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

Thomas E. Allen  
Chair

### Student Trustee Report

Winter break is over, and the new semester is underway. Starting this semester helped to drive home the fact that this is my last semester as a student at McHenry County College. MCC has been a place for personal and professional growth for me, both as a student and as an individual. Canvas helped to keep me organized and aware of due dates. The CO/LABs helped me to have a place of productivity and community by making an environment designed for collaboration. Clubs and student organizations helped me to hear other perspectives and understand different ways to think about a wide array of topics. The faculty have all taught me that if I am half as passionate about my career as they are about the courses they teach, then I will never feel like I have worked a day in my life. All the MCC employees helped me to climb over any obstacle I faced by forming a tight-knit safety network that always helped get me in front of the right person in a timely manner.

For students, regardless of where you are in your education here at MCC, take some time to appreciate your surroundings. Also, if you take a few minutes and create a long-term (5+ years) and a short-term (0-5 years) goal list, you'll be amazed at how many MCC puzzle pieces can fit into those plans. If your MCC experience doesn't seem comparable to mine, I implore you to try and get involved in student life on campus, as well as to step out of your comfort zone and attend an event listed in the Flush. Enjoy this semester...and Go Scots!

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2023 is currently 50.1% complete with the year-to-date results ending December 31, 2022 being reported. In the Operating Funds, total revenue is 37.4% of budget, as compared with 37.8% at the same time last year. Total expenditures are 31.1% of budget, as compared with 31.2% 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 50.0% of budget and up \$243,996 (1.7%) from last year at this time. FY 2023 revenue is \$14,485,422 vs. FY 2022 revenue of \$14,241,426. For FY 2023, this revenue is derived from 50% of the 2021 tax levy (as approved by the Board in November 2021) and 50% of the 2022 tax levy (as approved by the Board in November 2022).
- State government is 47.2% of budget and up \$262,878 (12.9%) from last year at this time. FY 2023 revenue is \$2,300,376 vs. FY 2022 revenue of \$2,037,497.
- Federal government is 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$0 vs. FY 2022 revenue of \$0.
- Student tuition and fees is 63.9% of budget and down \$286,726 (-3.3%) from last year at this time. FY 2023 revenue is \$8,525,249 vs. FY 2022 revenue of \$8,811,975. 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 30.2% of budget and up \$21,141 (74.7%) from last year at this time. FY 2023 revenue is \$49,452 vs. FY 2022 revenue of \$28,311. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 81.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$15,366 vs. FY 2022 revenue of \$15,366. 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 20.9% of budget and up \$111,328 (184.3%) from last year at this time. FY 2023 revenue is \$50,915 vs. FY 2022 revenue of \$-60,413.
- Nongovernmental gifts, scholarships, grants & bequests is 25.0% of budget and down \$9,484 (-77.5%) from last year at this time. FY 2023 revenue is \$2,753 vs. FY 2022 revenue of \$12,236. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 10.7% of budget and up \$187,516 (6.5%) from last year at this time. FY 2023 revenue is \$3,072,358 vs. FY 2022 revenue of \$2,884,842. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,014,491, Retiree Health contributions, which account for \$351, Other Misc. Income, which account for \$20,513 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$37,002. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2022 that "On-Behalf Payment" was \$14,228,829.

## Expenditures

- Salaries expenditures are 48.5% of budget and up \$1,059,545 (8.4%) from last year at this time. FY 2023 expenditures are \$13,660,714 vs. FY 2022 expenditures of \$12,601,169.
- Employee benefit expenditures are 14.1% of budget and down \$128,159 (-2.7%) from last year at this time. FY 2023 expenditures are \$4,580,410 vs. FY 2022 expenditures of \$4,708,569. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$14-21 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 41.0% of budget and down \$20,567 (-1.0%) from last year at this time. FY 2023 expenditures are \$1,977,220 vs. FY 2022 expenditures of \$1,997,787. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 45.5% of budget and down \$260,510 (-14.8%) from last year at this time. FY 2023 expenditures are \$1,503,461 vs. FY 2022 expenditures of \$1,763,970.
- Travel and meeting expenditures are 29.2% of budget and down \$21,369 (-18.1%) from last year at this time. FY 2023 expenditures are \$96,900 vs. FY 2022 expenditures of \$118,269.
- Fixed charges expenditures are 41.3% of budget and down \$173,286 (-20.8%) from last year at this time. FY 2023 expenditures are \$657,992 vs. FY 2022 expenditures of \$831,278. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 23.4% of budget and down \$182,915 (-39.0%) from last year at this time. FY 2023 expenditures are \$285,658 vs. FY 2022 expenditures of \$468,573.
- Capital Outlay expenditures are 0.6% of budget and down \$334,680 (-97.0%) from last year at this time. FY 2023 expenditures are \$10,389 vs. FY 2022 expenditures of \$345,069. ***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 54.0% of budget and up \$59,215 (13.6%) from last year at this time. FY 2023 expenditures are \$495,052 vs. FY 2022 expenditures of \$435,837. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 expenditures are \$0 vs. FY 2022 expenditures of \$0.



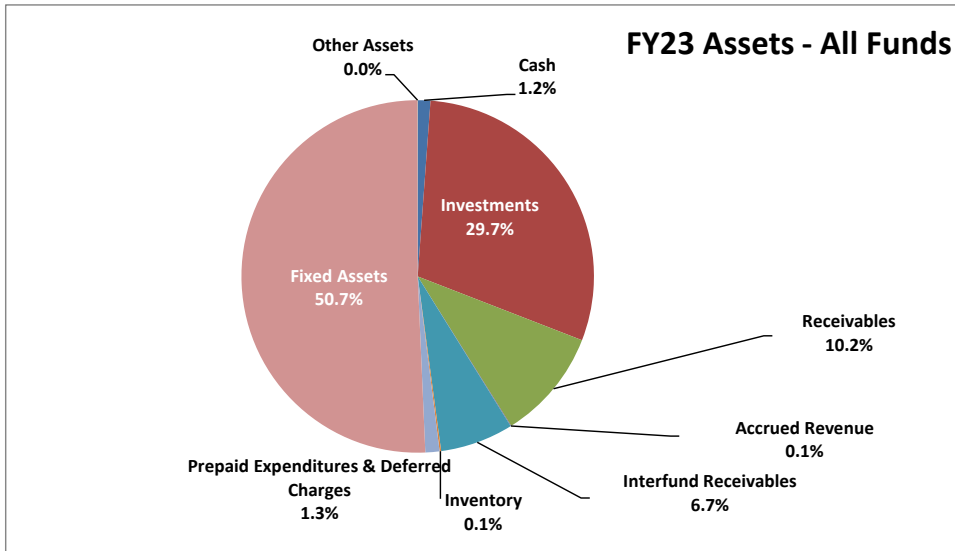
Clinton E. Gabbard  
President

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

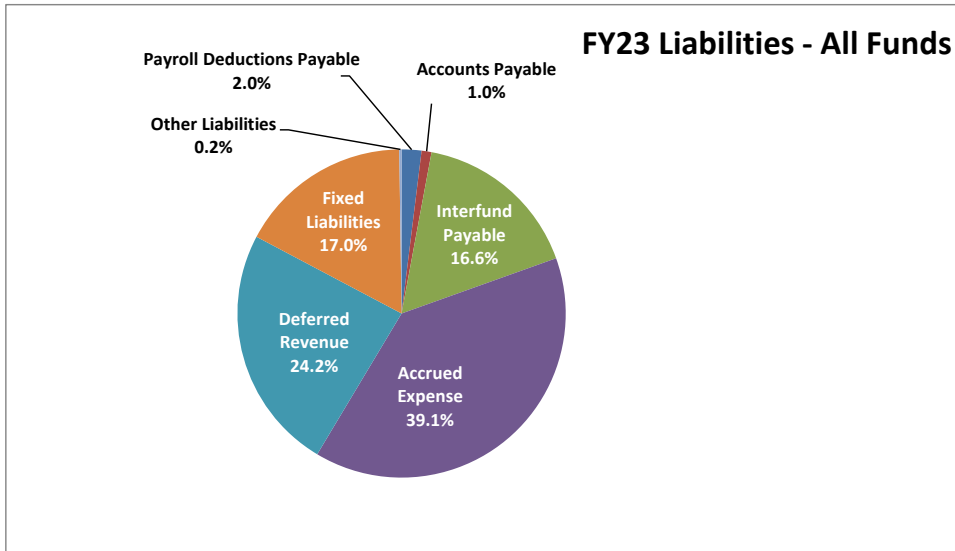
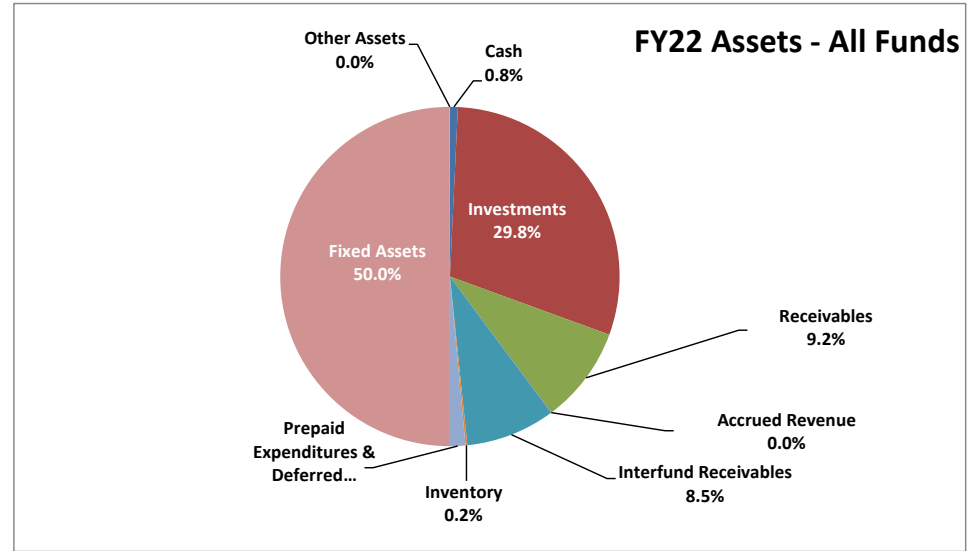
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All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Assets</b>														
Cash	1,641,634	-	-	-	882,386.59	0	95,646	-	-	436,544	30,612	-	196,446	
Investments	42,038,901	20,414,339	1,016,183	15,625,769	-	-	2,913,841	-	-	-	-	2,068,769	-	
Receivables	14,432,534	13,245,526	454,876	-	-	10,521	715,572	-	-	-	573	5,467	-	
Accrued Revenue	76,228	30,442	2,332	34,667	-	-	4,788	-	-	-	-	3,999	-	
Interfund Receivables	9,500,143	2,899,552	6,056,041	0	(0)	195,918	(104,922)	-	-	(0)	0	(0)	453,554	
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	1,832,987	1,102,363	28,926	-	-	28,822	29,881	-	72,084	-	-	143,166	427,744	
Fixed Assets	71,652,556	-	-	-	-	-	-	71,652,556	-	-	-	-	-	
Other Assets	20,298	-	-	-	-	-	-	-	20,298	-	-	-	-	
<b>Total Assets</b>	<b>141,396,022</b>	<b>37,692,222</b>	<b>7,558,359</b>	<b>15,660,436</b>	<b>882,387</b>	<b>436,000</b>	<b>640,530</b>	<b>3,014,276</b>	<b>71,652,556</b>	<b>92,382</b>	<b>436,544</b>	<b>31,185</b>	<b>2,221,401</b>	<b>1,077,744</b>
<b>Liabilities</b>														
Payroll Deductions Payable	1,116,162	967,277	22,274	-	-	125,414	1,198	-	-	-	-	-	-	
Accounts Payable	559,602	550,632	-	-	-	1,949	7,020	-	-	-	-	-	-	
Interfund Payable	9,500,143	-	-	7,681,615	-	203,161	-	-	-	-	-	1,615,367	-	
Accrued Expense	22,342,253	408,701	-	-	-	-	-	-	(16,226)	-	-	-	21,949,778	
Deferred Revenue	13,815,460	6,726,144	436,586	-	-	5,918	-	-	-	-	-	-	6,646,812	
Fixed Liabilities	9,744,762	-	-	-	-	-	-	-	9,744,762	-	-	-	-	
Other Liabilities	127,833	31,840	-	-	-	95,993	-	-	-	-	-	-	-	
<b>Total Liabilities</b>	<b>57,206,216</b>	<b>8,684,595</b>	<b>458,860</b>	<b>7,681,615</b>	<b>-</b>	<b>432,434</b>	<b>8,219</b>	<b>-</b>	<b>9,728,537</b>	<b>-</b>	<b>-</b>	<b>1,615,367</b>	<b>28,596,590</b>	
<b>Designated Fund Balance</b>	<b>84,189,807</b>	<b>29,007,628</b>	<b>7,099,500</b>	<b>7,978,820</b>	<b>882,387</b>	<b>3,567</b>	<b>632,312</b>	<b>3,014,276</b>	<b>71,652,556</b>	<b>(9,636,154)</b>	<b>436,544</b>	<b>31,185</b>	<b>606,035</b>	<b>(27,518,846)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	19,221,021	17,457,785	1,763,236	-	-	-	-	-	-	-	-	-	-	
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Improvement/Investment in Capital Assets	79,631,376	-	-	7,978,820	0	-	-	71,652,556	-	-	-	606,035	-27,518,846	
Liabilities, Protection, and Settlement	-36,657,574	-	-	-	-	-	-	-	-9,744,762	-	-	-	-	
Working Cash/Other Restricted	2,850,040	-	-	-	-	-	632,312	1,750,000	-	436,544	31,185	-	0	
<b>Remaining Unassigned Balance</b>	<b>19,144,943</b>	<b>11,549,843</b>	<b>5,336,264</b>	<b>0</b>	<b>882,387</b>	<b>3,567</b>	<b>0</b>	<b>1,264,276</b>	<b>0</b>	<b>108,608</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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

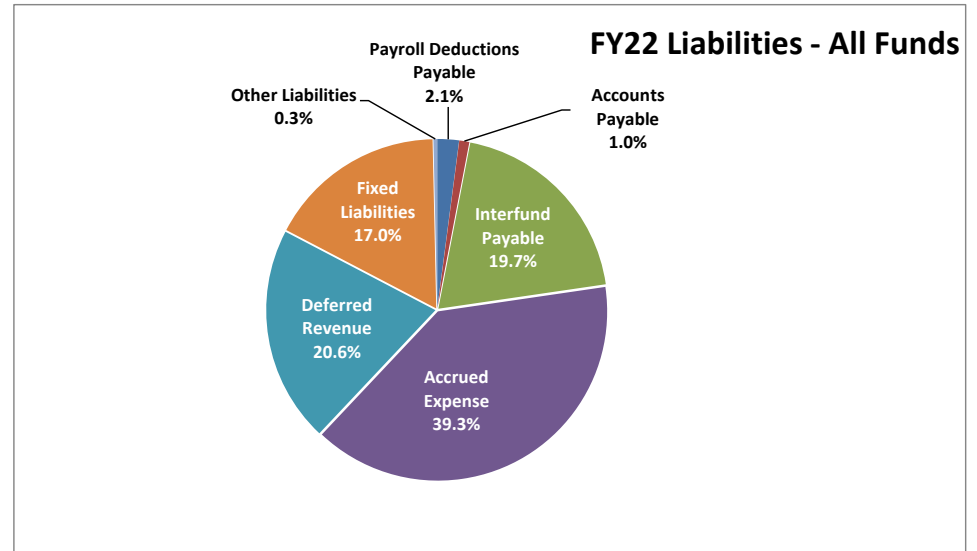
Total Assets = \$ 141,396,022



Total Assets = \$ 139,759,697



Total Liabilities = \$ 57,206,216



Total Liabilities = \$ 59,431,758

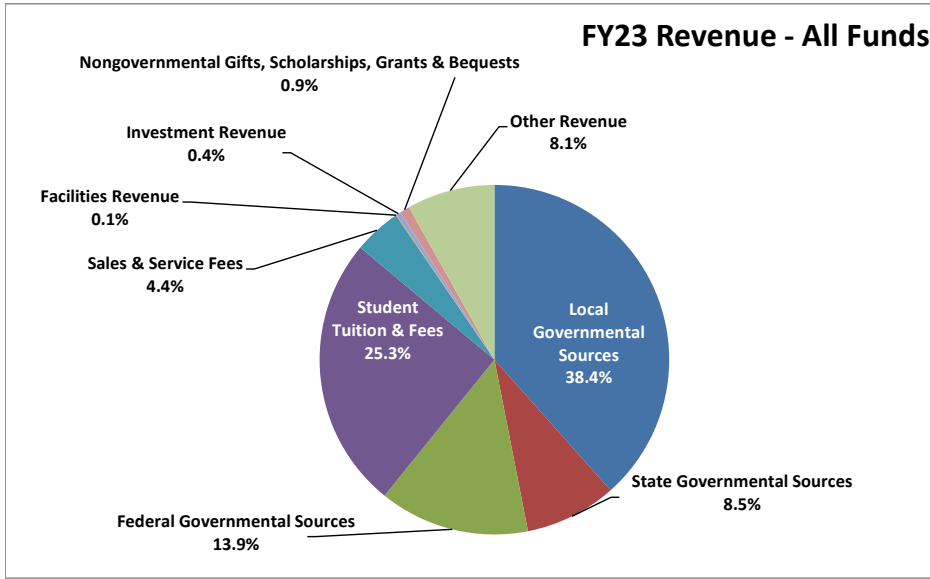


All Funds Statement of Activities (Income Statement)  
December 31, 2022

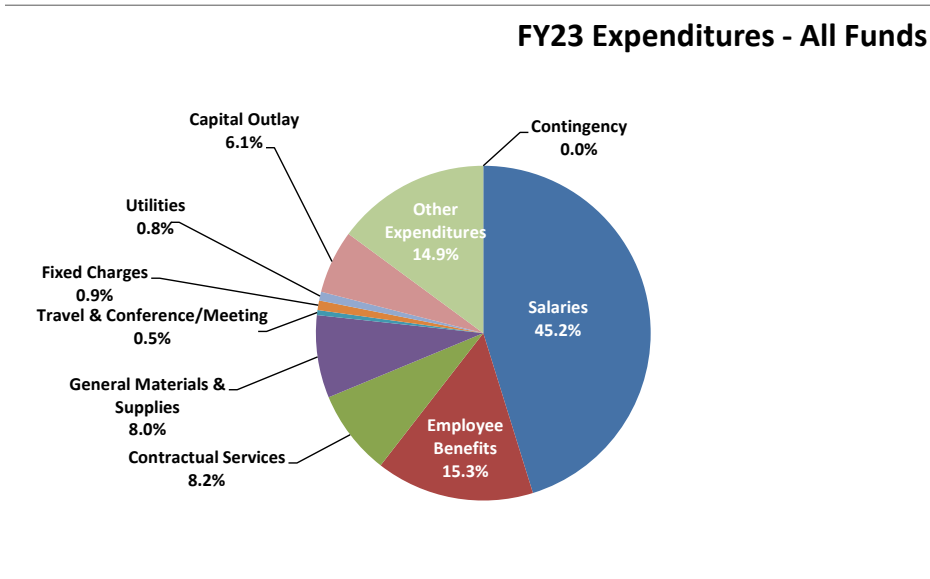
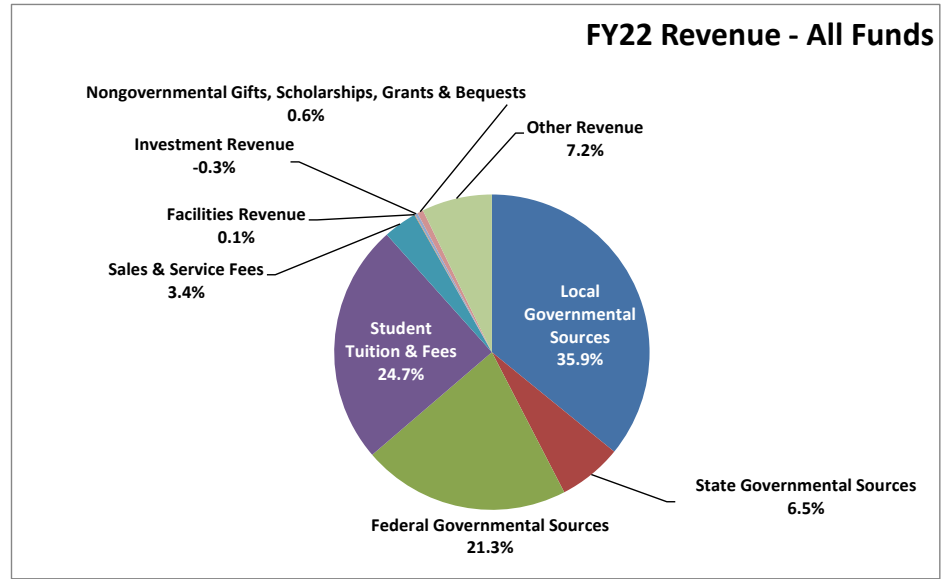
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Revenue</b>														
Local Governmental Sources	14,874,166	13,106,702	1,378,720	-	-	-	-	-	-	-	37,500	351,244	-	
State Governmental Sources	3,287,609	1,863,790	436,586	-	-	987,233	-	-	-	-	-	-	-	
Federal Governmental Sources	5,380,783	-	-	-	-	5,380,783	-	-	-	-	-	-	-	
Student Tuition & Fees	9,779,995	7,637,552	887,696	73,557	686,543	494,647	-	-	-	-	-	-	-	
Sales & Service Fees	1,693,278	49,452	-	-	-	1,643,826	-	-	-	-	-	-	-	
Facilities Revenue	24,889	15,366	-	-	9,523	-	-	-	-	-	-	-	-	
Investment Revenue	164,941	49,180	1,735	107,495	-	-	3,559	-	-	-	-	2,972	-	
Nongovernmental Gifts, Scholarships, Grants & Bequests	355,824	2,753	-	-	2,006	290,044	-	-	-	61,022	-	-	-	
Other Revenue	3,146,282	3,058,412	13,946	-	9,689	-	-	-	-	64,235	-	-	-	
<b>Total Revenue</b>	<b>38,707,766</b>	<b>25,783,207</b>	<b>2,718,683</b>	<b>181,052</b>	<b>686,543</b>	<b>2,159,691</b>	<b>6,658,060</b>	<b>3,559</b>	<b>-</b>	<b>125,257</b>	<b>37,500</b>	<b>354,216</b>	<b>-</b>	
<b>Expenditures</b>														
Salaries	15,260,644	13,383,308	277,406	-	930,411	669,519	-	-	-	-	-	-	-	
Employee Benefits	5,166,372	4,515,686	64,724	-	153,713	100,892	-	-	-	-	-	331,357	-	
Contractual Services	2,779,526	1,370,791	606,429	108,842	314,237	320,227	-	-	-	-	59,000	-	-	
General Materials & Supplies	2,693,760	1,239,607	263,854	412	875,356	314,531	-	-	-	-	-	-	-	
Travel & Conference/Meeting	163,865	91,024	5,876	-	39,763	27,203	-	-	-	-	-	-	-	
Fixed Charges	311,467	639,629	18,363	-	138,900	6,236	416	-	(544,229)	-	-	52,152	-	
Utilities	285,658	82,891	202,768	-	-	-	-	-	-	-	-	-	-	
Capital Outlay	2,067,522	51,186	(40,798)	7,852	-	143,902	-	1,905,378	-	-	-	-	-	
Other Expenditures	5,029,286	495,052	-	-	3,936	4,437,712	-	-	-	92,587	-	-	-	
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditures</b>	<b>33,758,101</b>	<b>21,869,174</b>	<b>1,398,622</b>	<b>117,106</b>	<b>138,900</b>	<b>2,323,651</b>	<b>6,014,403</b>	<b>-</b>	<b>1,905,378</b>	<b>(544,229)</b>	<b>92,587</b>	<b>59,000</b>	<b>383,509</b>	
<b>Excess/(deficit) of revenues over expenditures</b>	<b>4,949,665</b>	<b>3,914,033</b>	<b>1,320,061</b>	<b>63,946</b>	<b>547,643</b>	<b>(163,961)</b>	<b>643,657</b>	<b>3,559</b>	<b>(1,905,378)</b>	<b>544,229</b>	<b>32,670</b>	<b>(21,500)</b>	<b>(29,293)</b>	
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329	(27,518,845)
Ending Fund Balance	84,189,806	29,007,626	7,099,499	7,978,820	882,386	3,567	632,311	3,014,276	71,652,556	(9,636,154)	436,544	31,185	606,036	(27,518,845)

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

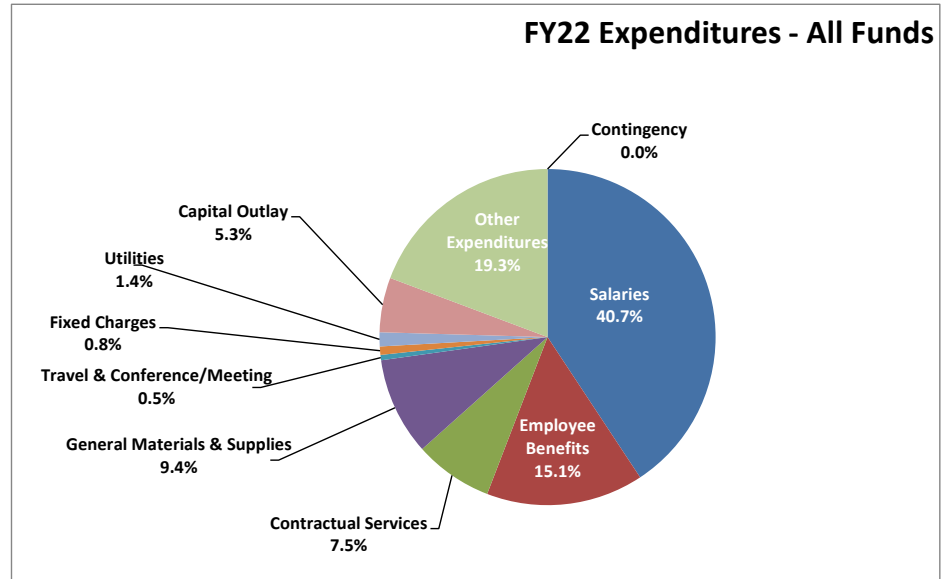
Total Revenue = \$ 38,707,766



Total Revenue = \$ 40,562,298



Total Expense = \$ 33,758,101



Total Expense = \$ 34,703,657

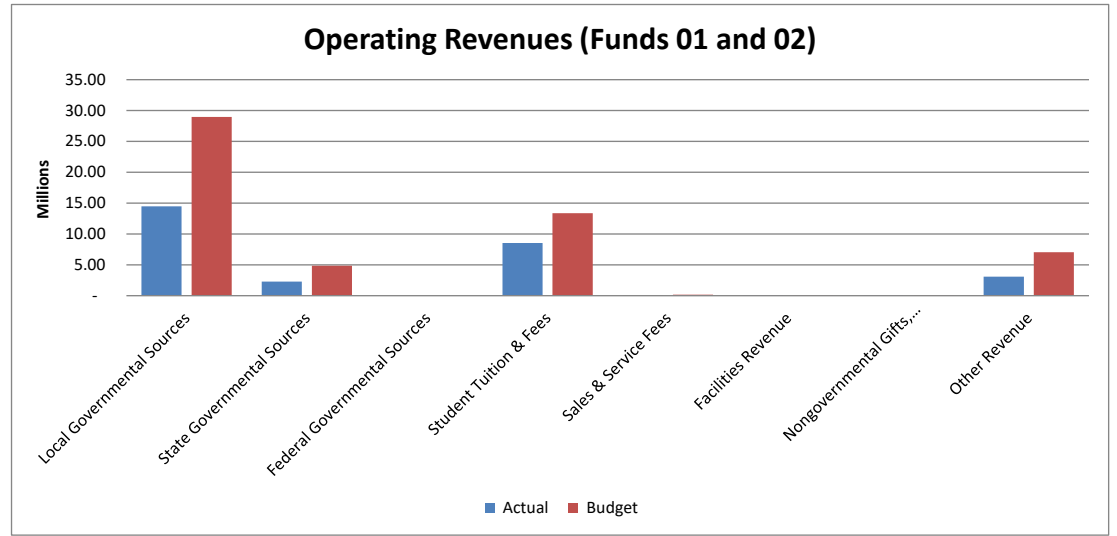
Operating Funds  
Net of SURS/Investments

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**December 31, 2022**

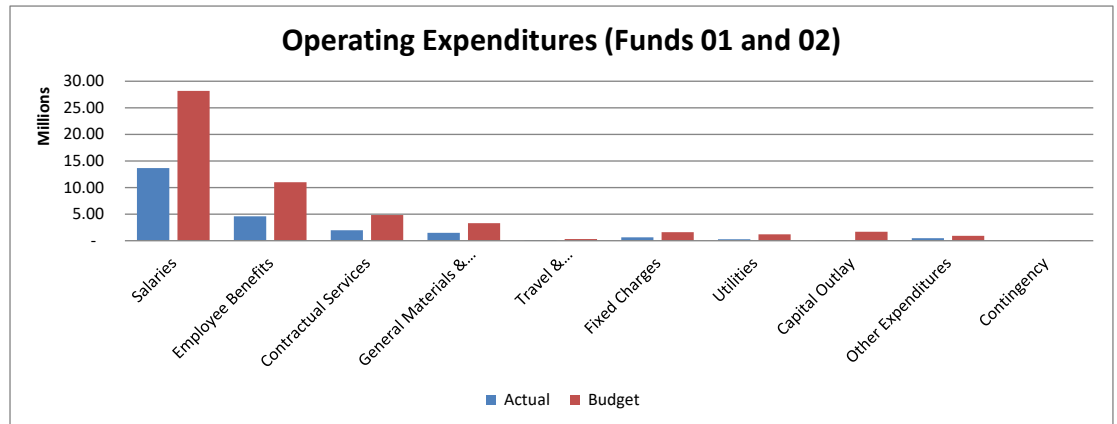
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.	Full Bud.				FY22 Act.	
<b>Revenue</b>										
Local Governmental Sources	\$ 14,485,422	\$ 14,510,925	\$ 28,962,379	99.8%	50.0%	\$ 14,241,426	\$ 28,225,058	50.5%	\$ 243,996	1.7%
State Governmental Sources	2,300,376	2,441,030	4,872,056	94.2%	47.2%	2,037,497	4,056,435	50.2%	\$ 262,878	12.9%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	8,525,249	7,297,004	13,350,427	116.8%	63.9%	8,811,975	13,350,427	66.0%	\$ (286,726)	-3.3%
Sales & Service Fees	49,452	82,168	164,000	60.2%	30.2%	28,311	52,750	53.7%	\$ 21,141	74.7%
Facilities Revenue	15,366	9,502	18,966	161.7%	81.0%	15,366	18,966	81.0%	\$ -	0.0%
Nongovernmental Gifts	2,753	5,511	11,000	49.9%	25.0%	12,236	11,000	#####	\$ (9,484)	-77.5%
Other Revenue	3,072,358	3,532,152	7,049,827	87.0%	43.6%	2,884,842	10,743,466	26.9%	\$ 187,516	6.5%
<b>Total Revenue</b>	<b>\$ 28,450,974</b>	<b>\$ 27,878,293</b>	<b>\$ 54,428,655</b>	<b>102.1%</b>	<b>52.3%</b>	<b>\$ 28,031,653</b>	<b>\$ 56,458,102</b>	<b>49.7%</b>	<b>\$ 419,321</b>	<b>1.5%</b>
<b>Expenditures</b>										
Salaries	\$ 13,660,714	\$ 14,113,940	\$ 28,170,035	96.8%	48.5%	\$ 12,601,169	\$ 28,197,974	44.7%	\$ 1,059,545	8.4%
Employee Benefits	4,580,410	5,507,529	10,992,486	83.2%	41.7%	4,708,569	15,185,346	31.0%	\$ (128,159)	-2.7%
Contractual Services	1,977,220	2,416,459	4,823,014	81.8%	41.0%	1,997,787	4,143,904	48.2%	\$ (20,567)	-1.0%
General Materials & Supplies	1,503,461	1,657,316	3,307,839	90.7%	45.5%	1,763,970	2,770,327	63.7%	\$ (260,510)	-14.8%
Travel & Conference/Meeting	96,900	166,482	332,282	58.2%	29.2%	118,269	274,572	43.1%	\$ (21,369)	-18.1%
Fixed Charges	657,992	797,307	1,591,347	82.5%	41.3%	831,278	1,616,557	51.4%	\$ (173,286)	-20.8%
Utilities	285,658	611,591	1,220,675	46.7%	23.4%	468,573	1,212,502	38.6%	\$ (182,915)	-39.0%
Capital Outlay	10,389	845,367	1,687,269	1.2%	0.6%	345,069	3,171,420	10.9%	\$ (334,680)	-97.0%
Other Expenditures	495,052	459,191	916,500	107.8%	54.0%	435,837	907,807	48.0%	\$ 59,215	13.6%
Contingency	-	50,103	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 23,267,796</b>	<b>\$ 26,625,284</b>	<b>\$ 53,141,447</b>	<b>87.4%</b>	<b>43.8%</b>	<b>\$ 23,270,521</b>	<b>\$ 57,630,409</b>	<b>40.4%</b>	<b>\$ (2,725)</b>	<b>0.0%</b>
<b>Surplus/(deficit)</b>	<b>\$ 5,183,179</b>	<b>\$ 1,253,009</b>	<b>\$ 1,287,208</b>			<b>\$ 4,761,132</b>	<b>\$ (662,123)</b>		<b>\$ 422,046</b>	<b>8.9%</b>
Net Transfers Out/(In)	\$ -		\$ 1,530,279			\$ -	\$ 1,000,000		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 5,183,179</b>	<b>\$ 1,253,009</b>	<b>\$ (243,071)</b>			<b>\$ 4,761,132</b>	<b>\$ (1,662,123)</b>		<b>\$ 422,046</b>	<b>8.9%</b>
<i>Beginning Fund Balance</i>	<i>30,873,031</i>	<i>30,873,031</i>	<i>30,873,031</i>			<i>32,311,033</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>5,183,179</i>	<i>1,253,009</i>	<i>(243,071)</i>			<i>4,761,132</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 36,056,210</b>	<b>\$ 32,126,040</b>	<b>\$ 30,729,960</b>			<b>\$ 37,072,165</b>				

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

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	14,485,422.12	28,962,379.00
State Governmental Sources	2,300,375.55	4,872,056.00
Federal Governmental Sources	-	-
Student Tuition & Fees	8,525,248.61	13,350,427.00
Sales & Service Fees	49,451.95	164,000.00
Facilities Revenue	15,366.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	3,072,357.57	7,049,827.00
<b>Total Revenue</b>	<b>28,450,974.43</b>	<b>54,428,655.00</b>



<b>Expenditures</b>		
Salaries	13,660,713.81	28,170,035.00
Employee Benefits	4,580,409.99	10,992,486.00
Contractual Services	1,977,219.78	4,823,014.00
General Materials & Supplies	1,503,460.74	3,307,839.00
Travel & Conference/Meeting	96,900.04	332,282.00
Fixed Charges	657,992.12	1,591,347.00
Utilities	285,658.07	1,220,675.00
Capital Outlay	10,388.82	1,687,269.00
Other Expenditures	495,052.24	916,500.00
Contingency	-	100,000.00
<b>Total Expenditures</b>	<b>23,267,795.61</b>	<b>53,141,447.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>5,183,178.82</b>	<b>1,287,208.00</b>



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

Treasurer's Reports

Information

Attached are the Treasurer's Reports for the months of November and December, 2022 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  
Treasurer's Report  
For the Month of November 2022**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$188,560.69	\$371,099.29	\$298,006.00	\$261,653.98
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$163,206.97	\$1,484,499.80	\$1,564,561.79	\$83,144.98
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$26,788.51	\$26,788.51	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$572,452.84	\$572,452.84	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$1,200,088.28	\$5,535,879.34	\$5,646,988.73	\$1,088,978.89
Crystal Lake Bank & Trust <b>Operations</b>	\$136,551.88	\$1,164,642.65	\$1,188,048.59	\$113,145.94
Crystal Lake Bank & Trust <b>Payroll</b>	\$40,499.26	\$3,293,256.99	\$3,293,256.99	\$40,499.26

McHenry County College  
November 30, 2022

Investments

College Fund	Financial Institution	11/30/22	10/31/22	11/30/22	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$32,928	\$145,316	0%	see below	N/A	On Demand
Education	PFM Investments	21,654,145	23,911,205	50%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,015,798	1,009,921	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,799,650	6,729,808	16%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,243,472	8,216,666	19%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	196,200	196,200	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	359,424	358,227	1%	see below	N/A	Various
Working Cash	PFM Investments	2,913,051	2,900,985	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,068,109	2,058,031	5%	see below	N/A	Various
	<b>Total</b>	<b>\$43,282,777</b>	<b>\$45,526,359</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Nov-22	Fiscal YTD
Education	\$104,883	(\$9,508)
Operations & Maintenance	5,969	(651)
Operations & Maintenance (Restricted)	70,928	(7,748)
Operations & Maintenance (Restricted CDB Projects)	28,004	59,836
Working Cash	12,253	(1,338)
Liability, Protection and Settlement	10,234	(1,119)
<b>Total</b>	<b>\$232,271</b>	<b>\$39,472</b>

Illinois Fund Rates - November 30, 2022

Annualized rate - Money Market

Low	3.236%
High	3.715%
Average	3.586%

PFM Investment Rates - November 30, 2022

Range of CD Rates

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

Yield to Maturity of Notes

	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	3.780%	1.680%	2.040%	2.260%
At Market	4.410%	4.480%	4.380%	4.600%

\*Currently there are no investments in these categories.

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

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$261,653.98	\$1,170,381.62	\$1,141,351.09	\$290,684.51
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$83,144.98	\$458,699.29	\$485,375.18	\$56,469.09
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$22,874.04	\$22,874.04	\$0
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$393,402.63	\$393,402.63	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$1,088,978.89	\$3,923,251.00	\$3,924,519.72	\$1,087,710.17
Crystal Lake Bank & Trust <b>Operations</b>	\$113,145.94	\$1,477,543.36	\$1,424,318.40	\$166,370.90
Crystal Lake Bank & Trust <b>Payroll</b>	\$40,499.26	\$2,247,306.37	\$2,254,418.39	\$33,387.24



McHenry County College  
December 31, 2022

Investments

College Fund	Financial Institution	12/31/22	11/30/22	12/31/22	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$143,042	\$32,928	0%	see below	N/A	On Demand
Education	PFM Investments	20,301,738	21,654,145	48%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,018,516	1,015,798	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,831,942	6,799,650	16%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,271,529	8,243,472	20%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	196,200	196,200	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	360,765	359,424	1%	see below	N/A	Various
Working Cash	PFM Investments	2,918,629	2,913,051	7%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,072,768	2,068,109	5%	see below	N/A	Various
<b>Total</b>	<b>Total</b>	<b>\$42,115,129</b>	<b>\$43,282,777</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Dec-22	Fiscal YTD
Education	\$49,866	\$40,358
Operations & Maintenance	2,804	2,153
Operations & Maintenance (Restricted)	33,317	25,569
Operations & Maintenance (Restricted CDB Projects)	29,398	89,234
Working Cash	5,756	4,418
Liability, Protection and Settlement	4,807	3,688
<b>Total</b>	<b>\$125,948</b>	<b>\$165,420</b>

Illinois Fund Rates - December 31, 2022

Annualized rate - Money Market

Low	3.724%
High	4.118%
Average	3.933%

PFM Investment Rates - December 31, 2022

Range of CD Rates

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

Yield to Maturity of Notes

	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	4.000%	1.850%	2.460%	2.260%
At Market	4.850%	4.540%	4.270%	4.620%

\*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 \$938,817.94. Please note that the expenses are not segregated into the respective funds.

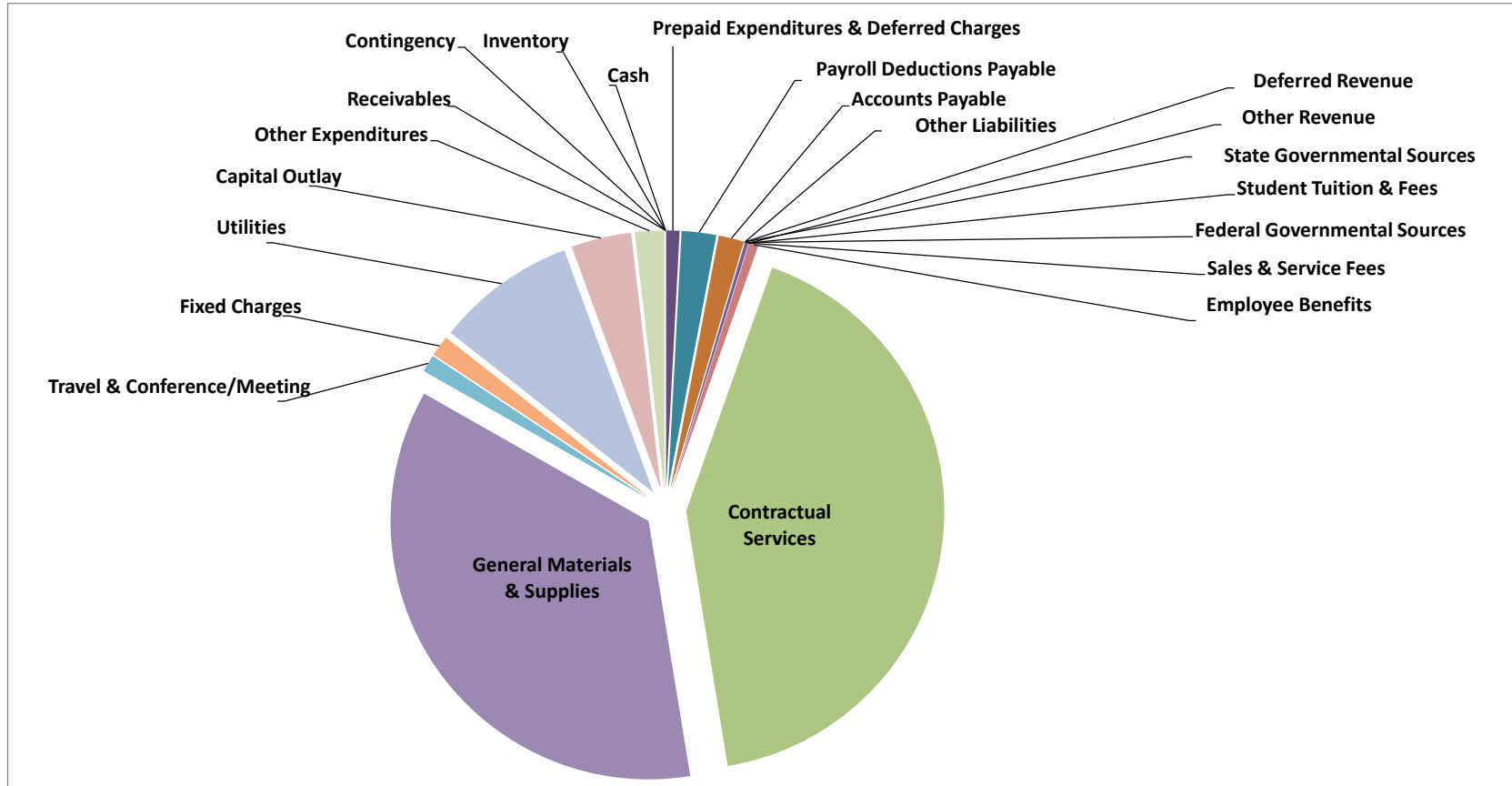
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of November 1 - November 30, 2022, totaling \$938,817.94.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 11/1/22 through 11/30/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	37.49	0.00%
Inventory	0.00	0.00%	Employee Benefits	5,492.08	0.58%
Prepaid Expenditures & Deferred Charges	7,860.91	0.84%	Contractual Services	394,404.00	42.01%
Payroll Deductions Payable	20,286.49	2.16%	General Materials & Supplies	336,083.83	35.80%
Accounts Payable	15,000.00	1.60%	Travel & Conference/Meeting	10,189.68	1.09%
Deferred Revenue	0.00	0.00%	Fixed Charges	12,297.03	1.31%
Other Liabilities	0.00	0.00%	Utilities	82,339.06	8.77%
State Governmental Sources	0.00	0.00%	Capital Outlay	35,472.15	3.78%
Federal Governmental Sources	2,117.71	0.23%	Other Expenditures	17,237.51	1.84%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>938,817.94</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (6-Jun)	FY23: (7-Jul)	FY23: (8-Aug)	FY23: (9-Sep)	FY23: (10-Oct)	FY23: (11-Nov)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$ 3,035.14	620.00		1,240.89		994.00	180.25
<b>Engineering Total</b>					\$ 3,035.14	620.00	-	1,240.89	-	994.00	180.25
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$ 3,734.04	369.07	233.49	668.19	985.49	832.61	645.19
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$ 13,673.58	8,868.92	3,976.18		828.48		
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$ 2,345.62	830.48	73.92	81.76	454.88	466.88	437.70
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$ 1,101.50			413.00		688.50	
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$ 3,376.65	829.90			1,232.90	1,313.85	
<b>Food Vendor Total</b>					\$ 24,231.39	10,898.37	4,283.59	1,162.95	3,501.75	3,301.84	1,082.89
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$ 1,000.00	250.00	250.00	500.00			
Landscaping	58	Capital Outlay	0394808	COUNTRYSIDE GARDEN	\$ 1,080.00		1,080.00				
<b>Landscaping Total</b>					\$ 2,080.00	250.00	1,330.00	500.00	-	-	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$ 47,489.58		27,771.72			19,717.86	
<b>Legal Total</b>					\$ 47,489.58	-	27,771.72	-	-	19,717.86	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$ 57,698.85	9,709.41	2,739.60	12,706.82	18,513.60	5,355.82	8,673.60
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$ 193,521.29	45,150.91	24,151.25	45,692.28	43,278.61	21,944.59	13,303.65

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,297,641.74. Please note that the expenses are not segregated into the respective funds.

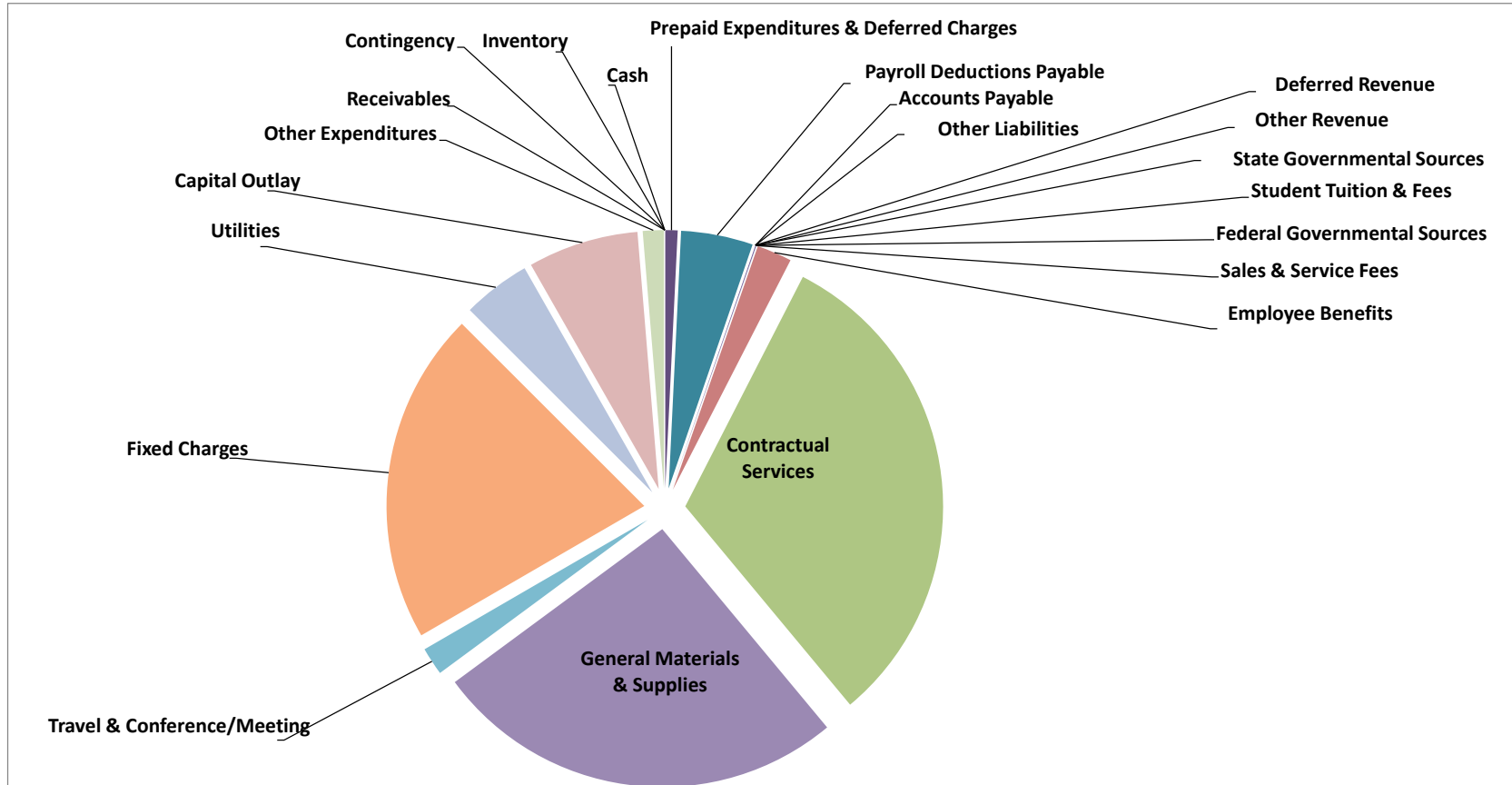
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of December 1 - December 31, 2022, totaling \$1,297,641.74.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 12/1/22 through 12/31/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	148.06	0.01%
Inventory	0.00	0.00%	Employee Benefits	28,492.43	2.20%
Prepaid Expenditures & Deferred Charges	10,000.00	0.77%	Contractual Services	407,661.36	31.42%
Payroll Deductions Payable	58,498.17	4.51%	General Materials & Supplies	336,545.70	25.93%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	22,665.04	1.75%
Deferred Revenue	0.00	0.00%	Fixed Charges	270,505.81	20.85%
Other Liabilities	0.00	0.00%	Utilities	55,378.02	4.27%
State Governmental Sources	0.00	0.00%	Capital Outlay	89,985.36	6.93%
Federal Governmental Sources	723.25	0.06%	Other Expenditures	17,050.68	1.31%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>1,297,653.88</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY23: (7-Jul)	FY23: (8-Aug)	FY23: (9-Sep)	FY23: (10-Oct)	FY23: (11-Nov)	FY23: (12-Dec)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$2,415.14		1,240.89		994.00	180.25	
<b>Engineering Total</b>						-	1,240.89	-	994.00	180.25	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,326.94	233.49	668.19	985.49	832.61	645.19	961.97
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$7,242.06	3,976.18		828.48			2,437.40
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,704.84	73.92	81.76	454.88	466.88	437.70	1,189.70
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,711.50		413.00		688.50		610.00
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,459.55			1,232.90	1,313.85		1,912.80
<b>Food Vendor Total</b>						4,283.59	1,162.95	3,501.75	3,301.84	1,082.89	7,111.87
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,000.00	250.00	500.00				250.00
Landscaping	58	Capital Outlay	0394808	COUNTRYSIDE GARDEN	\$1,080.00	1,080.00					
<b>Landscaping Total</b>						1,330.00	500.00	-	-	-	250.00
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$57,134.58	27,771.72			19,717.86		9,645.00
<b>Legal Total</b>						27,771.72	-	-	19,717.86	-	9,645.00
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$60,514.86	2,739.60	12,706.82	18,513.60	5,355.82	8,673.60	12,525.42
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$167,201.60	24,151.25	45,692.28	43,278.61	21,944.59	13,303.65	18,831.22
<b>Temporary Staffing Total</b>						26,890.85	58,399.10	61,792.21	27,300.41	21,977.25	31,356.64
<b>Grand Total</b>						\$ 60,276.16	\$ 61,302.94	\$ 65,293.96	\$ 51,314.11	\$ 23,240.39	\$ 48,363.51

Request to Renew  
Cascade Content Management System License

Information

At the November 2022 Board meeting, board report number #22-135 was approved. The report listed the renewal cost at \$31,500.00. However, the correct cost for the renewal is \$33,075.00, an increase of \$1,575.00 from what was originally listed.

The College's website, mchenry.edu, currently runs on a Content Management System (CMS) – Cascade by Hannon Hill. The yearly licensing contract for the CMS is due every January 24, at a renewal cost of \$33,075.00. The College is about to begin its fifth year of licensing with Hannon Hill. The new CMS-driven website launched in mid-December 2020.

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 Marketing and Public Relations Other Contractual Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the revised annual renewal of Cascade Content Management System license from Hannon Hill Corporation of Atlanta, GA for \$33,075.00.



Clinton E. Gabbard  
President



Request to Approve  
Compressed College Work Schedule for Summer 2023

Information

The College has followed a Monday-Thursday, four, 10-hour day work schedule for the last thirteen summers. The College has closed on Fridays, Saturdays, and Sundays during this time. The Shah Center in McHenry has remained open, and exceptions were made for select areas of the Crystal Lake (main) campus to operate in isolation as needed. The College continues to experience electricity savings from being closed on Fridays during the summer.

The College would like to continue the compressed schedule during Summer 2023. The proposed schedule will begin on May 29, 2023 and end on July 28, 2023. The College would resume the regular work schedule on July 31, 2023.

Recommendation

It is recommended that the Board of Trustees approves a compressed College work schedule for Summer 2023, to begin on May 29, 2023 and end on July 28, 2023.



Clinton E. Gabbard  
President

Request to Award Preferred Contractors for  
College Painting Services

Information

There are several areas on the College’s Crystal Lake main campus that require updated paint, both to protect wall surfaces and for appearance. These areas are scheduled to be painted over the next two years. This year, painting of walls and trim in several offices and classrooms has been the focus. To date, the College has been using several different firms to provide painting services.

To improve overall painting services on campus, including process, timeliness, and cost efficiency, the College requests the selection of specific contractors as preferred painting vendors. Preferred vendors will be reviewed annually to ensure the College is getting the best cost and quality of work for services provided.

In December 2022 to prepare for upcoming projects, the College advertised a request for proposal (RFP) for painting services to formalize costs. Four bids were submitted and were opened on January 10, 2023. The bids obtained from the contractors were for the cost to paint by the square foot, including labor and materials. The bid results are as follows:

Painting Bid Results			
Capital Paint Naperville, IL	Midwest Decorating Hampshire, IL	Tiles in Style South Holland, IL	Legacy Decorating Elgin, IL
\$1.25 Sq. ft.	\$1.25 Sq. ft.	\$3.50 Sq. ft.	\$2.50 Sq. ft.

This expense is budgeted in the Physical Facility account in the Operations and Maintenance fund.

Recommendation

It is recommended that the Board of Trustees approves Capital Paint of Naperville, IL and Midwest Decorating of Hampshire, IL as “preferred contractors” for a period of one year, extendable for a second year, to provide college painting services (walls, trim, and metal) for a total combined project cost not to exceed \$100,000.00.



Clinton E. Gabbard  
President

Request to Approve Bid for  
Touchless Door Opener Controls

Information

The College has identified the need to upgrade the ADA automatic door opener controls on campus, which includes Shah center. This project will not only both improve functionality and appearance of the opener controls but will bring all of our doors up to current ADA code and provide for touch-free activation of the door openers.

This project is being funded under the Higher Education Emergency Relief Funds (HEERF). By installing touchless systems it removes the need for physical contact of door handle fixtures thereby significantly reducing the possibility for the spread of cold and flu viruses, including COVID-19.

In December of 2022 to prepare for this project the College advertised a request for proposal (RFP) for supplying both the materials and labor to install new wave plates on 54 the ADA door openers on campus that currently have push-to-operate mechanisms. Two bids were submitted and were opened on January 17, 2023. The College requested that the bids obtained from the contractors would be for the cost to both purchase the materials and to install them. Only one company submitted a complete bid including labor and materials. The bid results are as follows:

Touchless Door Opener Controls Project Bid Results	
United Door and Lock LLC	Associated Electrical Contractors LLC.
\$64,400.00	Incomplete Bid Package

The cost for the Wave Door Openers will be budgeted in the HEERF account budget.

Recommendation

It is recommended that the Board of Trustees approves the bid of \$64,400.00 for United Door and Lock of Glendale Heights, IL to replace 54 (fifty-four) ADA door activation controls with new touchless wave door openers.



Clinton E. Gabbard  
President

Request to Approve  
Installation of New Lighting, Controls, and Distribution Equipment for the Luecht Auditorium

Information

The College has identified the need to upgrade the performance lighting control and distribution equipment in the Luecht Auditorium. This project will improve functionality and appearance of the lighting, bring the lighting controls and lamps to meet current code, and change the bulbs to more energy-efficient LED lamps.

In December 2022 to prepare for this project, the College advertised a request for proposal (RFP) for supplying the labor to install new lighting, controls, and distribution equipment (including a console receptacle station and electronic theater control). Two bids were submitted and were opened on January 18, 2023. The College requested that the bids obtained from the contractors would be for the cost of only the labor to install materials that will be furnished by the College. Two companies each submitted a complete bid for the project. The bid results are as follows:

Luecht Auditorium Lighting and Controls Bid Results	
Taza Construction DBA Tiles in Style LLC.	Associated Electrical Contractors, LLC.
\$144,786.00	\$44,100.00

This expense is budgeted in the Capital Projects account.

Recommendation

It is recommended that the Board of Trustees approves the installation of new lighting, controls, and distribution equipment in the Luecht Auditorium from Associated Electrical Contractors, LLC. of Woodstock, IL for \$44,100.00.



Clinton E. Gabbard  
President

Request to Approve Bid for  
Room A260 Office Renovations

Information

The College has identified the need to improve and renovate the Room A260 Office suite (Admissions & Recruitment, Financial Aid), which will provide a more efficient layout and create an additional space. This renovation will replace the existing cubicles and non-structural walls with more permanent floor-to-ceiling partitions, including a door and separate ventilation for each space.

In addition to minimizing close contact between individuals and improving ventilation, the overall layout will be much more efficient and will improve the functionality of the space to better serve our students and employees in the safest manner possible.

In December 2022 to prepare for this project, the College advertised a request for proposal (RFP) for supplying the labor and material to remove the existing nonstructural walls and rebuild ten offices with walls insulated to lower sound transmission, separate office doors, and ventilation. Also planned is the relocation of the office's front counter. Two bids were submitted, which were opened on January 19, 2023. The College requested that the bids obtained from the contractors would be for the cost of the labor and material to install materials to complete the project. Two companies submitted a complete bid for the project. The bid results are as follows:

Room A260 Renovation Project Bid Results	
Yad Construction LLC	Carmichael Construction Inc.
\$134,540.00	\$59,460.00

The cost for the Room A260 Office Renovation project is budgeted in the Higher Education Emergency Relief Funds (HEERF) account.

Recommendation

It is recommended that the Board of Trustees approves the bid for labor and material from Carmichael Construction Inc. of Marengo, IL for \$59,460.00 to complete Room A260 Office Renovations.



Clinton E. Gabbard  
President

Board Travel Requests

Information

Per Local Government Travel Expense Control Act P.A. 99-604 and Board Policy 1.9, Reimbursement for Expenses, "All Board travel, meals, and/or lodging, subject to reimbursement or paid for by the College on behalf of a Board member(s), shall be preapproved by the Board of Trustees and in accordance with the Reimbursement of Travel, Meals, and Lodging Expenses policy."

The following Trustee requests approval of travel costs:

Name of Traveler	Elizabeth Speros
Conference	November 11, 2022 ICCTA November Meeting – Downers Grove, IL
Purpose of Trip	Attend November Meeting
Estimated Cost of Trip	Trustee Conference Registration \$150.00

These expenses are budgeted in the Other Conference and Meeting account and the Out-of-District Travel account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the travel request from Elizabeth Speros at a cost of \$150.00.



Clinton E. Gabbard  
President

Request to Renew Microsoft Unified Enterprises Support Services

Information

For the past six years, McHenry County College has subscribed to Microsoft's Unified Enterprise Support Services for 200-plus Windows servers and nearly 2000 Windows desktop computers. This support is provided by assigned Microsoft resources. The services provided by Microsoft includes problem resolution support, information services to MCC IT staff for the latest knowledge on Microsoft technologies, and workshops to prevent problems, including increasing system availability and assisting with the creation of technology solutions using Microsoft technologies.

The current Unified Enterprise Support Service agreement expires on March 23, 2023 and needs to be renewed. The renewal cost for the Microsoft Unified Enterprise Support is \$45,132.00 for one year of support.

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

This expense is budgeted in the IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Microsoft Unified Enterprises Support Services from March 24, 2023 to March 23, 2024 from Microsoft Corporation of Redmond, Washington for \$45,132.00.



Clinton E. Gabbard  
President

Request to Approve  
Zuccarello & Associates Instructional Design Contract

Information

Zuccarello & Associates LLC provides customized educational services and assists in the development and implementation of best-in-class Instructional Design.

This professional development opportunity for full-time and adjunct faculty will: 1) Evaluate current instructional design needs of McHenry County College faculty; 2) Increase capacity of McHenry County College to deliver high quality instructional programs using best practices in instructional design; and 3) Support faculty in the creation of revised online courses reflecting best practices in design, instructional strategies and assessment of Course Learning Outcomes, contributing to greater compliance with the Higher Learning Commission (HLC) and Illinois Community College Board (ICCB) reporting.

The College supports professional development that will have a direct impact on student success. MCC will better serve the needs of learners in virtual classrooms through the improvement of online course design. Faculty will gain an improved understanding on how to support our virtual classroom and our online students. Faculty will receive instruction on using and scaling up best practices in Instructional Design utilizing the Backward Course Design process as a framework for guiding this exploration. Three professional development formats will be employed to reach the maximum number of faculty.

<b>Deliverables/Components of Proposal</b>	<b>Amount</b>
Faculty Learning Community	\$24,000.00
Stand-alone Instructional Design Primer Session	\$ 3,000.00
Summer Institute on Instructional Design	\$23,000.00
<b>TOTAL</b>	<b>\$50,000.00</b>

These services are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "Contracts for goods or services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part."

This expense is budgeted in the HEERF III Institutional account in the Restricted Purpose Fund 06-8060-904161-530900020 within Other Contractual Services.

Recommendation

It is recommended that the Board of Trustees approves the Instructional Design Contract proposal from Zuccarello & Associates LLC of Chicago Heights, Illinois for \$50,000.00.



Clinton E. Gabbard  
President



Request to Purchase  
Radio Campaign for Spring 2023

Information

Central to McHenry County College's marketing strategy are efforts that drive enrollment and also create positive brand awareness within the community. Exposure via local radio expands brand awareness efforts by reaching a wide-but-targeted listening audience. Specifically, radio campaigns with the area's local station (Alpha Media LLC/Star 105.5 FM) deliver program-specific spots that help increase enrollment through targeted messages that have a call to action of registration for classes and programs.

The use of radio as part of MCC's multi-channel marketing approach impacts participation in featured programs, as well as contributes to positively influencing the public perception of the College. Alpha Media LLC (WZSR-Star 105.5 FM) meets the marketing objective to provide a broader brand awareness of MCC at a local level, encouraging ongoing support by target listeners – traditional students and parents of those students, adult students, and the workforce within and around McHenry County.

A rotation of both general and program-specific campaigns will run throughout the Spring 2023 semester, totaling \$26,000.00. These ads will be heard multiple times/week during regularly scheduled programs and high drive times, and will be scheduled to align with important College dates, such as priority registration campaigns.

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

This expense is budgeted in the Marketing and Public Relations Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a radio campaign for the Spring 2023 semester in the amount of \$26,000.00 with Alpha Media LLC of Crystal Lake, IL.



Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Vice President of Human Resources

Information

Michelle Skinder’s resignation effective June 3, 2022 created a vacancy for the full-time position of Vice President of Human Resources. Dr. Gail Phoenix has been recommended to fill this position effective February 1, 2023. Dr. Phoenix has a Doctorate Degree in Human Services from Capella University, Minneapolis, MN; a Master’s Degree in Counseling and Personnel Services, University of Maryland, College Park, MD; and a Bachelor’s Degree in Psychology, Columbia College of Missouri, Columbia, MO. Her experience is as follows:

2021 – Present	Associate Vice President, Human Resources Wooster College, Wooster, OH
2010 – 2020	Human Resources Program Manager Human Resources Command Department of the Army, Fort Knox, Kentucky
2007 – 2021	Adjunct Instructor Jefferson Community and Technical College, Louisville, Kentucky

17 applications were received, 17 met the position minimum requirements, and the search committee interviewed two candidates.

Below is a summary of the Vice President of Human Resources position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
Cabinet	\$159,527.55	\$258,544.65	\$357,561.75	\$26,435.64	\$149,000.00	\$162,000.00

**Classification:** Administrator | Full-Time, Pay Grade Cabinet A00007, Exempt

**Position Summary:** The Vice President, Human Resources (VPHR) serves as a key member of the President’s Cabinet and senior leadership team of the College. As the College’s chief human resources officer (CHRO), this person serves as a principal trustee for the people who work at McHenry County College. She/He/They provide leadership and vision to ensure that all Human Resources Office behaviors, attitudes, programs, and initiatives are integrated and focused on the overall mission, vision, values, and goals of the college. With a proactive and thoughtful approach to the performance, satisfaction, and success of employees, the VPHR will foster a climate of consistent with the College’s commitment to Diversity, Equity, Belonging, and Inclusion. The VPHR will work with College leadership to continue to drive performance improvement and operational excellence throughout the institution and to build successful human resources programs.

**QUALIFICATIONS:**

- Master’s degree in human resources management, or a related field, from a regionally accredited institution
- Substantial experience in HR administration, including supervision of multiple HR functions

- Five years' supervisory experience
- Labor relations experience including significant exposure to bargaining, contracts, grievance processes, and dispute resolution
- A record of advancing and supporting a diverse, equitable, and inclusive work environment

**DESIRED QUALIFICATIONS:**

- Master's degree in Human Resources
- Current SHRM or HRCI certification
- Community college or higher education experience
- Chief spokesperson experience for labor relations
- Experience in talent acquisition strategies for college faculty and staff
- Experience in developing and administering learning and development programming

Recommendation

It is recommended that the Board of Trustees approve the appointment of Dr. Gail Phoenix to the full-time administrative position of Vice President of Human Resources, effective February 1, 2023, with a 12-month salary of \$162,000.00.



Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Director of Enterprise Applications

Information

Geary Smith’s resignation effective December 31, 2019 created a vacancy for the full time position of Director of Enterprise Applications. Anita Roewer has been recommended to fill this position effective December 19, 2022. Anita Roewer has a Bachelor’s degree in Business Administration, Columbia College, Columbia, MO. Her experience is as follows:

2019 – Present	Director of Human Resources Operations, Human Resources McHenry County College, Crystal Lake, IL
2015 – 2019	Director of Human Resources/HRIS, Human Resources McHenry County College, Crystal Lake, IL
2012 – 2015	Manager of Human Resources, Human Resources McHenry County College, Crystal Lake, IL

13 applications were received, 13 met the position minimum requirements, and the search committee interviewed one candidate.

Below is a summary of the Director of Enterprise Applications position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
ADM A4	\$80,302.45	\$107,068.05	\$133,833.65	\$26,435.64	\$98,479.57	\$100,000.00

**Classification:** Administrator | Full-Time, Pay Grade A4 A04034, Exempt

**Position Summary:** Lead the team responsible for developing, supporting maintaining, and extending the College’s enterprise and administrative systems. Provide software application development when needed to achieve high levels of system availability, usability, security, and client service. Plan and develop new solutions based on analysis of the needs of the College. Serve as the campus leader in the effective use of administrative systems and other software application technologies.

**QUALIFICATIONS:**

- Bachelor’s Degree from a regionally accredited institution in MIS, Information Science, or related field
- Seven to ten years of high-level experience in administrative systems or ERP systems
- Supervisory and budgetary experience

**DESIRED QUALIFICATIONS:**

- Community college or other higher ed experience preferred
- Diversified experience with academic administrative systems is preferred
- Technical programming and database certifications

Recommendation

It is recommended that the Board of Trustees approve the appointment of Anita Roewer to the full-time administrative position of Director of Enterprise Applications, effective December 19, 2022, 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

Lynn Cowlin's retirement effective February 28, 2023 will create a vacancy for the full time position of Assistant Vice President of Finance. Mary Locher has been recommended to fill this position effective January 23, 2023. Mary Locher has a Bachelor's degree in Journalism from Wayne State University, Detroit, MI and a Certificate in Accounting, Oakton Community College, Des Plaines, IL. Ms. Locher is a Certified Public Accountant. Her experience is as follows:

2022 – Present	Assistant Controller, Student Accounting College of Lake County, Grayslake, IL
2011 – 2022	Manager, Large Accounts Dam, Snell & Taveirne, Ltd., Fox Lake, IL

6 applications were received, 6 met the position minimum requirements, and the search committee interviewed two 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
ADM A7	\$115,988.50	\$142,756.22	\$169,523.94	\$26,435.64	\$128,715.59	\$125,000.00

**Classification:** Administrator | Full-Time, Pay Grade A7 A07006, Exempt

**Position Summary:** Oversee and direct all fiscal operations of the College and work closely with the Chief Financial Officer. This position is critical to the financial team's effort to provide quality service to all College constituencies.

**QUALIFICATIONS:**

- Bachelor's Degree from a regionally accredited institution in Accounting, Business Administration, or Finance
- CPA Required
- An equivalent combination of education, certifications, and experience will be considered
- Five years' experience in a financial or accounting environment
- Audit work, either as an auditor or coordinating and preparing audit documents
- Prior budget and general ledger responsibility and involvement
- Experience with payroll, accounts receivable, and accounts payable
- Knowledge of federal grants and compliance
- Experience in preparing and/or analyzing financial documents and related information

**DESIRED QUALIFICATIONS:**

- Supervisory experience
- Master's Degree in Accounting, Finance or related field from a regionally accredited institution
- Knowledge of fund accounting
- Education or non-profit experience

Recommendation

It is recommended that the Board of Trustees approve the appointment of Mary Locher to the full-time administrative position of Assistant Vice President of Finance, effective January 23, 2023, with a 12-month salary of \$125,000.00.

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

Clinton E. Gabbard  
President

Approval of Course Fees for FY 2024

Information

Attached is a list which identifies additional fees for credit courses offered at McHenry County College. Courses with changes are identified with red text and include a brief rationale for the changes occurring. Courses with black text are unchanged.

Recommendation

It is recommended that the Board of Trustees approves the attached list of course fees and that these fees be assessed effective Summer 2023.



Clinton E. Gabbard  
President



<b>COURSE #</b>	<b>COURSE TITLE</b>	<b>CURRENT FEE \$</b>
ACC-220	COMPUTERIZED APPLICATIONS FOR ACCOUNTING	115.00
AET-141	INTERIOR DESIGN I	25.00
AET-142	HISTORY OF INTERIORS	25.00
AET-151	COMPUTER AIDED DESIGN GRAPHICS I	25.00
AET-152	COMPUTER AIDED DESIGN GRAPHICS II	25.00
AET-153	COMPUTER AIDED DESIGN GRAPHICS III	25.00
AET-154	COMPUTER AIDED DESIGN GRAPHICS IV	25.00
AET-161	BIM REVIT I	25.00
AET-162	BIM REVIT II	25.00
AET-165	BIM NAVISWORKS I	25.00
AET-171	PARAMETRIC MODELING SOLIDWORKS I	25.00
AET-172	PARAMETRIC MODELING SOLIDWRKS II	25.00
AET-241	INTERIOR DESIGN II	25.00
AET-251	DESIGN VISUALIZATION	25.00
AET-271	APPLIED STATICS	25.00
AET-290	TOPICS IN ARCHITECTURE/ENGINEERING	25.00
AET-299	INDEP STUDY IN DESIGN TECH	30.00
AGR-107	INTRO AGRICULTURE PRACTICUM	30.00
AMT-100	PRINCIPLES OF AUTOMOTIVE TECHNOLOGY	60.00
AMT-120	AUTOMOTIVE ELECTRICITY FUNDAMENTALS	120.00
AMT-140	AUTOMOTIVE ENGINE TECHNOLOGY	60.00

AMT-160	AUTOMOTIVE ELECTRONIC FUNDAMENTALS	60.00
AMT-170	MANUAL DRIVE TRAIN AND AXLES	60.00
AMT-180	AUTO STEERING-CHASSIS-SUSPENSION	60.00
AMT-200	COMPUTERIZED AUTOMOTIVE SYSTEMS	60.00
AMT-220	AUTOMOTIVE BRAKE SYSTEMS	60.00
AMT-230	HIGH PERFORMANCE ENGINE FUNDAMENTALS	60.00
AMT-240	AUTOMOTIVE CLIMATE CONTROL SYSTEMS	60.00
AMT-260	ADVANCED DIAGNOSTICS & DRIVEABILITY	60.00
AMT-270	AUTOMATIC TRANSMISSIONS & TRANSAXLES	60.00
ANI-100	2D ANIMATION	75.00
ANI-103	ANIMATION TECHNIQUES 1	75.00
ANI-105	3D MODELING AND ANIMATION 1	75.00
ANI-203	ANIMATION TECHNIQUES 2	75.00
ANI-205	3D MODELING AND ANIMATION 2	75.00
ANT-160	INTRO TO PHYSICAL ANTHROPOLOGY	10.00
ANT-255	ARCHAEOLOGICAL FIELD SCHOOL	450.00
AOM-120	WORD PROCESSING I	20.00
AOM-122	WORD PROCESSING II	110.00
AOM-130	PRESENTATION SOFTWARE	90.00
AOM-134	INTRODUCTION TO DESKTOP PUBLISHING	0.00
AOM-231	SPREADSHEET APPLICATIONS II	90.00

AOM-232	DATABASE SYSTEMS II	90.00
AOM-234	ADVANCED DESKTOP PUBLISHING	0.00

Out-of-District and Out-of-State  
Tuition and Fees

Information

When the annual audit is complete, the College adjusts its tuition and fee rates for out-of-district and out-of-state students to more currently reflect the actual cost of instruction.

Following are the Fiscal Year 2024 rates that will be charged based upon FY 2022 audited figures:

	<u>Current - 2023</u>	<u>Proposed - 2024</u>
Out-of-district Illinois residents without an approved chargeback	\$360.77	\$333.73
Out-of-district (audit courses)	\$472.47	\$478.94
Out-of-state residents	\$472.47	\$478.94

The rates are based on the per capita cost calculation on the Certification of Chargeback Reimbursement of the FY 2022 Annual Comprehensive Financial Report. The Out-of-district Illinois residents without an approved chargeback rate is the per capita cost less our federal, state and ICCB grant rates per credit hour.

Recommendation

It is recommended that the Board of Trustees approves the above FY 2024 out-of-district and out-of-state tuition and fees rates, effective Summer 2023 semester.



Clinton E. Gabbard  
President

Approval of Memorandum of Understanding  
between the  
Board of Trustees of McHenry County College and the Friends of McHenry County College Foundation

Information

McHenry County College (MCC) and the Friends of McHenry County College Foundation (FMCCF) signed a Memorandum of Understanding (MOU) in October 2017. The purpose of the MOU is to guide and direct the McHenry County College and Friends of McHenry County College Foundation affiliation, cooperation, working relationship and respective authorities, inclusive of anticipated future arrangements.

The term of this MOU agreement is for five years and continues after that on a year-to-year basis, unless either party provides written notice of termination. It has been practice to review the MOU every five years and renew it for an additional five-year period.

A committee of FMCCF Board members was established to review and provide recommendations for an updated MOU. An additional review was conducted by the FMCCF Board Executive Committee at its December 2022 meeting.

The final draft of the MOU with proposed updates is attached for Board consideration and approval. Upon approval from the MCC Board of Trustees, the full FMCCF Board of Directors will also vote to approve at its next meeting in February.

Recommendation

It is recommended the Board of Trustees approve and execute the Memorandum of Understanding between the Board of Trustees of McHenry County College and the Friends of McHenry County College Foundation.



Clinton E. Gabbard  
President

Memorandum of Understanding (MOU)  
between the  
Board of Trustees of McHenry County College and the Friends of McHenry County College Foundation

Recommended Updates – December 2022

- First Paragraph – update the agreement date to 2023
- Article II D – replace the words “overall excellence” with the words “student success” as that aligns with the mission of the College/Foundation and provides something that is measurable
- Article II R – replace the word “quality” with the word “accurate”
- Article II S – replace “subject to prior approval of the Executive Director of the Foundation” to “in accordance with the Friends of MCC Foundation Board Policy Manual”
- Article IV F – replace the word “writing” with the word “document”
- Article IV B – change the reference from Article II (D) to Article III (D) – the article order was changed in the 2017 MOU revision and this reference was inadvertently missed at that time
- Article IV D – change the reference from Article II A, B, C, and D to Article III... - the article order was changed in the 2017 MOU revision and this reference was inadvertently missed at that time
- Article V A – change “Foundation’s Board of Trustees” to “Foundation’s Board of Directors” to align with appropriate terminology in Foundation by-laws

Attachment: Draft MOU with Track Changes

## **Memorandum of Understanding**

### **Between the**

### **Board of Trustees of McHenry County College and the Friends of MCC Foundation**

THIS MEMORANDUM OF UNDERSTANDING, hereinafter known as the ("Agreement") is, entered into as of the \_\_\_\_\_ day \_\_\_\_ 2017~~23~~<sup>23</sup> (the "Effective Date"), between the Board of Trustees of McHenry County College, a body politic and corporate of McHenry County College, (hereinafter called the "College") and the Friends of MCC Foundation, an Illinois not-for-profit corporation, (hereinafter called the "Foundation").

#### **Preamble**

WHEREAS, The Foundation was organized and is operated for the pursuit of educational, charitable and scientific purposes which are central to the mission of the College. The Foundation shall solicit, receive and administer cash donations, personal property, trusts, endowments, scholarships and other gifts; and shall make contributions and grants of such property for the above mentioned purposes, and;

WHEREAS, the Foundation is an organization described in Internal Revenue Code section 501(c)(3), and is classified as a publicly supporting organization under Internal Revenue Code sections 509(a)(3);and

WHEREAS, the Foundation supports the College in generating private support, and manages, invests, and administers private gifts and resources, including endowments, real property, and funds held for others, and acknowledging and stewarding gifts in accordance with donor intent and its fiduciary responsibilities; and

WHEREAS, the College desires the Foundation to continue its support to the College, including its fund-raising services directed toward expanding and enhancing the educational, research and service goals and capabilities of the College, and further desires to make available to the Foundation support towards meeting these objectives, and will provide certain support to the Foundation to further both the College's and Foundation's purposes; and

WHEREAS, the College and the Foundation desire to set forth the basic terms of their relationship with each other in order to make clear the support the Foundation provides to the College and the College's relationship with the Foundation.

WHEREAS, the parties desire that the recitations hereinabove set forth in this preamble be adopted by reference and incorporated into the Memorandum of Understanding, the same as though set forth in full context:

NOW, THEREFORE, in consideration of the foregoing premises and the terms and conditions hereinafter provided, the parties agree as follows:

## **ARTICLE I**

### **Background of the Parties**

The Foundation and the College have two separate and different systems for selection of their leadership and governance.

- A. The College is governed by The College Board of Trustees which is composed of elected individuals who represent the voters of the District and one student representative, who has an advisory vote, elected by the student body for a one-year term. The College Board of Trustees is responsible for overseeing the mission, leadership, and operations of the College. The College Board of Trustees is responsible for setting priorities and long term plans for the College and is legally accountable for the performance and oversight of all aspects of the College. The College Board of Trustees is responsible for the employment, compensation and evaluation of the President of the College.
- B. The Foundation is a separately incorporated Illinois not-for-profit corporation governed by its Board of Directors. The Foundation's Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts consistent with donor intent. The Foundation Board of Directors is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of Bylaws that clearly addresses the Board's fiduciary responsibilities, including expectations that all individual Board members to comply with ethical guidelines and policies.

## **ARTICLE II**

### **Foundation's Responsibilities and Relationship to the College**

The Foundation agrees:

- A. To receive, hold and administer gifts of property, real or personal, financial, artwork or other assets, to be used for and on behalf of the College, its faculty, students, and staff, all according to the terms of any applicable gift agreement or other restrictions. In the event the donor does not specify the terms or all the terms for which the gift shall be used, then the Foundation Board of Directors shall administer and use the gift for the benefit of the College.
- B. To hold, manage and distribute such assets in its possession for the dedicated purpose of supporting the mission of the College and, as the primary depository of private gifts on behalf of the College, to transfer funds to the designated department within the College in compliance with applicable laws, College and Foundation policies, and gift agreements.
- C. To plan, direct and implement all phases of private sector fundraising efforts including special events, direct mail appeals, annual, major and planned gift solicitations and corporate and foundation grants and to conduct such other fund-raising campaigns as may be deemed necessary and desirable by the Foundation.
- D. To identify, cultivate, evaluate and solicit active and prospective donors and contributors for the benefit of the College in conjunction with the College President; and to secure, for the benefit of the College's students, faculty, and programs, private monetary resources in the continuing quest for student success. ~~overall excellence~~.
- E. To continue to promote the College's best interests within the region, state and nation.



- F. To keep complete, accurate and confidential financial records of donors and donor funds; and to establish and enforce policies to protect donor confidentiality and privacy and provide access to data and records on a need-to-know basis in accordance with applicable laws and the Foundation's policies and guidelines. If the Foundation receives from any third party a request for information or documents pursuant to the Freedom of Information Act ("FOIA") or otherwise, the Foundation shall immediately forward such request to the College's FOIA Officer such that the College can, in coordination with the Foundation, timely respond to or assist the Foundation in timely responding to such request in compliance with the FOIA, such that "private information" and "personal information" can be protected from disclosure pursuant to Section 7 of the FOIA, 5 ILCS 140/7(1), and its subparts.
- G. To provide appropriate stewardship, recognition and acknowledgment to donors through timely correspondence, gift clubs and recognition events.
- H. To adhere to applicable federal and state laws including the Uniform Prudent Investor Act and the Uniform Management of Institutional Funds Act or Uniform Prudent Management of Institutional Funds Act.
- I. To engage an independent accounting firm annually to conduct an audit of financial and operational records of the Foundation and provide the College with a copy of the audit. To work with the College to ensure that the College accurately reports the Foundation resources and activities as may be required for the financial statements of the College.
- J. To develop gift acceptance guidelines and policies in accordance with the College's mission, goals and objectives.
- K. To provide financial support for new program development for various departments of the College by securing and stewarding institutional relationships and partnerships.
- L. To provide scholarships to MCC students and/or staff of the College in accordance with the criteria established by the donors.
- M. To maintain and manage an endowment, including establishing fund agreements with donors to the endowment; and setting and implementing investment and distribution policies and procedures that will prudently steward the principal of the endowment and honor the donors' intent, as prescribed by the Uniform Prudent Investor Act, the Uniform Management of Institutional Funds Act or Uniform Prudent Management of Institutional Funds Act and other applicable Illinois law.
- N. To receive, hold, manage, invest, and disperse contributions of cash, securities, patents, copyrights, and other forms of property including immediately investing gifts and deferred gifts that are contributed in the form of planned and deferred gift instruments and disposition or allocation of real estate or other forms of tangible property.
- O. To permit the College President and a member of the Board of Trustees to serve as *ex-officio non-voting* members of the Foundation Board.
- P. To pay or reimburse the College President for expenses related to fundraising activities which advance the College/Foundation in accordance with the Foundation's expenditure policies. An annual allocation amount will be determined at the time of budget development and communicated to the President. Upon receipt of documentation of expenditures, the Foundation will issue reimbursement to the College President.

- Q. To disclose any terms, conditions, or limitations imposed by the donor or legal determination on any gift transferred or distributed to the College. To allow the College time to review the gift acceptance requirement and determine its decision to accept or reject the gift based on the terms, conditions or limitations.
- R. To secure independent accounting services to maintain and provide at minimum quarterly reports on the financials of the Foundation. To ensure appropriate and ~~accurate quality~~ finances are being maintained in accordance to legal and regulatory requirements to maintain a business and not-for-profit in good standing.
- S. To provide accurate accounting for scholarship awards and for any expenses that will be paid from Foundation resources in accordance with the Friends of MCC Foundation Board Policy Manual.~~subject to prior approval of the Executive Director of the Foundation.~~

### **ARTICLE III**

#### **College's Responsibilities and Relationship to the Foundation**

The College agrees:

- A. To provide the Foundation with appropriate office furniture, supplies, and equipment. In addition, the College shall provide a dedicated office location for the Foundation to be visible, accessible and operate fundraising responsibilities.
- B. To provide services for the Foundation's operation and to support the fund-raising activities of the Foundation, which may include the following:
  - Development of print and promotional materials;
  - Web and media support and coverage; and
  - Assistance in the strategic aspects promoting donor investment, and recognition.

The College also authorizes the Foundation to use the College name, logo and marketing brand.

- C. To provide, to the extent possible, information technology support, including software and hardware necessary to the Foundation to carry out its day to day operations. To annually consider other requests necessary for the operation of the Foundation
- D. To supply sufficient personnel, including and not limited to an Executive Director, Fund Raising Coordinators/Managers and other administrative support for the Foundation operations. The College will consider the recommendations of the Executive Director regarding staffing requirements of the Foundation.
- E. The College President or his/her designee will provide direct supervision, guidance and support to the Executive Director. The College shall obtain input from the Foundation Board of Directors in an advisory capacity as part of the annual personnel evaluation of the Executive Director.
- F. To ensure all College employees working directly in the Foundation or with the Foundation donor records sign a confidentiality agreement.
- G. To have the President of the College recommend to the College's Board of Trustees, after consultation with the Foundation's Board of Directors, a person to serve as Executive

Director of the Foundation.

- H. The President of the College and a member of the Board of Trustees shall serve as an ex-officio non-voting member of the Foundation Board. The College President agrees to assume a prominent role in the Foundation's fundraising activities.
- I. To create and enforce College policies, where deemed necessary and appropriate, that support the Foundation's ability to respect the privacy and confidentiality of donor records, and which recognize the Foundation's authority and obligations to keep all records and data confidential consistent with the requirements of law.
- J. The College President will communicate the institutional priorities and long-term plans as approved by the Board of Trustees to the leadership of the Foundation and include the Foundation as an active and prominent participant in the development of the annual planning for the College.
- K. To acknowledge the Foundation as a separate entity from the College.
- L. To honor the terms, conditions, or limitations imposed by donor or legal determination on any gifts accepted from the Foundation. The College will notify the Foundation of its agreement to accept a gift, and will notify the Foundation if it cannot or will not accept a specific gift and the reasons for same.

## ARTICLE IV

### **Term, Termination and Amendments**

- A. The term of this Memorandum of Understanding shall be five years from the Effective Date and shall continue thereafter from year to year unless either party shall give to the other written notice of termination as provided below.
- B. Within 90 days after a change in the organizational structure of the College's administration which impacts the direct management and supervision of the Foundation as provided for in Article III (D), either party may request that this Memorandum of Understanding be reviewed by both parties.
- C. Either party may, at any time and for any reason or no reason in that party's sole discretion, upon 90 days prior written notice to the other, terminate this Memorandum of Understanding.
- D. Either party may terminate this Memorandum of Understanding for cause immediately in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time period after receiving written notice of such default. Events of default shall include the determination by the Foundation Board of Directors in its discretion that the level of support provided by the College pursuant to Article III: A, B, C, and D is inadequate for the operation of the Foundation and that as a result, the Foundation not be able to fulfill its fiduciary obligations to its donors and obligations under this Memorandum of Understanding. An event of default also includes a material breach of this Memorandum of Understanding by either party.
- E. This Agreement contract may not be assigned without prior written consent of the parties.
- F. Specific projects or activities not already covered by this Memorandum of Understanding may be agreed upon between the parties in a document writing signed by each party, and such fully-executed document writing shall constitute an addendum to this Memorandum.
- G. Upon the expiration or termination of this Memorandum of Understanding, or should the Foundation cease to exist or cease to be an organization described in Internal Revenue Code section 501(c)(3), the Foundation will, immediately upon such event, transfer its assets and property to or among the College and/or any one or more foundations affiliated exclusively with the College that are organized and operated exclusively for charitable and educational purposes within the meaning of Internal Revenue Code sections 501(c)(3). If none of the College or its affiliated foundations are then so described, the Foundation will distribute its assets and property to one or more organizations that are organized and operated exclusively for charitable and educational purposes within the meaning of Internal Revenue Code sections 501(c)(3). The Foundation agrees to transfer such assets and property in a manner that furthers the best interests of the College, as determined in consultation with the College.
- H. This Memorandum of Understanding may be amended only upon the written agreement of the College and the Foundation.

**ARTICLE V**

**General Terms**

- A. To ensure effective achievement of the terms of this Memorandum of Understanding, the College's officers and Board of Trustees and the Foundation's officers and Board of ~~Trustees~~ Directors are encouraged to hold periodic meetings to foster and maintain productive relationships and ensure open and continuing communications and alignment of priorities.
- B. Nothing contained herein shall be deemed to prevent the College from entering into agreements with other entities or related foundations with obligations and purposes similar to those expressed in the Memorandum of Understanding.
- C. The College and the Foundation acknowledge that each is an independent entity and agree that neither will be liable, nor will be held out by the other as liable, for any of the other's contracts, torts, or other acts or omissions, or those of the other's trustees, directors, officers, staff, or other agents.
- D. All correspondence, solicitations, activities, and advertisements concerning the Foundation shall reflect the principles upon which the relationship between Foundation and the College are founded.
- E. The College shall be permitted to audit the financial records of the Foundation, but shall not be permitted to audit donor records.
- F. No provision of this Memorandum of Understanding shall be deemed to create a partnership or joint venture between the College and the Foundation.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

\_\_\_\_\_  
Chair  
Board of Trustees  
McHenry County College

\_\_\_\_\_  
President  
Board of Directors  
Friends of McHenry County College  
Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
President  
McHenry County College

\_\_\_\_\_  
Executive Director  
Friends of McHenry County College  
Foundation

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	11/14/2022	Dulce Elizarraraz	Coordinator of Adult Volunteer Literacy	T
STA	11/14/2022	Samantha Schultz	Student Success Coach	T
STA	11/19/2022	David Behrens	Coordinator of Admissions	RC
STA	11/28/2022	Monica Hauschild	Administrative Assistant I, Advising	R
STA	11/28/2022	Kevin Huang	Desktop Engineer	R
STA	12/05/2022	Danielle Djus	Human Resources Assistant I	R
STA	12/05/2022	Christopher Fleming	Maintenance Generalist II	R
STA	12/5/2022	Rita Redmond	Network Specialist	T
STA	12/06/2022	Paula Hernandez	Cashier/Food Preparation Service	R
ADJ	12/10/2022	Connie Happ	Adjunct Faculty, Academic Affairs	R
ADJ	12/11/2022	Carrie Maxwell	Adjunct Faculty, Academic Affairs	R
STA	12/19/2022	Heather Churchill	Benefits & Leave Administration Specialist	N
ADM	12/19/2022	Anita Roewer	Director of Enterprise Applications	T
STA	1/4/2023	Jen Roth	Math Specialist	N
STA	1/9/2023	Julia Carlin	Bilingual Registration & Records Generalist	R
STA	1/9/2023	Dayla Villegas	Adult Education Navigator	R
FAC	1/11/2023	Wes Dulaney	Instructor of Biology	R
ADJ	1/11/2023	Bill Froese	Instructor of Marketing	R
ADJ	1/11/2023	Wayne Messman	Instructor of Business Management	R
ADJ	1/11/2023	Angelos Varagiannis	Instructor of Video Production	R
ADJ	1/11/2023	Joseph Montavlo	Instructor of Network Security	R

ADJ	1/11/2023	Andrew Boyce	Instructor of Building Information Modeling	R
ADJ	1/11/2023	Olivia Ridge	Instructor of Photography	R
ADJ	1/11/2023	Karen Conkle	Instructor of Occupational Therapy Assignment Program	R
ADJ	1/11/2023	Nicole Lawson	Instructor of Nursing Program	R
ADJ	1/11/2023	Marlon Rodas	Instructor of Marketing	R
ADJ	1/11/2023	Jennie Johns	Instructor of Web Development	R
STA	1/11/2023	Dayla Villegas	Adult Education Navigator	R
ADJ	1/14/2023	Salvador Arredondo	Instructor of Adult Education	R
STA	1/17/2023	Catherine Abraham	Coordinator of Accommodations	N
CON	1/17/2023	Julie Leffel	Tutor – Math/Chemistry	S
CON	1/17/2023	Erin Balgeman	Supplemental Instructional Coach	N
CON	1/17/2023	Todd Rishling	EMS Trainer	R
CON	1/17/2023	Scott Anderson	EMS Trainer	R
STA	1/17/2023	Ava Pauly	Academic Advisor	R
CON	1/20/2023	Grace Esche	Tutor – Math/Chemistry	S
ADM	1/23/2023	Mary Locher	Assistant Vice President of Finance	R
STA	1/23/2023	Carolyn Fortman	Administrative Assistant II, SSPS	R
ADM	2/1/2023	Gail Phoenix	Vice President of Human Resources	R

***Through January 12, 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	12/8/2022	Jennifer Boyd	Preschool Assistant Teacher
ADJ	12/9/2022	Christina Stewart	Instructor of Nursing
ADJ	12/12/2022	Kelly Gitzke	Fire Science Instructor & Trainer
STA	12/30/2022	Lauren Sturwold	Coordinator, Curriculum & Academic Projects
STA	1/3/2023	Laura Santowski	Library Circulation Assistant
STA	1/17/2023	Jason Nerby	Financial Aid Technical Specialist

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

<b>Classification</b>	<b>Retirement Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
FAC	1/13/2023	Deb Ross	Instructor, Nursing
ADM	2/28/2023	Lynn Cowlin	AVP, Finance

***Through January 13, 2023***



## Friends of MCC Foundation Update

### **Spring 2023 Scholarship Update**

Scholarship applications for the Spring 2023 semester closed on October 10, 2022 with 382 students submitting applications. In December, a total of 340 Foundation scholarships were awarded totaling \$262,000.

### **Fall 2023 Scholarship Update**

Scholarship applications for the Fall 2023 semester are open now through April 3, 2023. Students can apply online at [www.mchenry.edu/scholarships](http://www.mchenry.edu/scholarships).

### **New Scholarships**

#### **Comcast Digital Literacy Scholarship**

Comcast donated \$5,000 to the Friends of MCC Foundation to establish a digital literacy scholarship. This donation came from the recommendation of former Foundation director, state senator, and county board member, Pam Althoff. The Foundation is currently working with Comcast to finalize the details and criteria for the scholarships so they may be awarded in Spring 2023. We thank Comcast for its generosity and Pam Althoff for continuing to be a strong advocate for MCC and our students.

#### **Rotary Club of Crystal Lake Dawnbreakers Career Training Scholarship**

The Rotary Club of Crystal Lake Dawnbreakers donated \$5,000 to create noncredit scholarships for MCC students. Applicants must reside in ZIP Codes 60012, 60014, or 60039 and write an essay describing their career goals and how MCC will be important to achieving those goals. Applicants must also demonstrate financial need. The scholarship will cover up to 75% of the cost of the career training course. The donation was delivered to the Foundation by Crystal Lake Dawnbreaker and former MCC Trustee, Mary Miller. Thank you Rotary Club of Crystal Lake Dawnbreakers for their ongoing support.

### **Foundation Staff Update**

Foundation team member, Audra Buckner, accepted the role of Coordinator of Scholarships and Outreach for the Friends of MCC Foundation. This position will be responsible for scholarship donor engagement and the overall administration of the Foundation's scholarship program. This is well-deserved for Audra who has been an integral member of the Foundation team since 2017. The Foundation will immediately begin a search to replace Audra's former role of Development Specialist.

### **End-of-Year Giving Update**

#### **MCC Day of Giving – Thursday, November 17, 2022**

The Friends of MCC Foundation hosted its 4<sup>th</sup> annual MCC Day of Giving on Thursday, November 17. A total of 33 donors collectively donated \$5,891 to the Student Success Fund to help MCC students with emergency needs.

#### **Giving Tuesday – Tuesday, November 29, 2022**

Giving Tuesday was hosted on Tuesday, November 30 – this global generosity movement encourages charitable giving. On this day, MCC Alumni were encouraged to make a gift to the Foundation. A total of \$2,200 was received on Giving Tuesday all to support student scholarships.

**2022 Annual Appeal**

The Foundation's annual appeal letter was mailed in December to any individual who has donated to the Foundation in the past three years. The appeal included information about the College, Foundation, and Scholarships. The Foundation saw an incredible response for year-end donations. Over \$167,000 was received, including a notable anonymous gift of \$50,000 to an existing scholarship fund.

**People in Need Forum – Saturday, January 28, 2023**

The People in Need Forum (PIN) will take place on Saturday, January 28, 2023 at MCC from 8:30 a.m.– Noon. PIN will showcase over 110 agencies with information on their services, 24 breakout sessions on various topics including mental health, housing, food insecurity, seniors, and more. The updated PIN directory will be available at the event. Registration is free and available at [www.mchenry.edu/pin](http://www.mchenry.edu/pin)

As of January 19, there were over 400 registrants. A special thanks to event sponsors: McHenry County College, McHenry County Mental Health Board, Northern Illinois Recovery Center, The Rotary Club of Crystal Lake Dawnbreakers, The Church of Holy Apostles, McHenry County Government, Northwestern Medicine, and Rosecrance.

**Scholarship Donor Appreciation Breakfast**

The annual Scholarship Donor Appreciation Breakfast will be held on Friday, February 10 in the MCC Café/Commons. This special event recognizes and honors those individuals and organizations who establish scholarships. It's also a wonderful opportunity for scholarship recipients to meet scholarship donors and thank them for their generosity.

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>
Gerry and Bill Cowlin Foundation	The Cowlin Foundation renewed their support for the Student Success Fund (SSF) in the Friends of MCC Foundation. The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$6,500	Brian DiBona, Executive Director, Friends of MCC Foundation
Illinois Community College Board Innovative Bridge and Transition Program	The purpose of this grant is to support student transitions to and through postsecondary education and into employment. MCC received support to develop and expand bridge programs to help Adult Education students successfully transition to credit-bearing programs.	\$155,112	Delia Rodriguez, Director of Adult Education
Illinois Board of Higher Education (IBHE) Nursing School Grant	This grant provides funding to institutions of higher education offering nurse training programs in the state of Illinois, with a focus on supporting equitable outcomes in nursing education. MCC received funding for a simulation training mannequin with a dark skin tone to increase diversity and equity among students.	\$22,310	Betsy Schnowske, Director of Nursing Program
Nuts, Bolts, and Thingamajigs Foundation	The NBT Foundation awards grants to host summer manufacturing camps that introduce middle and high school students to modern manufacturing career choices. MCC received support for two welding camps.	\$5,000 (\$2,500 per camp)	Dori Sullens, Director of Community Education
Illinois Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Mark Piekos, Manager of IL Small Business Development

**PENDING APPLICATIONS**

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
American Association of Community Colleges Cyber Skills for All	This initiative will build a community of practice among community college workforce and economic development executives with the goal of increasing participation of traditionally underrepresented populations in cyber security fields. MCC is applying to participate in the second of three cohorts.	\$20,000	Pending	January

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Motorola Solutions Foundation	MCC is developing an application for a third year of funding to provide scholarships for marginalized students in MCC’s Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$35,000	In development	February 2, 2023
Dollar General Literacy Foundation	This program provides services to support Adult Basic Education, GED or high school equivalency programs, and English Language Acquisition.	\$10,000	Under consideration	February 16, 2023
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,000	In development	March 15, 2023
Workplace Skills Enhancement – Illinois Secretary of State	This program provides instruction at the workplace to improve the basic reading, writing, math skills or English language proficiency of employees. Projects require a partnership between Adult Education and a local business.	\$20,000	Under consideration	March 15, 20223
First National Bank of Omaha Impact Grant	This grant supports projects that focus on Entrepreneurship and Small Business Development, with the goal of growing local economies and creating jobs. MCC is developing a proposal that	TBD	Under consideration	Spring 2023

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
	will support additional resources for Spanish-speaking entrepreneurs in our county.			

**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

#### 2022 YEAR-END UPDATE



#### Projects Completed in 2022

(2,180 in 2021)

- 104** videos produced
- 109** press releases submitted to media
- 476** web/online projects



#### Projects Initiated in 2022

(2,265 in 2021)

#### SOCIAL MEDIA STATS (four main accounts)



Facebook

**646** Posts  
**9.2K** Followers  
**764K** Impressions



LinkedIn

**259** Posts  
**17K** Followers  
**176K** Impressions



Instagram

**256** Posts  
**2.2K** Followers  
**119K** Impressions



Twitter

**590** Posts  
**2.2K** Followers  
**123K** Impressions

#### ONLINE SYSTEMS AND PROPERTIES SUPPORTED BY OMPR WEB SERVICES IN 2022:

- Acalog
- Canvas
- Career Coach
- Concept3D (online maps)
- Facebook
- Google Analytics/Tag Manager
- Google My Business
- Hootsuite
- Instagram
- LinkedIn
- Lumens (non-credit CMS)
- Main website (www.mchenry.edu)
- myMCC
- People Admin (hiring)
- Presto (athletics CMS)
- Siteimprove
- Snapchat
- Twitter
- Wufoo Forms

### **Current High-level College Marketing Initiatives:**

- Spring 2023 registration promotion
- Early Childhood Access Consortium for Equity (ECACE) grant promotion and recruitment efforts
- Experts and Insights Faculty Speaker Series promotion
- Foundation scholarship and event support
- Noncredit and Kids and College programming promotion
- Recent environmental graphics installations on campus (Co/Lab B, facilities conference room, Transfer Hub, café entrance/exit signage)

### **Monthly Releases and Features\***

The following releases and feature stories were submitted to local and regional media outlets from November 15, 2022–January 10, 2023.

- Spring 2023 Registration Now Open at MCC
- McHenry County College Hosts 12th Annual Manufacturing Breakfast
- Explore International Relations, Rival Politics at MCC's Latest Experts and Insights Speaker Series
- McHenry County College to Recognize Veterans with Ceremony on November 10
- Black Box Theatre at McHenry County College to Host Auditions for "Romeo and Juliet"
- Ride for Student Success Raises \$2,100 for McHenry County College Student Scholarships
- Friends of MCC Foundation to Host Day of Giving November 17 for Student Success Fund
- McHenry County College Art Galleries to Feature Work by Violet Luczak, Griffin Carrick, and Diana Gabriel
- McHenry County College President Receives Additional Contract Extension
- McHenry County College Voice Instructor, Choir Director to Solo for Sing-Along Messiah December 3
- McHenry County College Celebrates First Student Studying Abroad Since Pandemic, Opens Program for 2023
- Revisit Holiday Favorite "A Christmas Carol" at MCC's Latest Experts and Insights Speaker Series
- Petition Filing Dates for McHenry County College Trustee Election
- McHenry County College Recognizes Winter 2022 Graduates in Commencement Ceremony
- Friends of MCC Foundation Receives \$500 Donation from Women Connecting Women
- Update for McHenry County College Trustee Election
- Expand Career Possibilities With Classes in Administrative Office Management
- People in Need Forum Returns to McHenry County College Jan. 28

\*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

**Monthly Highlight – 2022 Green Living Expo Recap**

The fifteenth Green Living Expo was held in person on November 5, 2022. Over 100 vendors, exhibitors, and organizations filled the MCC gym. Outside, visitors enjoyed the 2,500-gallon fish tank with native fish and two food trucks using only composable materials. The expo also included a virtual component where vendors set up a virtual booth that went live the day of the event; this is available to the public through the end of January 2023 for added education. This year's expo provided many educational opportunities surrounding renewable energy and energy efficiency. These businesses and organizations were at the expo and continue to have virtual booths available:

- Magiteck Energy Solutions (Sponsor) – high-quality, affordable solar power
- 93 Energy Solar (Sponsor) – solar energy design and installation
- Certasun Solar – residential solar design and installation
- Sunrun – solar energy retail
- Citizens Utility Board – advocates for clean energy, consumer protection, lower utility bills
- IL Solar Education Association – solar energy information and resources
- IL State University Solar Car team – college student solar race car and team
- Elite Remodeling – energy efficiency home and business remodeling
- Citizens Climate Lobby – advocates for bipartisan solutions to climate change
- Fox Valley Electric Vehicle Association – promotes efficient and clean EV use and education
- McHenry County Department of Transportation – promotes mobility and safe and efficient transportation
- Motor Werks of Barrington – luxury electric vehicles on site
- Environmental Defenders of McHenry County – currently planning a Solar For All project, also provides energy efficient education opportunities
- McHenry County Conservation District – utilizes renewable energy at several of their sites and provides educational opportunities at each site

**Current Initiatives and Community Connections**

The ComEd Retro commissioning project is complete and verified. After implementing the recommended changes, MCC can expect to have \$38,000 in annual savings with a short payback of two months. ComEd will provide an incentive of \$6,899 covering 56% of the project costs. The remaining costs are covered by the IGEN membership grant.

In December, the student Environmental Action Club visited with Earth Science Department Chair Kate Kramer and enjoyed learning about maps and topography in the Earth Science lab. Chair Kramer also showed the students how to create elevations with the topo table.

The MCC Sustainability Center held an open house for employees on December 14, 2022. Sustainability staff provided materials for a hands-on demonstration of Furoshiki, the Japanese art of fabric wrapping. This technique and other ideas for a low waste holiday season were shared.



The ReUse It Corner repurposed approximately \$682.99 worth of gently used office and school supplies in November and December 2022.

The MCRide/MCC partnership had 417 rides in October, 353 in November and 133 in December 2022.

The Sustainability Center and the Environmental Action Club thank Joshua King for his excellent work leading and managing the Environmental Club with speakers and activities throughout the fall semester. We wish him well at the University of Arkansas.

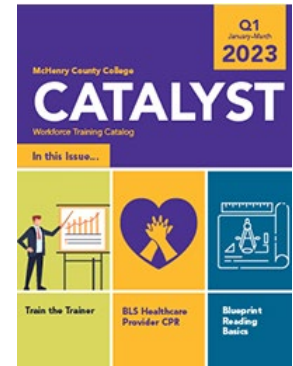
The Sustainability Center thanks Makenna Camper, Sustainability Center Student Assistant, for her valuable contributions to the team. Makenna streamlined the ReUse It Corner inventory process and took the mobile ReUse It Corner across campus weekly, offering free needed supplies to staff and students. We wish her all the best at Lake Forest College.

## Workforce Development Update

This month's Workforce Development Update focuses on the ways MCC's Workforce Training program meets the emerging and ongoing needs of the employer community in McHenry County. The primary focus of this update showcases the efforts of the Workforce Training team while highlighting current and trending topic courses.

**McHenry County College Catalyst**

The [Catalyst schedule](#) of Workforce Training offerings was first introduced in 2003. Since 2006, it has been released on a quarterly basis to align with the planning needs of the business community and is now distributed to more than 6,500 business professionals. The open enrollment training that populates the Catalyst serves as a "corporate university" providing McHenry County's business community with access to high quality and affordable training resources. Each quarter, training topics are added that address emerging workplace conditions. A sampling of these responsive offerings appears below.

**Workplace Violence Wake-up Call: Sharing Strategies, Trends, and Best Practices**

Not a week goes by without several incidents of workplace violence being reported. Employee-on-employee, personal relationships, bullying, retaliation, and the list goes on. Like all issues, prevention is the best plan – but how do employers handle the situation if prevention doesn't work?

On January 13 from 8–10 a.m., MCC's Shah Center hosted an in-person workshop with continental breakfast for a price of \$39 per person. Attendees learned how to research and develop company-specific action plans.

John Vaughan, the instructor for this course, is president of Midwest Safety Services Inc., which provides regulatory assistance and training in the fields of OSHA, NFPA, and DOT compliance. He is also a Certified Fire Trainer and a Fire Inspector through the Illinois Office of State Fire Marshal's Office. John's teaching experience began at the Illinois Police Training Academy and the Illinois Fire Service Institute. After retiring from the police department, he became a qualified OSHA trainer in both General Industry and Construction with a specialty in Department of Transportation regulations.

**Train the Trainer**

Effective training for new employees or new processes and procedures can be a key to employee retention. On January 25 and February 1 from 8 a.m.–Noon, MCC's Shah Center will host an in-person, two session Train the Trainer course for a price of \$395 per person.

The powerful workshop will bring managers, team leaders, subject matter experts and other non-trainers quickly up-to-speed in the basic skills required to develop and conduct training – confidently, competently, and with ease. First-time trainers will walk through the process of developing and delivering effective training and evaluating training effectiveness. This workshop provides participants with the opportunity to better understand adult learning principles and the required components of



*Pictured above: Jim Jamrozek*

training so that effective training can be designed and delivered to optimize the new employee onboarding process.

Jim Jamrozek, the instructor for this course, has more than 20 years of management experience and has demonstrated achievements in staff training and development at all organizational levels. He has extensive knowledge in Lean Manufacturing and is skilled at analyzing training needs while developing, executing, and facilitating plans and programs. Jim comes to MCC from industry where he was a training and development manager at an Illinois manufacturer for over 16 years. Jim holds a master's degree in management and organizational behavior from Benedictine University.

### **The Vanishing Workforce**

Where have all the workers gone? The COVID-19 pandemic has exerted a profound effect on the dynamics of the employment market in the United States. Companies are facing new, extraordinary challenges in locating, recruiting, hiring, and retaining a workforce to grow their businesses. Terms like, “The Great Resignation”, “The Great Reshuffling”, “Quiet Quitting”, and “The Vanishing Workforce” have become common parlance in the employment economy discussion. But in reality, economic, demographic and social trends have been generating burdens on the employment market for decades, pressures only exacerbated by the pandemic. So, what are they and what can employers do?

On March 10 from 8–9:30 a.m., MCC’s Shah Center will host The Vanishing Workforce, an in-person seminar with continental breakfast for a price of \$29 per person.

In this unique seminar, the instructor will uncover these trends and discuss strategies to align with the changes and challenges in the marketplace, and answer such questions as:

- Is this temporary or has this become the new normal?
- Has power within the workforce shifted?
- What changes and challenges can you control?
- What are near-term and long-term strategies for attracting workers, and keeping them?

Patrick Dolan, the instructor for this course, is an Area Developer, Business Coach and “Armchair” Economist for Express Employment Professionals, the largest franchised staffing company in the world. He brings a unique combination of professional career experiences to his passion for workforce economics. Patrick earned his MBA from the Kellogg Graduate School at Northwestern University.



*Pictured above: Patrick Dolan*

### **Workforce Training Engagements and Services**

In addition to the open enrollment offerings promoted in the Catalyst, MCC’s Workforce Training department meets the emerging training needs of local employers through company-specific contract training. For example, Langford Construction worked with MCC to provide Office 365 training to their employees as they adopted the new technology. Both Metal Master Construction and Utility Transport Services were able to quickly schedule Flagger training for employees who required immediate certification.