

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, March 23, 2023
Regular Board Meeting
6:00pm

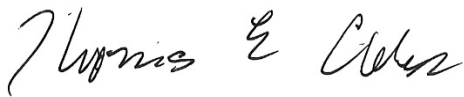


MCC Board Room, A217
8900 U.S. Highway 14
Crystal Lake, IL 60012

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, February 23, 2023
7. OPEN FOR RECOGNITION OF VISITORS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. PRESENTATIONS
 - A. Title III: Pathways to Persistence Grant – Ms. Christina Swanson, Director of Pathways to Success
10. BOARD POLICY MANUAL
 - A. 1.9 Reimbursement for Expenses, First Reading
11. 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
12. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report #23-37
 2. Treasurer's Report, Board Report #23-38
 3. Ratification for Accounts Payable Check Register, Board Report #23-39
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Extend Lease-Three 15-Passenger Buses, Board Report #23-40
 2. Purchase of Furniture, Board Report #23-41
 3. TalkSpace Contract Approval, Board Report #23-42
 4. Student Success Software, Board Report #23-43
 5. Dell Lease Buyout, Board Report #23-44
 6. Load Balancers Support Agreement, Board Report #23-45
 7. Board Expenses Approval, Board Report #23-46
 8. TestOut Software Revised, Board Report #22-114
 - C. Personnel
 1. Administrative Appointments for FY 2024, Board Report #23-47
13. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

14. APPROVAL OF RESOLUTION TO PURCHASE PROPERTY
15. CONTINUATION OF EMPLOYMENT OF PROBATIONARY NON-TENURED FACULTY, Board Report #23-48
16. SPRING 2023 DUAL CREDIT MEMORANDUM OF UNDERSTANDING (MOU), Board Report #23-49
17. REQUEST TO GRANT HONORARY LEGACY STATUS TO LINDA VAUGHN, Board Report #23-50
18. FOR INFORMATION
 - A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Friends of McHenry County College Foundation Update
 - D. Grants Office Update
 - E. Office of Marketing and Public Relations Update
 - F. Center for Agrarian Learning
 - G. Sustainability Center Update
 - H. Workforce Development Update
19. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
20. 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
21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 17, 2022 and Regular Board Meeting of January 26, 2023
22. 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

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

Current Policy with Edits

1.9 REIMBURSEMENT FOR EXPENSES (Revised 12/18/15, 12/15/16, [and 04/27/2023](#))

Members of the Board of Trustees may apply for reimbursement for travel expenses and registration fees incurred while engaged in the performance of Board duties.

All Board travel, meals, lodging and/or registration fees 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 consistent with the Reimbursement of Travel, Meals, and Lodging Expenses policy [except that expenses, up to \\$200, for Trustees' attendance at Illinois Community College Trustee Association in-state educational meetings are approved and shall be reimbursed after presenting documentation to the College President or his/her designee.](#)

All Board reimbursement/on-behalf payments for Board member(s) shall be posted on the College's website.

Board member(s) requesting reimbursement or on-behalf payments shall submit to the full Board of Trustees a summary written report describing the benefit(s) of the event attended or the reason for the travel.

Proposed Policy

1.9 REIMBURSEMENT FOR EXPENSES (Revised 12/18/15, 12/15/16, and 04/27/2023)

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Student Trustee Report

Spring Break is here and that means midterms are as well. The end of the semester is approaching steadily. The Student Trustee candidates have turned in their packets and the elections are in the near future. I have personally spoken with the candidates and am excited for the future of the Student Trustee role.

McHenry County College continues to be the epitome of student-centered learning. I have been a part of many institutions and there are usually shockingly obvious shortcomings of the leadership. McHenry County College is consistently proving to have the strongest leaders with an ever-flowing stream of passion towards assisting students. The more involved students are with the campus resources, the more they thrive in their education. MCC's mission to ensure student success is voiced loud and proud in each of the resources on campus. As a student, I am thankful to have been lucky enough to attend MCC.

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2023 is currently 66.3% complete with the year-to-date results ending February 28, 2023 being reported. In the Operating Funds, total revenue is 48.1% of budget, as compared with 49.1% at the same time last year. Total expenditures are 41.9% of budget, as compared with 42.7% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

Revenue

- Local governmental is 66.7% of budget and up \$318,160 (1.7%) from last year at this time. FY 2023 revenue is \$19,306,576 vs. FY 2022 revenue of \$18,988,416. For FY 2023, this revenue is derived from 50% of the 2021 tax levy (as approved by the Board in November 2021) and 50% of the 2022 tax levy (as approved by the Board in November 2022).
- State government is 50.5% of budget and down \$227,304 (-8.5%) from last year at this time. FY 2023 revenue is \$2,460,153 vs. FY 2022 revenue of \$2,687,457.
- 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 79.4% of budget and down \$235,990 (-2.2%) from last year at this time. FY 2023 revenue is \$10,599,521 vs. FY 2022 revenue of \$10,835,511. 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 39.1% of budget and up \$32,878 (105.1%) from last year at this time. FY 2023 revenue is \$64,154 vs. FY 2022 revenue of \$31,276. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 87.3% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$16,566 vs. FY 2022 revenue of \$16,566. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 46.5% of budget and up \$308,448 (157.9%) from last year at this time. FY 2023 revenue is \$113,101 vs. FY 2022 revenue of \$-195,346.
- Nongovernmental gifts, scholarships, grants & bequests is 25.0% of budget and down \$9,734 (-78.0%) from last year at this time. FY 2023 revenue is \$2,753 vs. FY 2022 revenue of \$12,486. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 14.4% of budget and up \$170,894 (4.3%) from last year at this time. FY 2023 revenue is \$4,115,129 vs. FY 2022 revenue of \$3,944,235. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$3,927,789, Retiree Health contributions, which account for \$351, Other Misc. Income, which account for \$131,612 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$55,377. 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 63.4% of budget and up \$962,985 (5.7%) from last year at this time. FY 2023 expenditures are \$17,850,070 vs. FY 2022 expenditures of \$16,887,085.
- Employee benefit expenditures are 19.1% of budget and up \$146,866 (2.4%) from last year at this time. FY 2023 expenditures are \$6,223,112 vs. FY 2022 expenditures of \$6,076,246. ***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 56.2% of budget and down \$37,991 (-1.4%) from last year at this time. FY 2023 expenditures are \$2,708,236 vs. FY 2022 expenditures of \$2,746,227. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 63.5% of budget and down \$280,296 (-11.8%) from last year at this time. FY 2023 expenditures are \$2,099,091 vs. FY 2022 expenditures of \$2,379,386.
- Travel and meeting expenditures are 45.8% of budget and down \$21,360 (-12.3%) from last year at this time. FY 2023 expenditures are \$152,036 vs. FY 2022 expenditures of \$173,395.
- Fixed charges expenditures are 71.8% of budget and down \$159,011 (-12.2%) from last year at this time. FY 2023 expenditures are \$1,142,375 vs. FY 2022 expenditures of \$1,301,386. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 34.3% of budget and down \$255,232 (-37.9%) from last year at this time. FY 2023 expenditures are \$418,611 vs. FY 2022 expenditures of \$673,843.
- Capital Outlay expenditures are 6.3% of budget and down \$914,056 (-89.6%) from last year at this time. FY 2023 expenditures are \$106,585 vs. FY 2022 expenditures of \$1,020,641. ***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 68.2% of budget and up \$76,745 (14.0%) from last year at this time. FY 2023 expenditures are \$625,366 vs. FY 2022 expenditures of \$548,621. 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.



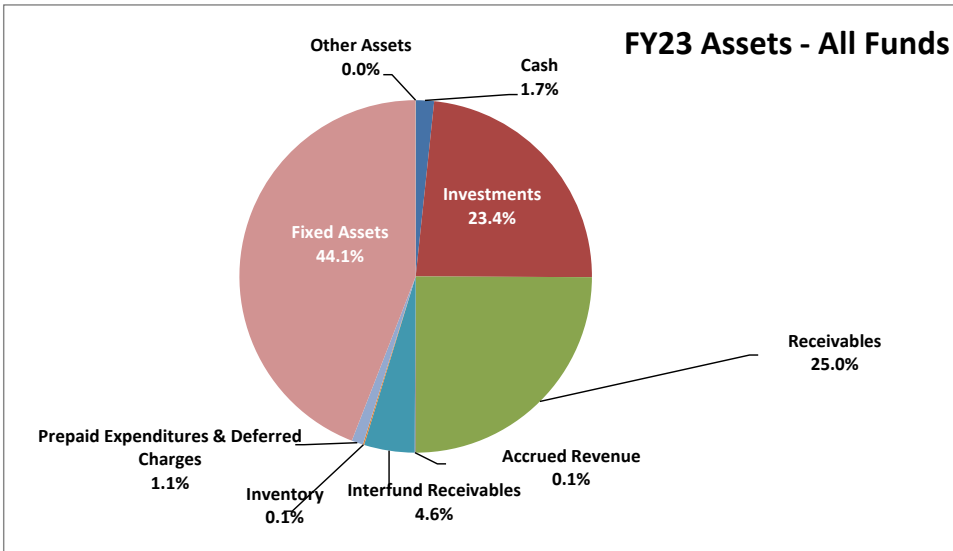
Clinton E. Gabbard
President

All Funds Statement of Net Position (Balance Sheet)
February 28, 2023

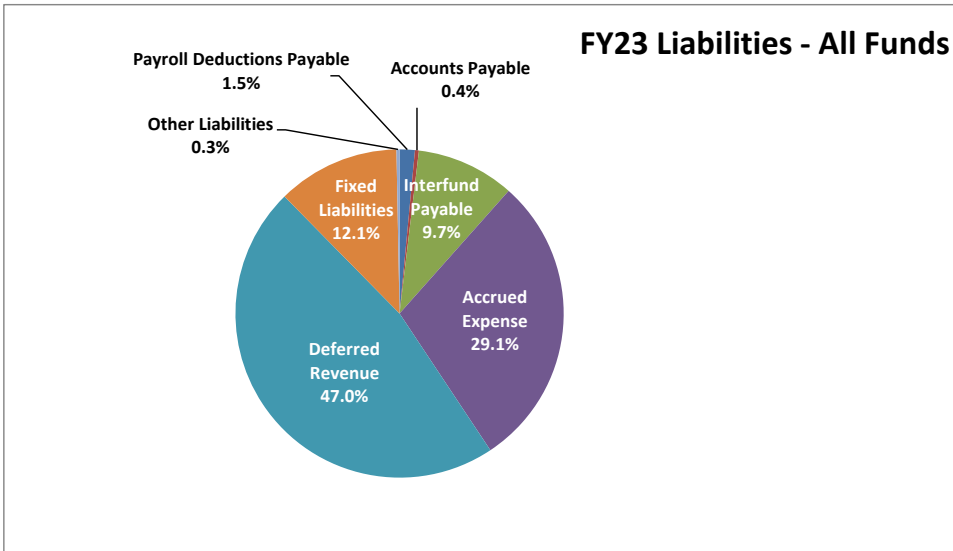
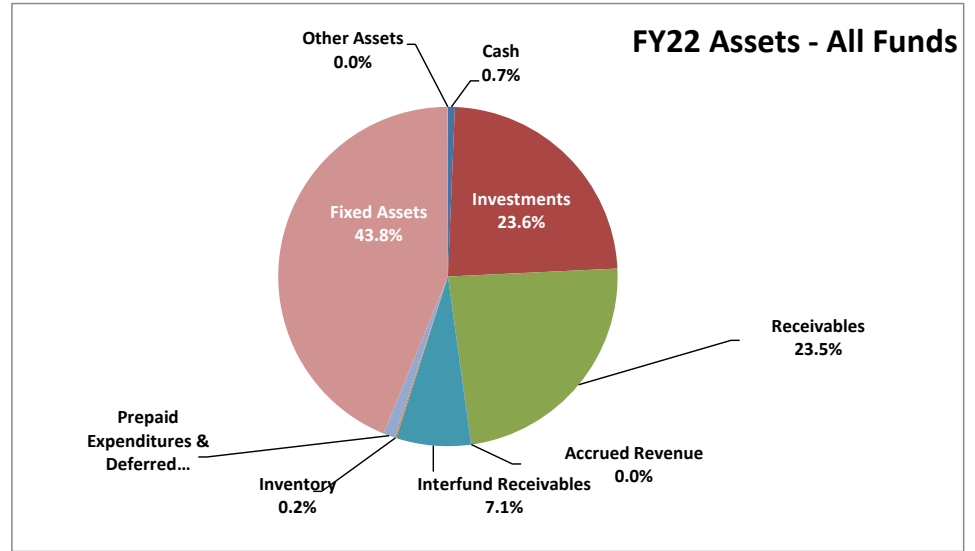
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	2,718,085	-	-	-	444,475.15	0	1,141,797	32,244	-	-	421,287	28,284	-	650,000
Investments	37,922,967	16,211,076	1,019,021	15,699,569	-	-	2,919,666	-	-	-	-	2,073,634	-	
Receivables	40,473,058	36,533,103	2,626,203	-	-	20,703	514,102	-	-	-	75,135	703,812	-	
Accrued Revenue	109,983	35,354	2,613	62,172	-	-	5,364	-	-	-	-	4,480	-	
Interfund Receivables	7,510,641	3,366,597	4,365,857	0	(0)	530,714	(815,930)	63,403	-	(0)	0	(0)	-	
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	1,702,598	1,024,009	28,974	-	-	20,196	34,146	-	72,084	-	-	95,444	427,744	
Fixed Assets	71,472,545	-	-	-	-	-	-	71,472,545	-	-	-	-	-	
Other Assets	20,298	-	-	-	-	-	-	-	20,298	-	-	-	-	
Total Assets	162,130,916	57,170,139	8,042,668	15,761,741	444,475	772,353	874,115	3,020,677	71,472,545	92,382	421,287	103,419	2,877,371	1,077,744
Liabilities														
Payroll Deductions Payable	1,161,181	1,010,713	22,274	-	-	125,414	2,780	-	-	-	-	-	-	
Accounts Payable	301,055	297,266	-	-	-	1,681	2,108	-	-	-	-	-	-	
Interfund Payable	7,510,641	-	-	5,829,885	-	-	-	-	-	-	-	1,680,757	-	
Accrued Expense	22,565,195	631,643	-	-	-	-	-	-	(16,226)	-	-	-	21,949,778	
Deferred Revenue	36,421,083	26,716,040	2,399,256	-	-	11,105	-	-	-	-	62,500	585,370	6,646,812	
Fixed Liabilities	9,355,939	-	-	-	-	-	-	-	9,355,939	-	-	-	-	
Other Liabilities	236,351	40,388	-	-	-	195,962	-	-	-	-	-	-	-	
Total Liabilities	77,551,445	28,696,051	2,421,530	5,829,885	-	334,161	4,889	-	9,339,713	-	62,500	2,266,127	28,596,590	
Designated Fund Balance	84,579,471	28,474,088	5,621,139	9,931,857	444,475	438,191	869,227	3,020,677	71,472,545	(9,247,331)	421,287	40,919	611,244	(27,518,846)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,221,021	17,457,785	1,763,236	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	81,404,402	-	-	9,931,857	0	-	-	71,472,545	-	-	-	611,244	-27,518,846	
Liabilities, Protection, and Settlement	-36,263,541	-	-	-	-	-	-	-	-9,355,939	-	-	-	-	
Working Cash/Other Restricted	3,081,432	-	-	-	-	-	869,227	1,750,000	-	421,287	40,919	-	-	
Remaining Unassigned Balance	17,136,157	11,016,303	3,857,903	0	444,475	438,191	0	1,270,677	0	108,608	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
February 28, 2023

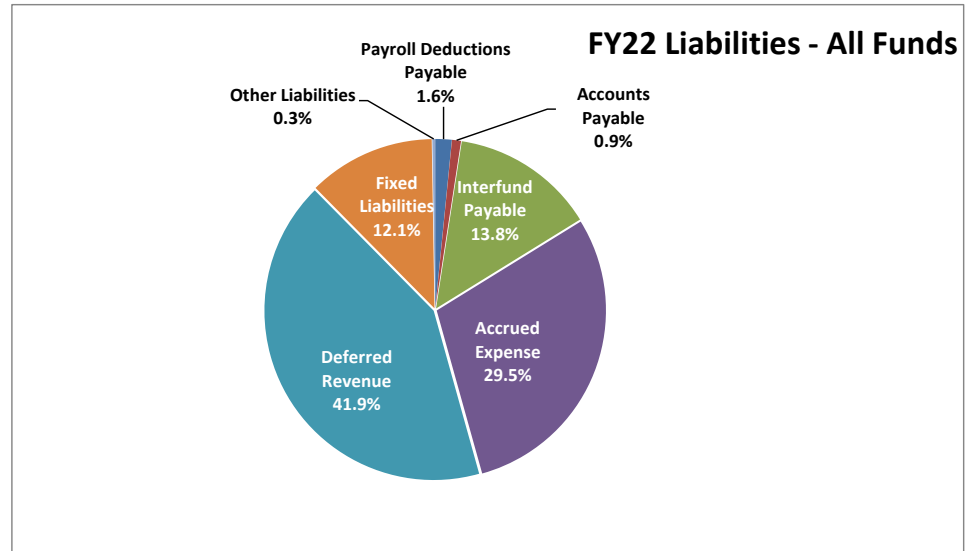
Total Assets = \$ 162,130,916



Total Assets = \$ 162,278,274



Total Liabilities = \$ 77,551,445



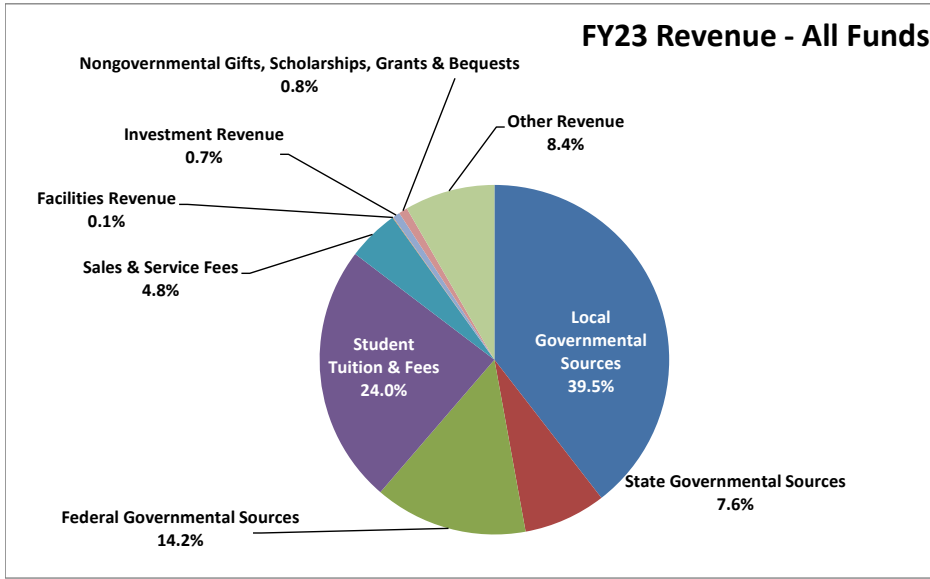
Total Liabilities = \$ 81,169,581

All Funds Statement of Activities (Income Statement)
February 28, 2023

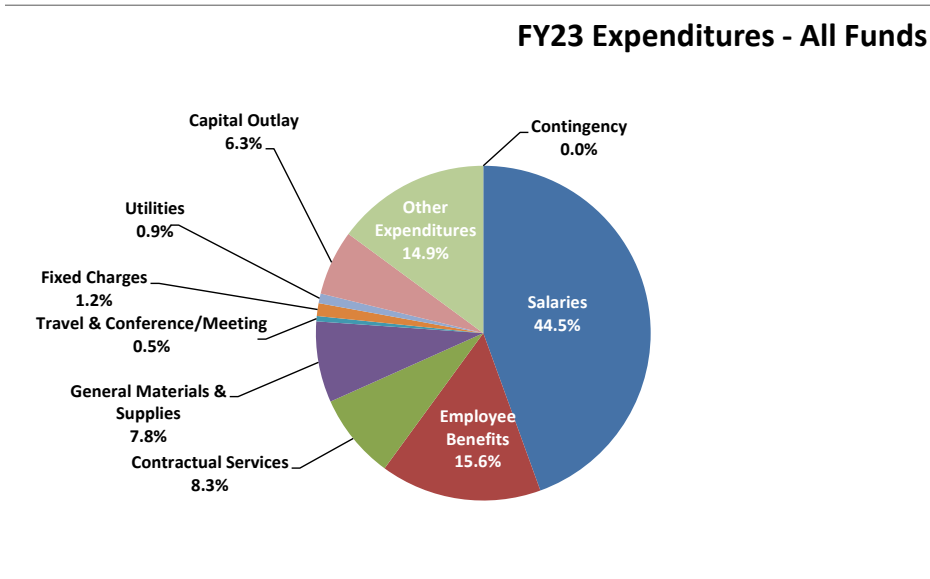
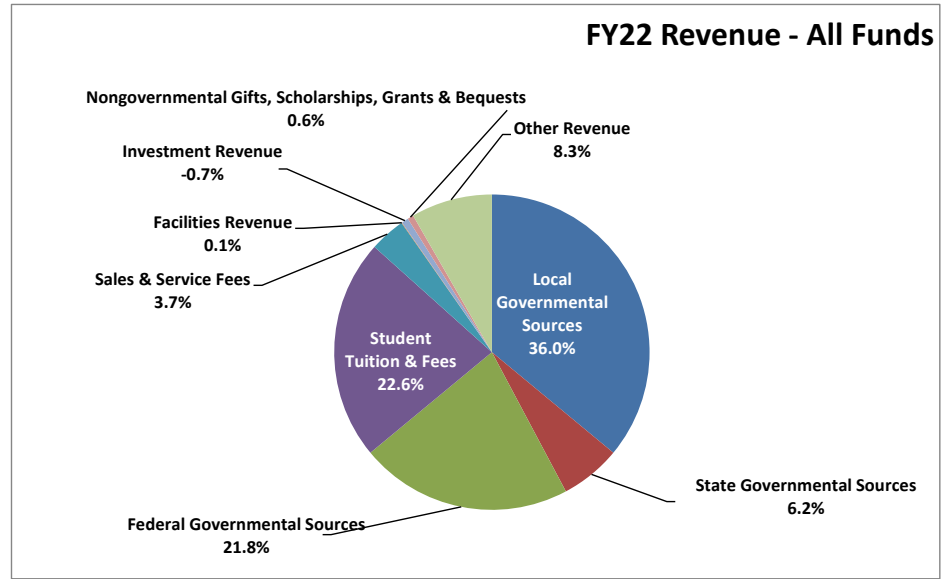
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	19,824,894	17,468,320	1,838,257	-	-	-	-	-	-	-	-	50,000	468,318	-
State Governmental Sources	3,827,877	2,023,568	436,586	-	-	-	1,367,724	-	-	-	-	-	-	-
Federal Governmental Sources	7,111,745	-	-	-	-	-	7,111,745	-	-	-	-	-	-	-
Student Tuition & Fees	12,055,036	9,445,747	1,153,774	78,484	732,531	644,499	-	-	-	-	-	-	-	-
Sales & Service Fees	2,393,752	64,154	-	-	-	2,329,598	-	-	-	-	-	-	-	-
Facilities Revenue	27,454	16,566	-	-	-	10,888	-	-	-	-	-	-	-	-
Investment Revenue	340,180	108,248	4,853	208,800	-	-	-	9,960	-	-	-	-	8,318	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	404,461	2,753	-	29,184	-	2,006	292,844	-	-	-	77,675	-	-	-
Other Revenue	4,192,018	3,996,229	118,900	359,597	-	9,689	-	-	(359,597)	-	67,200	-	-	-
Total Revenue	50,177,416	33,125,584	3,552,369	676,065	732,531	2,996,680	8,772,313	9,960	-	(359,597)	144,874	50,000	476,636	-
Expenditures														
Salaries	19,935,653	17,472,430	377,640	-	-	1,214,709	870,874	-	-	-	-	-	-	-
Employee Benefits	6,984,263	6,130,616	92,496	-	-	197,568	132,399	-	-	-	-	-	431,184	-
Contractual Services	3,704,087	1,828,696	879,540	123,242	-	402,847	407,996	-	-	-	-	61,766	-	-
General Materials & Supplies	3,508,727	1,727,036	372,055	13,232	-	1,055,673	340,732	-	-	-	-	-	-	-
Travel & Conference/Meeting	230,253	145,459	6,576	-	-	43,032	35,185	-	-	-	-	-	-	-
Fixed Charges	553,214	1,118,699	23,676	-	622,800	10,736	416	-	-	(1,292,649)	-	-	69,536	-
Utilities	418,611	115,322	303,289	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	2,820,408	51,186	55,398	422,610	-	27,803	178,022	-	2,085,389	-	-	-	-	-
Other Expenditures	6,682,872	625,366	-	-	-	3,927	5,926,117	-	-	-	127,461	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	44,838,087	29,214,812	2,110,669	559,083	622,800	2,956,295	7,891,741	-	2,085,389	(1,292,649)	127,461	61,766	500,720	-
Excess/(deficit) of revenues over expenditures	5,339,329	3,910,772	1,441,700	116,982	109,731	40,385	880,572	9,960	(2,085,389)	933,052	17,413	(11,766)	(24,084)	-
Operating transfers in	2,130,279	-	-	1,900,000	-	230,279	-	-	-	-	-	-	-	-
Operating transfers out	2,130,279	530,279	1,600,000	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329	(27,518,845)
Ending Fund Balance	84,579,470	28,474,086	5,621,138	9,931,856	444,474	438,192	869,226	3,020,677	71,472,545	(9,247,331)	421,287	40,919	611,245	(27,518,845)

All Funds Statement of Activities (Income Statement)
February 28, 2023

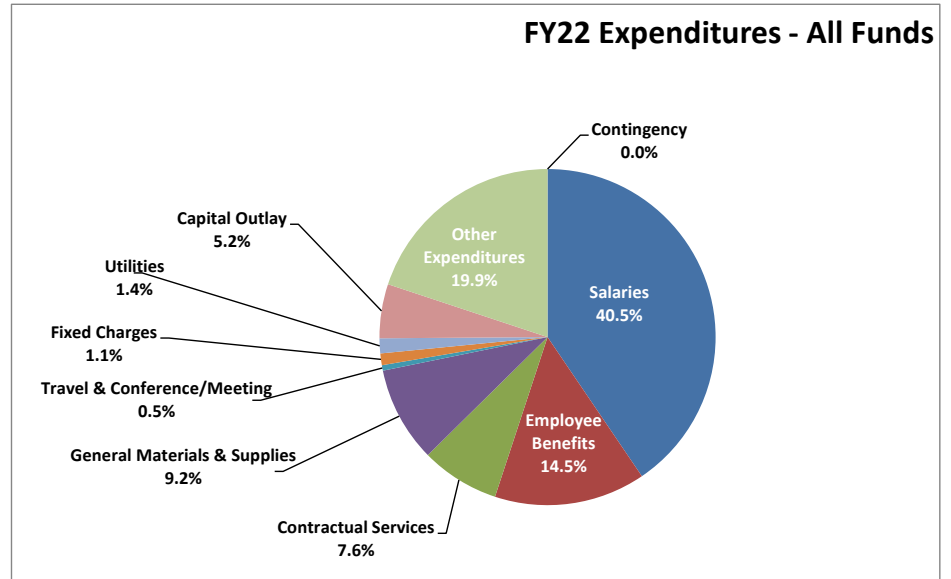
Total Revenue = \$ 50,177,416



Total Revenue = \$ 53,413,167



Total Expense = \$ 44,838,087



Total Expense = \$ 46,773,770

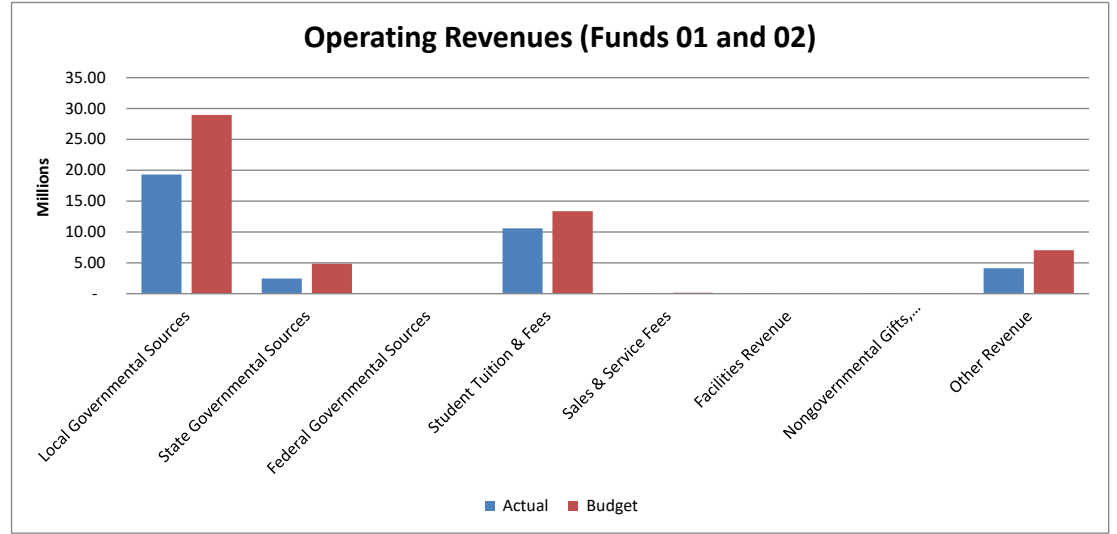
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
February 28, 2023

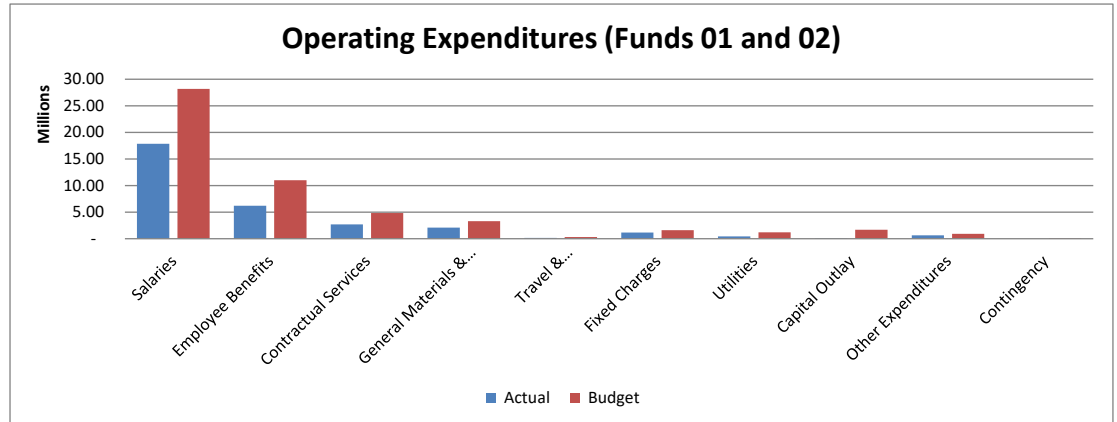
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.	Full Bud.				FY22 Act.	
Revenue										
Local Governmental Sources	\$ 19,306,576	\$ 19,189,311	\$ 28,962,379	100.6%	66.7%	\$ 18,988,416	\$ 28,225,058	67.3%	\$ 318,160	1.7%
State Governmental Sources	2,460,153	3,228,029	4,872,056	76.2%	50.5%	2,687,457	4,056,435	66.3%	\$ (227,304)	-8.5%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	10,599,521	9,649,590	13,350,427	109.8%	79.4%	10,835,511	13,350,427	81.2%	\$ (235,990)	-2.2%
Sales & Service Fees	64,154	108,660	164,000	59.0%	39.1%	31,276	52,750	59.3%	\$ 32,878	105.1%
Facilities Revenue	16,566	12,566	18,966	131.8%	87.3%	16,566	18,966	87.3%	\$ -	0.0%
Nongovernmental Gifts	2,753	7,288	11,000	37.8%	25.0%	12,486	11,000	#####	\$ (9,734)	-78.0%
Other Revenue	4,115,129	4,670,933	7,049,827	88.1%	58.4%	3,944,235	10,743,466	36.7%	\$ 170,894	4.3%
Total Revenue	\$ 36,564,852	\$ 36,866,376	\$ 54,428,655	99.2%	67.2%	\$ 36,515,948	\$ 56,458,102	64.7%	\$ 48,904	0.1%
Expenditures										
Salaries	\$ 17,850,070	\$ 18,664,335	\$ 28,170,035	95.6%	63.4%	\$ 16,887,085	\$ 28,197,974	59.9%	\$ 962,985	5.7%
Employee Benefits	6,223,112	7,283,180	10,992,486	85.4%	56.6%	6,076,246	15,185,346	40.0%	\$ 146,866	2.4%
Contractual Services	2,708,236	3,195,536	4,823,014	84.8%	56.2%	2,746,227	4,151,328	66.2%	\$ (37,991)	-1.4%
General Materials & Supplies	2,099,091	2,191,641	3,307,839	95.8%	63.5%	2,379,386	3,163,744	75.2%	\$ (280,296)	-11.8%
Travel & Conference/Meeting	152,036	220,157	332,282	69.1%	45.8%	173,395	274,901	63.1%	\$ (21,360)	-12.3%
Fixed Charges	1,142,375	1,054,363	1,591,347	108.3%	71.8%	1,301,386	1,616,557	80.5%	\$ (159,011)	-12.2%
Utilities	418,611	808,770	1,220,675	51.8%	34.3%	673,843	1,212,502	55.6%	\$ (255,232)	-37.9%
Capital Outlay	106,585	1,117,917	1,687,269	9.5%	6.3%	1,020,641	2,770,250	36.8%	\$ (914,056)	-89.6%
Other Expenditures	625,366	607,236	916,500	103.0%	68.2%	548,621	907,807	60.4%	\$ 76,745	14.0%
Contingency	-	66,256	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 31,325,481	\$ 35,209,391	\$ 53,141,447	89.0%	58.9%	\$ 31,806,830	\$ 57,630,409	55.2%	\$ (481,349)	-1.5%
Surplus/(deficit)	\$ 5,239,371	\$ 1,656,985	\$ 1,287,208			\$ 4,709,119	\$ (662,123)		\$ 530,253	11.3%
Net Transfers Out/(In)	\$ 2,130,279		\$ 1,530,279			\$ -	\$ 1,000,000		\$ 2,130,279	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 3,109,092	\$ 1,656,985	\$ (243,071)			\$ 4,709,119	\$ (1,662,123)		\$ (1,600,026)	-34.0%
<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>3,109,092</i>	<i>1,656,985</i>	<i>(243,071)</i>			<i>4,709,119</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 33,982,123	\$ 32,530,016	\$ 30,729,960			\$ 37,020,152				

Operating Funds - Statement of Activities
February 28, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	19,306,576.38	28,962,379.00
State Governmental Sources	2,460,153.30	4,872,056.00
Federal Governmental Sources	-	-
Student Tuition & Fees	10,599,521.11	13,350,427.00
Sales & Service Fees	64,153.95	164,000.00
Facilities Revenue	16,566.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	4,115,128.98	7,049,827.00
Total Revenue	36,564,852.35	54,428,655.00



Expenditures		
Salaries	17,850,069.87	28,170,035.00
Employee Benefits	6,223,111.81	10,992,486.00
Contractual Services	2,708,236.31	4,823,014.00
General Materials & Supplies	2,099,090.69	3,307,839.00
Travel & Conference/Meeting	152,035.51	332,282.00
Fixed Charges	1,142,374.90	1,591,347.00
Utilities	418,611.02	1,220,675.00
Capital Outlay	106,584.84	1,687,269.00
Other Expenditures	625,365.99	916,500.00
Contingency	-	100,000.00
Total Expenditures	31,325,480.94	53,141,447.00
Excess/(deficit) of revenues over expenditures	5,239,371.41	1,287,208.00



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of February 2023 including details regarding the College's investments.

Recommendation

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



Clinton E. Gabbard
President

**McHenry County College
Treasurer's Report
For the Month of February 2023**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$122,567.92	\$249,187.08	\$256,006.10	\$115,748.90
Crystal Lake Bank & Trust Direct Pay	\$49,140.81	\$1,607,789.96	\$1,599,888.40	\$57,042.37
Crystal Lake Bank & Trust Employee Benefits	\$0	\$40,566.06	\$40,566.06	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$1,828,063.95	\$1,828,063.95	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$2,829,892.76	\$4,327,296.91	\$4,423,349.51	\$2,733,840.16
Crystal Lake Bank & Trust Operations	\$146,796.05	\$3,512,608.04	\$3,892,012.73	(\$232,608.64)
Crystal Lake Bank & Trust Payroll	\$33,387.24	\$2,124,896.62	\$2,124,896.62	\$33,387.24

McHenry County College
February 28, 2023

Investments

College Fund	Financial Institution	02/28/23		02/28/23			
		Investments	Investments	% of Total	Interest	No. of Days	Maturity
Education	Illinois Funds	\$10,079	\$3,335	0%	see below	N/A	On Demand
Education	PFM Investments	16,236,352	17,585,861	43%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,021,634	1,024,461	3%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,868,995	6,902,587	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,331,408	8,300,913	22%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	198,106	198,106	1%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	363,231	362,010	1%	see below	N/A	Various
Working Cash	PFM Investments	2,925,030	2,930,834	8%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,078,115	2,082,962	5%	see below	N/A	Various
	Total	\$38,032,950	\$39,391,069	100%			

Investment Revenue

Investment Revenue

College Fund	Feb-23	Fiscal YTD
Education	(\$46,993)	\$100,280
Operations & Maintenance	(2,748)	5,434
Operations & Maintenance (Restricted)	(32,661)	64,552
Operations & Maintenance (Restricted CDB Projects)	31,715	153,485
Working Cash	(5,642)	11,153
Liability, Protection and Settlement	(4,713)	9,312
Total	(\$61,042)	\$344,216

Illinois Fund Rates - February 28, 2023

Annualized rate - Money Market

Low	4.311%
High	4.609%
Average	4.481%

PFM Investment Rates - February 28, 2023

Range of CD Rates

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

Yield to Maturity of Notes

	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	4.120%	2.140%	2.860%	2.260%
At Market	4.680%	4.860%	4.750%	4.840%

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,362,458.25. Please note that the expenses are not segregated into the respective funds.

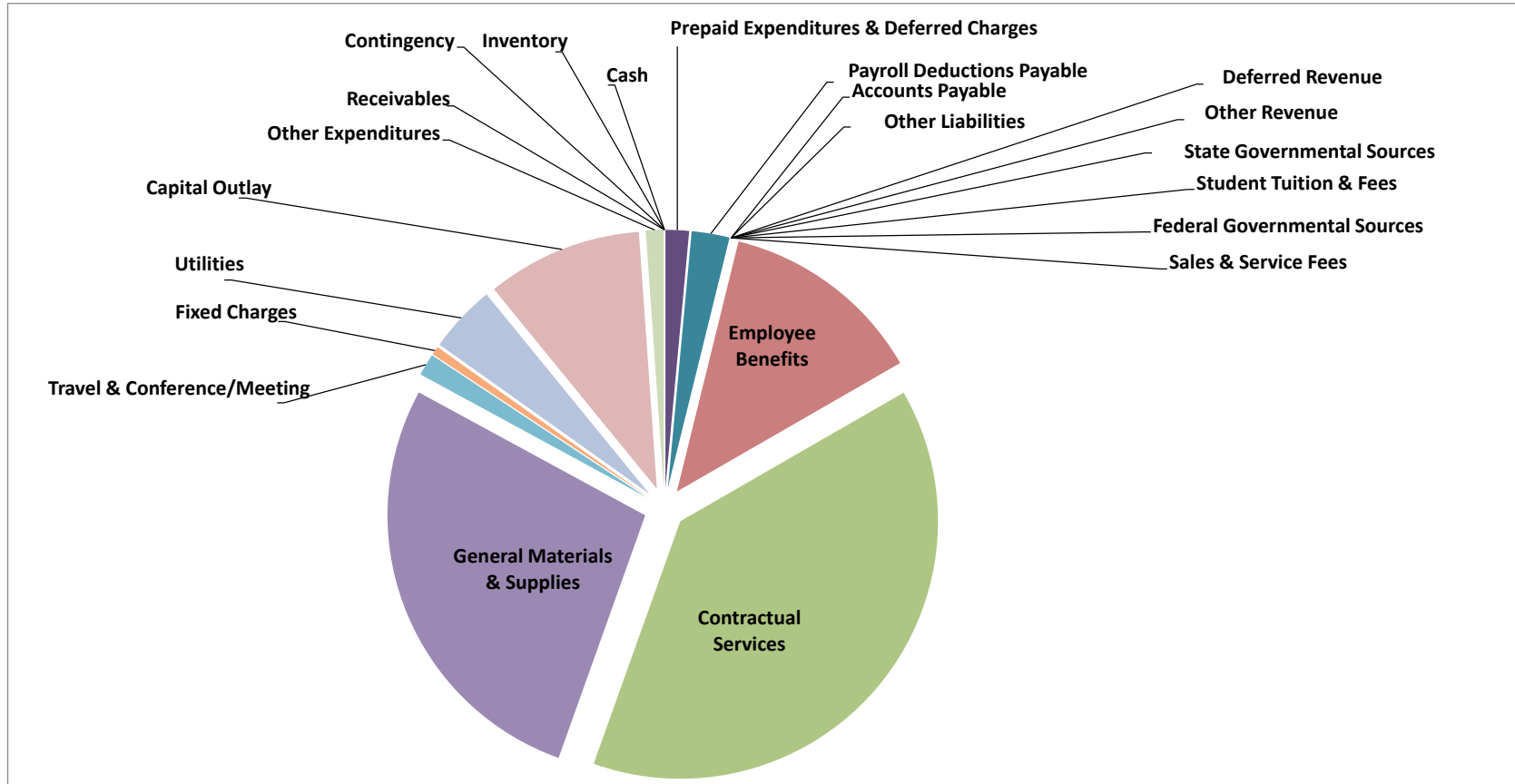
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of February 1 - February 28, 2023, totaling \$1,362,458.25.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 2/1/22 through 2/28/23



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	174,907.38	12.84%
Prepaid Expenditures & Deferred Charges	20,042.00	1.47%	Contractual Services	528,290.13	38.77%
Payroll Deductions Payable	32,376.65	2.38%	General Materials & Supplies	374,159.33	27.46%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	18,854.52	1.38%
Deferred Revenue	0.00	0.00%	Fixed Charges	7,275.70	0.53%
Other Liabilities	0.00	0.00%	Utilities	58,154.90	4.27%
State Governmental Sources	0.00	0.00%	Capital Outlay	133,186.54	9.78%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	15,224.14	1.12%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,362,471.29	100.00%

**Six Month
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY23: (9-Sep)	FY23: (10-Oct)	FY23: (11-Nov)	FY23: (12-Dec)	FY23: (1-Jan)	FY23: (2-Feb)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$1,174.25		\$ 994.00	\$ 180.25			
Engineering Total					\$ 1,174.25	-	994.00	180.25	-	-	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,199.66	\$ 985.49	\$ 832.61	\$ 645.19	\$ 961.97	\$ 365.65	\$ 408.75
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$3,265.88	\$ 828.48			\$ 2,437.40		
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,216.55	\$ 454.88	\$ 466.88	\$ 437.70	\$ 1,189.70	\$ 102.14	\$ 565.25
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,298.50		\$ 688.50		\$ 610.00		
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,618.95	\$ 1,232.90	\$ 1,313.85		\$ 1,912.80	\$ 290.40	\$ 869.00
Food Vendor Total					\$ 17,599.54	3,501.75	3,301.84	1,082.89	7,111.87	758.19	1,843.00
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$500.00				\$ 250.00	\$ 250.00	
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$450.00					\$ 450.00	
Landscaping Total					\$ 950.00	-	-	-	250.00	700.00	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$45,913.97		\$ 19,717.86		\$ 9,645.00		\$ 16,551.11
Legal Total					\$ 45,913.97	-	19,717.86	-	9,645.00	-	16,551.11
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$71,203.26	\$ 18,513.60	\$ 5,355.82	\$ 8,673.60	\$ 12,525.42	\$ 5,007.26	\$ 21,127.56
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$105,331.89	\$ 43,278.61	\$ 21,944.59	\$ 13,303.65	\$ 18,831.22	\$ 7,973.82	
Temporary Staffing Total					\$ 176,535.15	61,792.21	27,300.41	21,977.25	31,356.64	12,981.08	21,127.56
Grand Total					\$ 242,172.91	\$ 65,293.96	\$ 51,314.11	\$ 23,240.39	\$ 48,363.51	\$ 14,439.27	\$ 39,521.67

Request to Extend Lease
Three 15-Passenger Buses

Information

In December 2014, a Board Report to lease three new 15-passenger buses was approved by the Board of Trustees. The leased vehicles were delivered to the College in February 2015 and have since been in use. The initial three-year leases expired in February 2018, and we have since brought forth requests to extend them. The College has investigated its options of either purchasing three new 15-passenger buses or continuing with a lease program. While searching for suitable low mileage vehicles, a lack of inventory is evident as supply lead times for replacement equipment are lengthy. So, to ensure the availability of appropriate equipment, a request for an additional two (2) year lease extension is being presented. The lease option ensures the College has vehicles that are reliable and safe for the transportation of our students, faculty, and administration.

Because the existing passenger buses are currently in use and customized with MCC graphics, and new equipment is currently unavailable, this qualifies as a sole source for equipment.

The total expense for three 15-passenger buses over the two-year term of the lease is \$47,420.00, or \$23,710.00 per year. The expense for this vehicle lease is budgeted in the Vehicle Expense Account in the Buildings and Grounds Fund.

Recommendation

It is recommended that the Board of Trustees approve a two-year lease extension to run through April 15, 2025 for the three 15-passenger buses from Midwest Transit Equipment, Inc. in Kankakee, IL for \$23,710.00 per year.



Clinton E. Gabbard
President

Request to Approve
 Purchase of Furniture

Information

The College has identified the need purchase furniture for several areas on campus, which includes new testing room furniture, the administrative/ reception area of the remodeled testing center and in the A362 Office Suite, as well as two offices to accommodate staff. These projects will not only both improve functionality and the appearance of the spaces but will provide much needed office spaces for our current and future employees.

This project is being funded from several accounts including the current year’s fiscal budget for furniture and under the Higher Education Emergency Relief Funds (HEERF) for the Testing Center. The Testing Center furniture is part of the COVID mitigation plan to increase the barrier between people while also increasing the distance to prevent the spread of any airborne virus.

For the A371 office, the new furniture will be able to expand the space to increase one employee in the office to two, eliminating the need for additional space.

All the furniture will be purchased through Krueger International (KI), who are exempt from Bid requirements as they are an Interprofessional Education Collaborative (IPEC) vendor for the State of Illinois. The quotes for the furniture are as follows:

KI FURNITURE COSTS NOT TO EXCEED:	
Testing Center	\$69,862.36
A362 Admin/Reception and A359 Office	\$36,615.54
A371 Office	\$11,631.64
Total	\$118,109.54

Recommendation

It is recommended that the Board of Trustees approves the purchase of furniture for the areas described above from Krueger International of Green Bay, WI for \$118,109.54, with installation costs not to exceed \$23,525.00.



Clinton E. Gabbard
 President

Request to Approve Talkspace Contract Renewal

Information

We are requesting to renew our contract with Talkspace from April 1, 2023 through March 2024. With our contract, students can receive unlimited voice, text, and video messaging therapy, as well as one live, 30 minute synchronous teletherapy session per month. Talkspace has vastly multiplied our ability to provide counseling to our students. MCC launched Talkspace in March of 2021, and within the first week, 66 people had signed up. While new sign-ups have tapered, our latest quarterly report (Quarter 4) shows that from 1/1/22 - 12/31/22, 151 new students registered for Talkspace, bringing the total registered users from program launch (March 2021) to 332. While individuals in our community typically wait days to weeks to see a counselor, 99.4% of our Talkspace users are offered an available Talkspace therapist within 48 hours or less. Talkspace helps MCC meet the requirements of Illinois Mental Health Early Action on Campus Act (110 ILCS 58) by increasing the College's capacity to provide counseling services to students in need.

Moving into the next year of this contract, we see opportunities for increased awareness, leading to increased utilization. We have received feedback from our Adult Education program that with so much unrest around the world, students need someone to process this with in their own language. We have reached out to our Adult Education program with flyers in Spanish, Russian, and Ukrainian, as well as English. Therapist availability varies, but there are therapists on the platform that speak these languages, and we hope that our students can connect with them.

In summary, because Talkspace has improved our capacity to provide students with mental health counseling at scale, and is improving students' symptoms, we are requesting to renew our Talkspace contract for an additional year, at the cost of \$81,232. The cost per student has increased due to process and technology improvements and workforce issues. We will continue to evaluate and assess the effectiveness of Talkspace over the course of the next year. The renewal of Talkspace will be funded through the Mental Health Early Action on Campus Act (funding appropriated in HB 969).

This project has not been bid out because it is a renewal. When it was first approved, it was exempt from bidding:

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (a) which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;"

This expense is to be paid with funding from the Mental Health Early Action on Campus Act (funding appropriated in HB 969).

Recommendation

It is recommended that the Board of Trustees approves the Talkspace contract renewal from Talkspace of New York, NY for \$81,232.



Clinton E. Gabbard
President

Request to Approve
Purchase of Student Success Software

Information

McHenry County College is limited in its ability to improve student success with its current technology systems. Employees lack the ability to view a student's interactions with other departments, struggle to capture meeting notes in a non-user-friendly database and spend a significant amount of time navigating multiple technology systems to gain a comprehensive look at a student's profile. Furthermore, employees rely on an inconsistent and labor-intensive system of faculty referrals to identify students at-risk of failing classes.

MCC's Title III Grant: Pathways to Persistence Grant included funding for a Student Success Software. This technology solution will allow employees to have a holistic view of student interactions throughout the institution and serve as the tool for a robust campus-wide retention system. A team of 30 employees representing faculty, staff, and administration comprised the Retention Software Recommendation Team. Employees rated how well each system met MCC's expectations and needs for 15 essential features identified prior to the system demonstrations. A few important features included:

- Ability to identify/report students at risk and students of concern
- Ability to organize student notes
- Ability to provide a holistic snapshot of the student
- Provides a user-friendly interface for students, faculty, and staff
- Easy to use for appointment booking
- Easy to use for individual & mass student communications
- Easy to access student data for analysis and reporting

EAB Global received the highest overall rating from the campus-wide team and is recommended for purchase. EAB serves over 850 colleges and universities, including multiple Illinois Community Colleges. This expense is budgeted in the Software Account in the Title III Pathways to Persistent Grant.

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."

Recommendation

It is recommended that the Board of Trustees approves the Student Success Software System from EAB Global of Washington, D.C., not to exceed \$175,000 in Year One, \$150,000 in Year Two, and \$150,000 in Year Three.



Clinton E. Gabbard
President

Dell Lease Buyout

Information

A three-year lease for Dell computers was initiated in 2019. Upon the lease end date, the College had the choice of continuing to keep the computers while paying monthly rent, returning all of the computers, or purchasing some or all of the leased computers.

It was determined that the most cost-effective strategy was to return the computers that were no longer needed while purchasing the remainder. This will ensure that the College has the number of computers needed, while also saving money by extending their useful life at the College. These computers are only three years old, and it is reasonable to expect another two-to-three years of service from them.

We propose purchasing 466 computers from Dell for the total cost of \$66,285.00. Over the course of two years, this will save the College an estimated \$200,000.00 versus the cost of leasing or purchasing replacement computers.

Equipment to be purchased: 466 Dell computers
One-time cost: \$66,285.00

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

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

Recommendation

It is recommended that the Board of Trustees approves the three-year lease of 466 Dell Computers from Apple Financial Services, Austin, TX for \$66,285.00.



Clinton E. Gabbard
President

Request to Renew
Load Balancers Support Agreement

Information

MCC uses load balancers to direct network traffic to the optimal resource. Benefits of this process include speed of connectivity and improved user experience when accessing some MCC system resources. The College’s current load balancers located at the Shah Center in McHenry are at their end of life and need to be replaced. To save money, we are replacing expensive physical equipment with virtual load balancers. A new support agreement, which includes migration and configuration services, is necessary to complete this project. This new three-year agreement will include future upgrades and ongoing vendor support.

MCC IT acquired quotes from three companies (listed below), and CDW-G was the most cost-effective provider. Therefore, this Board report recommends the renewal of the load balancers support agreement for a three-year term for \$42,981.28.

	<u>Avalon Technologies, Inc.</u>	<u>Kemp / Progress US</u>	<u>CDW-G</u>
Three Years of Kemp Support and Maintenance, virtual licensing, and migration services (4/28/23 – 4/27/26)	\$47,660.16	\$48,328.00	\$42,981.28

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 Load Balancers Support Agreement from CDW-G, Inc., Vernon Hills, IL, for \$42,981.28.



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	March 10, 2023 ICCTA Seminar – Lombard, IL		
Purpose of Trip	Attend March Seminar		
Estimated Cost of Trip	Trustee Conference Registration		\$150.00

Name of Traveler	Molly Walsh		
Conference	March 10, 2023 ICCTA Seminar- Lombard, IL		
Purpose of Trip	Attend March Seminar		
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 and Molly Walsh at a cost of \$300.00.



Clinton E. Gabbard
 President

Request to Purchase
TestOut Software Revised 2022 – 2023 Projection

Information

At the September 2022 Board meeting, board report number #22-114 was approved. The report listed the projected cost at \$30,670.20. However, due to increased enrollment, the current projection is \$38,670.00, an increase of \$8,000.00 from what was originally listed.

TestOut is a leader in network security curriculum, simulations, and certifications for academia and IT professionals. It provides students with a broad range of hands-on experience in a safe, simulated environment, and its exams use the most advanced simulation technology to measure the ability of individuals to perform real-world IT tasks.

MCC Network Security has used the TestOut application for several years to provide MCC students with the curriculum, textbook, hands-on simulation exercises and industry certifications as they complete each course in the Network Security certificates and AAS degrees.

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

The cost of the TestOut program is covered through the course fees paid by the students enrolled in the Networking Security courses.

Recommendation

It is recommended that the Board of Trustees approves the revised 2022-2023 projected annual expense of \$38,670.20 for the TestOut software from TestOut Corporation® of Pleasant Grove, Utah 84062.



Clinton E. Gabbard
President

Administrative Appointments for FY 2024

Information

The administrators are an important employee group of the College, carrying out the policies, procedures, and initiatives as established by the Board of Trustees. It is recommended that the appointments of the College Administrators holding the positions listed below be extended through FY2024:

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

Recommendation

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



Clinton E. Gabbard
President

EXHIBIT C

NOTE

PROMISSORY NOTE

\$1,400,000.00

**As of May, 31, 2023
Woodstock, Illinois**

FOR VALUE RECEIVED, the undersigned, **McHenry County College**, a body politic and corporate with its principal office at 8900 US Hwy 14, Crystal Lake 60012 (“Maker”), hereby promises to pay to the order of **Aurora University**, an Illinois not-for-profit corporation (“Holder”) with its principal office at 347 S. Gladstone Ave, Aurora, IL 60506 or at such other address, or to such other party as the Holder of this Promissory Note (this “Note”) may from time to time designate in writing, the principal sum of One Million Four Hundred Thousand and 00/100 Dollars (\$1,400,000.00) (the “Loan”) or so much thereof as may be disbursed hereunder and remain unpaid inclusive of interest from the date of each such disbursement on the balance of principal remaining unpaid from time to time.

This Note shall be payable in lawful currency of the United States. The acceptance by Holder of any payment under this Note in a form other than lawful currency of the United States shall not constitute a waiver of Holder’s right to require that any and all subsequent payments be made in the specified form. This Note is payable as follows:

- (i) The Loan payments are inclusive of interest and will be due and payable as follows:

Upon Closing	\$ 300,000.00
July 1, 2024	\$ 300,000.00
July 1, 2025	\$ 300,000.00
July 1, 2026	\$ 500,000.00
	<u>\$ 1,400,000.00</u>

- (ii) The entire unpaid principal balance of this Note, together with all accrued and unpaid interest thereon, and all other fees, costs and charges, if any, due and payable pursuant to any of the Loan Documents shall be due and payable in full on July 1, 2026 (the “Maturity Date”).

All payments on account of the indebtedness evidenced by this Note shall be applied first to escrow items, if any, then to late charges, costs and fees, if any, then to accrued interest due and owing, and then to unpaid principal.

This Note may be prepaid in whole or in part, at any time and from time to time, without penalty, premium or notice. Any such prepayments shall be applied first to escrow items, if any, then to late charges, costs and fees, if any, then to accrued interest then due and owing, and then to unpaid principal. At no time will any pre-payments result in a reduction of the total amount due under this Note.

All of the terms, covenants, provisions, conditions, stipulations, promises, and agreements contained in this Note, and certain other loan documents referred to in the Mortgage (collectively the “Loan Documents”) shall be kept, observed, and performed by Maker and are hereby made a part of this Note and incorporated herein by reference to the same extent and with the same force and effect as if they were fully set forth herein, and

Maker promises and agrees to keep, observe, and perform them or cause them to be kept, observed, and performed, strictly in accordance with the terms and provisions thereof.

Upon any default in the payment of interest, principal, or any other sum when due under this Note, which default is not cured within ten (10) days of the applicable due date, or upon the happening of any default or Event of Default described or incorporated in the other Loan Documents and the expiration of the applicable notice and cure period, if any, contained therein, the entire outstanding principal sum hereof and accrued but unpaid interest hereon may, at the sole option of Holder hereof, be declared immediately due and payable and, from the time of exercise of such option, shall bear interest at a rate of two percent (2%) over the rate of the Note (the "Default Rate") until this Note is paid in full, time being of the essence of this obligation. Failure of Holder hereof to exercise this option in the event of any such default or Event of Default shall not constitute a waiver of the right of Holder to exercise the same in the event of a subsequent default or Event of Default. If any payment of interest, principal, or any other sum shall become overdue for a period in excess of ten (10) days a "late charge" of five percent (5%) of the amount so overdue may be charged by Holder hereof for the purpose of defraying the expenses incident to handling such delinquent payment.

The acceptance by Holder of any payment which is less than the total of all amounts due and payable at the time of such payment shall not constitute a waiver of the right to exercise any right which Holder at that time or at any subsequent time may have hereunder or nullify any prior exercise of any such right.

Maker waives presentment for payment, protest, notice of nonpayment and of protest, except as otherwise herein set forth, and agrees to any extension of time of payment or of partial payment before, at or after the Maturity Date. If this Note, interest or charges thereon is not paid when due and this Note is placed in the hands of an attorney for collection, whether suit be brought or not, to the extent permitted by law, upon demand by Holder, Maker agrees to pay all reasonable costs of collection, including, without limitation, reasonable attorneys' fees and expenses incurred or paid by Holder in enforcing this Note and in connection with the foreclosing of any of the security which secures this Note. Maker waives bringing of suit and diligence in taking any action to collect amounts owing under this Note and in the handling of any security for the payment hereof at any time existing in connection herewith.

This Note and any instrument securing payment hereof and other agreements between the parties hereto are subject to the express condition that at no time shall Maker be obligated or required to pay interest hereunder at a rate which could subject Holder to either civil or criminal liability as a result of being in excess of the maximum rate which Maker is permitted by law to contract or agree to pay. If, by the terms of this Note, Maker is at any time required or obligated to pay interest at a rate in excess of such maximum rate, the rate of interest under this Note shall be deemed to be immediately reduced to such maximum rate and interest payable hereunder shall be computed at such maximum rate and the portion of all prior interest payments in excess of such maximum rate shall be applied and shall be deemed to have been payments in reduction of the principal balance of this Note.

All parties to this Note, whether principal, surety, or endorser, hereby waive presentment for payment and notice of dishonor. This Note shall be the joint and several obligation of all makers, sureties, and endorsers and shall be binding upon them and their successors and assigns.

This Note shall be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the State of Illinois, exclusive of its conflicts of law rules.

The times for performance of any obligation hereunder shall be strictly construed, time being of the essence.

In the event of any one or more of the provisions contained in this Note, any Loan Document or any other document executed in connection herewith shall, for any reason, be held to be invalid, illegal, or

unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Note, such Loan Document, or any other such document and shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein or therein.

Whenever used, the singular shall include the plural, the plural the singular and the use of any gender shall be applicable to all genders.

This Note may not be changed orally, but only by an agreement in writing signed by the parties against whom enforcement of any waiver, change, modification or discharge is sought.

The representative of Maker subscribing below represents that he/she has full power, authority and legal right to execute and deliver this Note and that the debt hereunder constitutes a valid and binding obligation of Maker.

In the event any of the following is SOLD, CONVEYED, TRANSFERRED, ENCUMBERED, MORTGAGED, PLEDGED, ASSIGNED OR HYPOTHECATED in any manner, without the express written consent of Holder: (i) all or a substantial part of the property, business or other assets of the Maker, other than in the ordinary course of the Maker's business, or (ii) (a) if Maker is a stock corporation, fifty-one percent (51%) of the stock of Maker, or (b) (b) if Maker is a limited liability company, any managing member(s) of Maker, the majority interest in or control of any managing member, or fifty-one percent (51%) of the membership interest in Maker or (c) if Maker is a limited partnership, any general partner(s) of Maker or the majority interest in or control of any general partner; then, in any such event, Holder in its sole discretion, shall have the option of accelerating the maturity hereof, and declaring the then unpaid balance and accrued interest immediately due and payable. If Maker is a nonprofit corporation whose majority or more of its board of directors or trustees is appointed by another entity, a change in that controlling entity would entitle Holder, in its sole discretion, to accelerate the maturity hereof and declare the then unpaid balance and accrued interest immediately due and payable.

This Note is secured by that certain Mortgage, Security Agreement, Assignment of Rents and Leases, and Fixture Filing (the "Mortgage") executed by Maker, as mortgagor, in favor of Holder, as lender, dated the date hereof. The proceeds of this Note shall be used solely for the purposes of purchasing the Property as defined in the Mortgage.

Any sale, conveyance or transfer of any right, title or interest in the Property (as defined in the Mortgage) or any portion thereof, or any other violation of any provisions of the Mortgage with respect to any transfers of the Property without the prior written consent of Holder, shall, at the option of Holder, constitute an Event of Default (as defined below) and upon any such Event of Default, Holder may declare the entire Loan to be immediately due and payable and foreclose the Mortgage immediately or at any time after such Event of Default occurs. The acceptance of any payment due under this Note after any sale, transfer or assignment shall not be deemed as the consent of Holder to a sale, transfer or assignment.

It is hereby expressly agreed by Maker that time is of the essence in the performance of this Note and that each of the following occurrences shall constitute a default (an "Event of Default") under this Note:

The failure of Maker to make any payment of principal or interest or any other payment under this Note within ten (10) days after the date such payment shall be due and payable (calculated by including the due date); or

Failure of Maker to perform or observe any other covenant or agreement set forth in this Note, and the continuance of such default for thirty (30) days after notice thereof from Holder specifying such default; or

The occurrence of a breach, default or an “Event of Default” under any Loan Document other than this Note which is not cured within the applicable cure period, if any, provided in such Loan Document.

MAKER AND HOLDER (BY ITS ACCEPTANCE OF THIS NOTE), AFTER CONSULTING OR HAVING HAD THE OPPORTUNITY TO CONSULT WITH COUNSEL, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHTS ANY OF THEM MAY HAVE TO A TRIAL BY JURY IN ANY LITIGATION BASED UPON OR ARISING OUT OF THIS NOTE, ANY LOAN DOCUMENT OR ANY OTHER RELATED INSTRUMENT OR AGREEMENT, OR ANY OF THE TRANSACTIONS CONTEMPLATED BY THE FOREGOING, OR ANY COURSE OF CONDUCT, DEALING, STATEMENT (WHETHER ORAL OR WRITTEN), OR ACTIONS OF ANY OF THEM. NEITHER HOLDER NOR MAKER SHALL SEEK TO CONSOLIDATE, BY COUNTERCLAIM OR OTHERWISE, ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL HAS NOT BEEN WAIVED, UNLESS A JURY TRIAL IN SUCH OTHER ACTION CANNOT BE WAIVED, IN WHICH CASE SUCH ACTIONS MAY BE CONSOLIDATED. THESE PROVISIONS SHALL NOT BE DEEMED TO HAVE BEEN MODIFIED IN ANY RESPECT OR RELINQUISHED BY HOLDER OR MAKER EXCEPT BY WRITTEN INSTRUMENT EXECUTED BY EACH RELEVANT PARTY.

MAKER HEREBY IRREVOCABLY AUTHORIZES AND EMPOWERS, UPON THE DEFAULT IN THE PAYMENT OF ANY INSTALLATION DUE HEREUNDER, ANY ATTORNEY OF ANY COURT OF RECORD IN THE STATE OF ILLINOIS, AS ATTORNEY FOR MAKER AND ALL PERSONS CLAIMING UNDER OR THROUGH MAKER, TO APPEAR FOR AND CONFESS JUDGMENT AGAINST MAKER, AND AGAINST ALL PERSONS CLAIMING UNDER OR THROUGH MAKER, FOR THE AMOUNT OF THE INDEBTEDNESS, TOGETHER WITH COSTS OF SUIT AND REASONABLE ATTORNEY’S FEES, IN FAVOR OF THE HOLDER, AND TO RELEASE ALL ERRORS AND WAIVE ALL RIGHTS OF APPEAL. A COPY OF THIS NOTE, VERIFIED BY AFFIDAVIT, SHALL BE A SUFFICIENT WARRANT OF ATTORNEY. MAKER WAIVES THE RIGHT TO ANY STAY OF EXECUTION AND THE BENEFIT OF ALL EXEMPTION LAWS NOW OR HEREAFTER IN EFFECT. NO SINGLE EXERCISE OF THE FOREGOING WARRANT AND POWER TO CONFESS JUDGMENT WILL BE DEEMED TO EXHAUST THE POWER, WHETHER OR NOT ANY SUCH EXERCISE SHALL BE HELD BY ANY COURT TO BE INVALID, VOIDABLE, OR VOID; BUT THE POWER WILL CONTINUE UNDIMINISHED AND MAY BE EXERCISED FROM TIME TO TIME AS HOLDER MAY ELECT UNTIL ALL AMOUNTS OWING ON THIS NOTE HAVE BEEN PAID IN FULL. IT IS THE UNDERSTANDING OF THE PARTIES THAT THE AUTHORIZATION TO PURSUE SUCH PROCEEDINGS FOR CONFESSION OF JUDGMENT THEREIN IS AN ESSENTIAL PART OF THE REMEDIES FOR ENFORCEMENT OF THE MORTGAGE AND THIS NOTE.

[DOCUMENT EXECUTION OCCURS ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, Maker has duly executed this Note, under seal, with the intention that it constitutes a sealed instrument, as of the day and year first above written.

MAKER:

McHenry County College

By: _____

Name: _____

Title: _____

Approval of Continuation of Employment of Probationary Non-Tenured Faculty

Information

The continuation of employment of non-tenured faculty signifies that both the faculty and the administration endorse each candidate as having the professional skills and personal qualities to contribute to student learning. The Illinois Public Community College Act (the “Act”) authorizes the Board of Trustees to award tenure to a faculty member after three consecutive academic years. McHenry County College has a non-tenured faculty evaluation process during these three consecutive academic years.

The administration has met with the following faculty members to notify them of the administration’s recommendation to continue their probationary period to the next academic year.

Name	Department	Status
Guinevere Mathey	Speech	2 nd Year
Gaylord Rodeman	Welding	2 nd Year
Jason Boring	Manufacturing	1 st Year
Kim Tipton	Reference Librarian	1 st Year
Lisa Roth	Speech	2 nd Year
Mark Krause	Criminal Justice	1 st Year
Pauline Halgas	Accounting	1 st Year
Robin Berry	Paralegal Studies	2 nd Year
Nichole Babcock-Zook	Nursing	1 st Year
Steve Dempsey	Automotive Technology	1 st Year
Violet Luczak	Graphic Arts	2 nd Year
Christopher Davis	Anthropology	1 st Year
Wes Delaney	Biology	1 st Year

Recommendation

It is recommended that the Board of Trustees approve a continuation of employment of probationary non-Tenured MCC faculty members through the academic year 2023-2024.



Clinton Gabbard
 President

Approval of Memorandum of Understanding
between the

Board of Trustees of McHenry County College and the McHenry County College Full-Time Faculty Association

Information

Since 2015, MCC has seen participation in the dual credit program soar, from 727 students at its onset, to 4,458 students in FY2022. Currently, 40% of all district high school students have taken advantage of dual credit coursework. These college credits are granted by McHenry County College and must provide identical content and rigor as our college courses; they also must align with state standards established by the Illinois Community College Board (ICCB) and the Illinois State Board of Education (ISBE) for offering dual credit coursework. Each course also must meet the standard established by the College's accrediting body, the Higher Learning Commission (HLC).

As the dual credit program grew, process improvements were identified for MCC and the district high schools to follow based on the requirements of these regulatory and accrediting bodies. These improvements covered the processes that include: 1) new course requests and minimum qualifications to teach; 2) curriculum alignment; 3) course implementation; 4) classroom observations; and 5) annual review. Department chairs or faculty reassigned to be department liaisons for the dual credit program will play active roles in these processes. Each of these processes will require them to coordinate, communicate, and collaborate with the high school districts to ensure that the requirements for the dual credit courses as college credit bearing courses are adhered by the high schools. They will be supported by MCC to undertake their role in an effective manner by providing them with the proper training for each process.

The purpose of the Memorandum of Understanding (MOU) is to guide and direct MCC and the McHenry County College Full-Time Faculty Association (MCCFA) the specific tasks expected for each process to be undertaken by the department chair or department liaison. It also provides agreement on how these faculty will be compensated for their direct involvement in conducting these tasks. The term of this MOU agreement is for the Spring 2023 semester only to ensure that these improvements in the dual credit program are implemented for the rest of the academic year. In coming academic years, the two parties will work on an annual MOU to address the changing needs of an expanding dual credit program that enables high school students to complete college credit while still in high school.

The final draft of the MOU is attached for Board consideration and approval. Upon approval from the MCC Board of Trustees, the MCCFA will also vote to approve at its special meeting in March.

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 McHenry County College Full-Time Faculty Association.



Clinton E. Gabbard
President

Memorandum of Understanding
Between the
Board of Trustees of McHenry County College and the
McHenry County College Full-Time Faculty Association

THIS MEMORANDUM OF UNDERSTANDING is entered into as of the _____ day _____, 2023, between the Board of Trustees of McHenry County College, a body politic and corporate of McHenry County College, and the McHenry County College Full-Time Faculty Association.

Preamble

For the purpose of improving the quality of the Dual Credit program and to facilitate a better partnership between the College and faculty on dual credit initiatives, the following is meant to align tasks and remuneration for the Spring 2023 semester only, ending on May 13, 2023. Nothing in this MOU sets precedence for ongoing Collective Bargaining Agreement (CBA) negotiations.

ARTICLE I

Dual Credit Observations

Designated faculty will continue to perform the established practices, procedures, and documentation methods for Dual Credit teaching. Remuneration for this service will remain steady at \$150 per observation.

ARTICLE II

Annual Review

Faculty will complete the Annual Review process for each Dual Credit program. A faculty member with relevant credentials must complete an Annual Review for a Dual Credit program. No faculty member shall be required to complete the Annual Review process.

Faculty will volunteer to their immediate supervisor to become a Dual Credit Annual Reviewer. In the event that:

1. Multiple faculty volunteer to complete the Annual Review process the immediate supervisor will consult with the MCCFA Association President to ensure an equitable distribution of assignment based on experience with Dual Credit, number of Annual Reviews to complete, and participation in dual credit in prior semesters.
2. No faculty volunteer to complete the Annual Review process the immediate supervisor will work with the department chair and MCCFA Association President to recruit part-time faculty annual reviewers.

Each faculty member participating in the Annual Review Process will receive a training stipend of \$110.00 for two (2) hours of training.

A faculty member will receive \$280.00 per Annual Review completed.

ARTICLE III

Department Chairs

Department Chair Dual Credit Responsibilities for Spring 2023 have already received compensation through the Department Chair Load Calculator in Appendix C of the CBA, no other compensation will be made available for participating as needed in the Dual Credit Annual Review Process.

ARTICLE IV

May Day Dual Credit Participants

This event takes place after May 13, 2023. No Full-Time Faculty member is forced to attend, however liaisons missing this event will need to prepare materials and train a substitute to cover this event.

Faculty participating in the May Day Dual Credit Workshop Day as presenters or facilitators will receive 45 clock hours of professional development credit in addition to any other stipends they receive as Dual Credit Observers, Liaisons, or Chair. Professional Development hours will not require the TRAP form, they will be granted based on participation.

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

For McHenry County College Full-Time Faculty
Association:

Chair
Board of Trustees
McHenry County College

President
MCC Full-Time Faculty Association

Date

Date

Request to Grant Honorary Legacy Status

Information

Linda Vaughn, Testing Center Assistant, has submitted her intent to retire with her last date worked as April 28, 2023. Linda has been a valuable member of the College community and at her leaving, will have over 21 years of full-time service to the College.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the honorary designation of Legacy status and receive benefits awarded such personnel.



Clinton E. Gabbard
President

New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	2/20/2023	Kate Johnson	Coordinator of P-20 Educational Partnerships	T
CON	2/20/2023	George (Hunter) Flanagan	Accessibility Aide	A
STA	3/6/2023	Jessica Whitcomb	Coordinator of Curriculum & Academic Operations	T
ADJ	3/13/2023	Sarah Frey	Instruction of Culinary	R
ADJ	3/14/2023	Michelle Kenefick	Instructor of Adult Education	N

Through March 13, 2023

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

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
STA	3/31/23	Nicole Johnson	Senior Research & Compliance Associate
ADM	6/30/23	Chester Juszcyk, Jr.	Manager of Applied Technology Laboratories
ADM	6/30/23	Gina McConoughey	Associate Vice President of Academic Affairs

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

Classification	Retirement Date	Employee Name	Primary Position
STA	4/28/23	Linda Vaughn	Testing Center Assistant

Through March 14, 2023

Friends of MCC Foundation Update

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, and they will be notified in early June if they receive a scholarship.

Planetarium Show Benefits Student Success Fund

A special thank you to Dale and Ellen Morton, who purchased an MCC Planetarium experience through the 55th Anniversary Gala silent auction. On Friday, March 10, the Morton's hosted 40 guests at MCC. Everyone enjoyed dinner and a planetarium show presented by MCC faculty member, Paul Hamill. When inviting their guests, the Morton's encouraged donations for the Student Success Fund. Through their efforts and the generosity of their friends, the Foundation received over \$1,000 in donations for the Student Success Fund. Thank you!

MCC Distinguished Alumni Reception

2022 MCC Distinguished Alumni, Andy Goll, was honored at a reception on Sunday, February 19. Andy, along with his family, friends, and guests of MCC, enjoyed a lunch reception at Boulder Ridge Country Club.

Andy Goll is the President of Weiler Engineering, Inc. He has over 26 years of experience with Blow-Fill-Seal technology and has worked in a wide variety of technical roles, including research and development, design engineering, contract and generic manufacturing, plant operations, and global technical support. He is a member of both the Parenteral Drug Association (PDA) and the International Society for Pharmaceutical Engineering (ISPE). Andy was recently appointed to the Blow-Fill-Seal International Operators Association Extended Working Board and has received patents and recognition for various mechanical designs and sterilization processes. He holds a Bachelor of Science degree in business administration with a minor in marketing and a Master of Business Administration from Webster University.



Pictured above: Andy Goll with his family.

Mr. Goll shared, "MCC was a great experience for me and my family. My wife attended MCC as well as my daughter and oldest son. My nephew just graduated from high school and will also be attending MCC. I am grateful for the years I spent at MCC which allowed me to find my way and ultimately graduate with a degree in Business Administration."

MCC and the Foundation are proud to honor Andy as the 2022 MCC Distinguished Alumni!

Friends of MCC Foundation Golf Invitational

The Friends of MCC Foundation Golf Invitational will be held on Monday, June 12 at Boulder Ridge Country Club. The day includes 18 holes of golf, on-course contests, and all-inclusive meals and drinks. All proceeds support the Foundation and student success. Sponsorship and registration information is available at www.mchenry.edu/golf. Current sponsors include Associated Electrical Contractors and Home State Bank.

MCC Summer Block Party – Save the Date

MCC's first-ever Summer Block Party will take place on Sunday, July 30, 2023 at Sew Hop'd Brewery in Huntley. Save the date for this new community event, which will raise awareness and funds for the Friends of MCC Foundation and the Student Success Fund. Details to come.

President's Dinner - Save the Date

The 2023 MCC President's Dinner will take place on Friday, October 27, 2023 at the College. Details to come.

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

GRANTS AWARDED: None.

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Motorola Solutions Foundation	MCC submitted an initial 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. If MCC is invited to proceed to the next step, a full application will be due in April.	\$35,000	Pending	March
Forging Industry Educational and Research Foundation (FIERF)	MCC applied for support to develop a curriculum to educate the future and incumbent manufacturing workforce. The curriculum development process will incorporate feedback from industry associations, employers, faculty, and students to ensure knowledge and skill development leading to gainful employment.	\$10,000	Pending	April
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$85,000	Pending	June
Congressionally Directed Spending – Senator Tammy Duckworth	MCC submitted two applications for support of future College projects. If approved, these projects would be funded through the federal budgeting process. The same projects were submitted to each Congressional representative.	Project one: \$1,400,000 Project two: \$1,057,406	Pending	June
Congressionally Directed Spending – Senator Dick Durbin	MCC submitted two applications for support of future College projects. If approved, these projects would be funded through the federal budgeting process. The same projects were submitted to each Congressional representative.	Project one: \$1,400,000 Project two: \$1,057,406	Pending	June

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Community Project Funding – Congressman Bill Foster	MCC submitted two applications for support of future College projects. If approved, these projects would be funded through the federal budgeting process. The same projects were submitted to each Congressional representative.	Project one: \$1,400,000 Project two: \$1,057,406	Pending	June

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
TMA Education Foundation	The TMA Education Foundation supports manufacturing education and the development of the future workforce. MCC is developing an application for training equipment for the Foglia Center for Advanced Technology and Innovation (CATI).	\$125,000	In development	March 31, 2023
ICCB Trades School	This grant will provide access to and strengthen pathways to careers in the trades for in-school youth aged 16-18, with a focus on career exploration, seamless pathways to credential attainment, and work-based learning opportunities.	\$200,000	In development	April 14, 2023
IBHE Illinois Cooperative Work Study Grant	The Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with the opportunity for career-based work experience.	\$50,000	Planned	April 30, 2023
ICCB Adult Education and Literacy Grant (AEFLA)	This grant provides operational support for MCC’s Adult Education program, including classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, and English as a Second Language classes.	TBD – determined by ICCB formula	Planned	May 1, 2023
ICCB Integrated English Language and Civics Education (IELCE)	This grant provides operational support for Spanish language instruction and citizenship preparation classes, and is designed to support successful entry into the United States workforce.	TBD – determined by ICCB formula	Planned	May 1, 2023

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
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 will support additional resources for Spanish-speaking entrepreneurs in our county.	TBD	Under consideration	Spring 2023

APPLICATIONS DENIED: None.

Office of Marketing and Public Relations Update

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

Services that OMPR provides to the College:

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

February 2023 Project Update



192 New projects initiated

110 Projects completed

Current High-level College Marketing Initiatives:

- Meet MCC promotion and event support
- Summer and Fall 2023 registration promotion
- Experts and Insights Faculty Speaker Series promotion
- Foundation golf event support
- Twofer and new Super Twofer programming support

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from February 13, 2023–March 3, 2023.

- Registration Now Open for McHenry County Gardenfest
- MCC's Center for Agrarian Learning to Host Two-Day Midwest Cut Flower School
- MCC's Black Box Theatre to Present "Juliet and Romeo"
- Friends of McHenry County College Foundation Welcomes Scholarship Donors, Recipients for Appreciation Event
- McHenry County College Art Gallery to Feature Work by Mary O'Rourke Mariutto
- MCC Announces Andrew Goll as 2022 Distinguished Alumni
- MCC's March Concert Series to Feature Jazz Ensemble, St. Patrick's Day Concert
- McHenry County College Releases New Schedule of Continuing Education Courses
- MCC to Host Guaranteed Admission Transfer Fair March 15

- Dive Into the World of Disney with MCC's Next Experts and Insights Speaker Series
- McHenry County College Offers New Planetarium Shows This Spring
- Prospective College Students Invited to McHenry County College Open House March 22
- McHenry County College Art Gallery to Feature Paintings by Trina May Smith

*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.



CAL Partnerships/Community Work - UPDATES

Raices Latinas: Agriculture in McHenry County

Launch event at the Woodstock Opera House happening soon on March 30. Working with 6 partner organizations in McHenry County to bring this important topic to the community.



The Changing Face of Agriculture

In partnership with the McHenry County Historical Society, Tuesday March 14, 7:00 pm
26 people attended this panel discussion in Leucht Auditorium, featuring 3 local farmers, Food Shed Co-op, and U of I Extension.

CAL Programs

Midwest Cut Flower School

35 people attended this **new** weekend intensive Sat & Sun March 4 - 5, \$345. 30 at full price, 3 at reduced rate, and 2 MCC students on full scholarship. 2 very full days of both production and marketing/business sessions, including equipment demos in our high tunnels on campus. Evaluations were extremely positive.

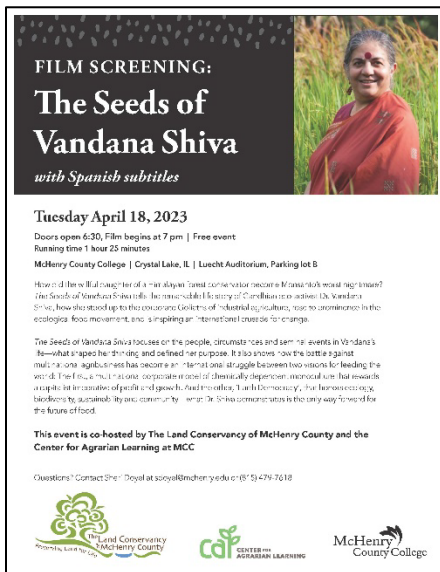


Mushroom Day: Grower Seminar and Farm Tour Saturday March 18, \$35 seminar; \$50 seminar/tour
 Sold out. 24 attending, including 2 MCC students on full scholarship.



Seeds of Vandana Shiva: Film Screening to come, Tuesday April 18

In partnership with The Land Conservancy of McHenry County. This will be our 3rd year collaborating on a film event focused on land stewardship as it relates to agriculture.



MCC Student Farm update

Our **Introduction to Farm Practicum** students are now seeding in the greenhouse while continuing to harvest from the hydroponics systems in bay 3. Our outdoor production in the high tunnels ended two weeks ago (we were harvesting spinach through March 1st!). Spring planting has begun outdoors already.

Kim Sowinski our Farm Manager is doing an excellent job sifting through records from the last 3 seasons (since our beginning in 2020) which is required for **organic certification**. We intentionally kept good records since our launch, and its paying off. The level of detail is required is astounding.

Sustainability Center Update

Current Initiatives and Community Connections

The McHenry County Public Transportation Advisory Committee met on February 2, 2023. The RTA strategic plan; partnerships with a Transportation Network Company (Uber); and the rerouting of the Pace 550 bus through downtown Crystal Lake were discussed. Director Hankins serves on this committee as the MCC representative.

Director Hankins was invited to present “Recycling Myths and Misunderstandings” to members of the First Methodist Church in Johnsburg, IL, on February 9, 2023. The Church has a green committee and is looking to grow their program so good discussion followed the presentation.

Sustainability committee member and Earth Science Department chair Kate Kramer continued her presentations on the United Nations Sustainable Development Goals at the Academic Council Big Tuesday meeting on February 14, 2023. This month, Chair Kramer introduced the three pillars of sustainability (economy, environment, and equity) and their interrelationships between disciplines and curriculum.

The McHenry County chapter of the Philanthropic Educational Organization invited Director Hankins to present on recycling on February 14, 2023. Over thirty members enjoyed and engaged with questions and discussion about hard to recycle items.

Director Hankins shared MCC’s experiences with the Comed Retro commission program with the attendees of the Smart Energy Design Assistance Center (SEDAC) Net Zero Collaborative colleges meeting on February 22, 2023. The meeting focused on low cost HVAC improvements. The University of Illinois Facilities & Services retro commissioning team shared their work as well.

The student Environmental Action Club members and co-advisor Kim Hankins attended the Wild Things Conference in Rosemont, IL on Saturday, February 25, 2023. The biennial conference featured over 120 sessions including Conservation Dogs; Wetland and Waterbird monitoring; Public Art & Conservation and Monitoring Bats. Students enjoyed sharing information with each other about the different sessions they attended on the bus ride back to MCC. The Club also participated in the Club Fair on February 1, 2023. Club President Cindy Carbajal talked with interested students and collected emails for membership with the club.

The ReUse It corner had 30 visitors and repurposed approximately \$2,577.80 worth of gently used office and school supplies in February 2023. The ReUse Cart was available weekly at a variety of locations around campus.

The MCRide/MCC partnership had 445 riders in February 2023. Hours for this program (and all MCRide programs) have been extended for 2023 to 5am to 11pm.

Workforce Development Update

This month's Workforce Development Update highlights the partnership that McHenry County College's Court Programs maintains with the McHenry County 22nd Judicial Circuit Court to offer Traffic Safety School (TSS) and Focus on the Kids courses to the community.

TRAFFIC SAFETY SCHOOL (TSS)

TSS provides traffic safety education to drivers who have received court supervision as a result of traffic violations and is an integral part of improving driving behaviors and attitudes. This education focuses on learning better driving behaviors and encourages students to make better choices to reduce motor vehicle collisions and avoid further traffic violations. TSS uses curriculum developed by the National Safety Council (NSC) and all TSS classes are facilitated by instructors who are NSC-certified. The classes offered by TSS include:

Alive at 25

This four-hour class educates newly licensed drivers beyond standard driver education programs. Drivers will learn the negative effects and dangers associated with speeding, distractions, peer pressure, and driver inexperience. Topics discussed include current state laws related to speeding, impaired driving, seatbelt usage, and cell phone use. Any drivers' age 16-17 years old who receive a traffic violation are required to attend this in-person class.

Attitudinal Dynamics of Driving 8 HR (ADD-8)

This eight-hour advanced behavior-based class can be court-ordered for drivers with poor driving habits and risky driving behaviors, or those who have multiple traffic violations. The class is designed to help participants make a direct connection between their attitude and their choice to make poor decisions. Drivers learn how to take responsibility for their actions and see how the choices they make have financial, legal, and personal consequences.

Defensive Driving 4 HR Classroom (DDC-4)

Offered in English and Spanish, this a four-hour class teaches drivers how to recognize and react to immediate and potentially hazardous driving situations and conditions. It also provides collision prevention strategies and defensive driving techniques that focus on behavior, judgement, decision making, and consequences. Drivers will be influenced to make positive choices that improve driving behaviors and attitudes, while encouraging the respectful and lawful decisions that reduce motor vehicle incidents and decrease traffic violations.

Defensive Driving 4 HR Online Course

This four-hour online version of the DDC-4 class is offered in English and Spanish. This self-paced class provides an interactive online experience that presents real-life driving situations, hazard recognition scenarios, and defensive driving techniques.

Transition to Lumens

On March 1, 2023, Court Programs transitioned TSS to the Lumens third-party registration system currently used by all other noncredit MCC Workforce Development programs. The introduction of Lumens allows learners required to take a TSS offering as a condition of their court supervision, the

opportunity to self-register and select a class offering that is convenient for their schedule. This improvement in customer service will also streamline office operations and replace an aging Access database that could no longer be maintained. The parenting program, Focus on the Kids, will transition to Lumens in April 2023.

Award-Winning Program



BRUCE ROBERTS

The TSS program includes a talented instructional team of five NSC Certified Instructors. These instructors have allowed the program to earn the NSC Training Center of the Year Award in 2018, and in 2019, the NSC Excellence in Driver Safety Training Award for Defensive Driving 4 HR Classroom, Defensive Driving 4 HR Online, and Alive at 25 classes. In 2021, MCC's TSS program was again awarded the Driver Safety Training Award for Defensive Driving 4 HR Online class.

Among the members of the instructional team is Bruce Roberts, a retired Police Officer from the Rockford Police Department. While serving with Rockford, he was promoted to Field Training Officer, Range Officer, and Firearms Instructor. Bruce began teaching TSS at Rock Valley College in May 1992 and has been teaching all NSC-certified courses for MCC for over 10 years.

FOCUS ON THE KIDS

Focus on the Kids is a court-mandated educational program for parents in the process of divorce, or unmarried parents who have family case proceedings in the McHenry County Family Court, in which minor children are involved. The judges of McHenry County are concerned for the welfare of children of divorce. Parents involved in parentage actions and ordered by the court must also attend. Additionally, any adult who is interested in the program can participate. This four-hour program is designed to minimize conflicts and promote positive communication between parents while providing insight on the impact of divorce/parent separation on children. Parents learn to set aside their differences to work more collaboratively with the other parent while focusing on supporting and identifying the needs of their child(ren). Topics addressed during the class include:

- Parents Forever
- Developing a Parenting Plan
- Communicating with Your Child(ren) When Parents End Their Relationship
- Communicating with the Other Parent
- Helping Children Cope
- Stages of Loss and Grief
- How Loss Affects Child Development
- Parenting Time
- Emotional Games Parents and Children Play
- Dealing with Anger



ZITLALLI ROMAN

Focus on the Kids facilitators have extensive experience with divorce/parent separation and the effects on children and are either mental health professionals with a master's degree in the field of mental health or are practicing attorneys who specialize in Family Law. Consistent feedback from parents reflects the value of this class sharing comments such as *"Thank you so much! It's great to know that we're doing a lot of things right, and knowing what we need to work on."*

Zitlalli Roman joined Court Programs as a Focus on the Kids instructor in March 2022. She also serves as the Partner Abuse Intervention Program Supervisor for Turning Point Inc. in Woodstock, IL. Zitlalli received her Master of Social Work with Concentration in Child and Family from the University of Illinois Chicago where she also completed clinical internship experience in crisis intervention, crime victim advocacy, and counseling.