

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

Thursday, November 17, 2022
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, October 27th, 2022](#)
7. OPEN FOR RECOGNITION OF VISITORS

Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. ENROLLMENT PRESENTATION: Dr. Clinton Gabbard and Ms. Megan Lombardi
10. COMMUNICATIONS
 - A. [Faculty Report: Ms. Sarah Sullivan](#)
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. [Student Trustee Report: Mr. Chase Filkins](#)
 - E. Attorney Report
11. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. [Executive Summary, Board Report #22-127](#)
 2. [Treasurer's Report, Board Report #22-128](#)
 3. [Ratification for Accounts Payable Check Register, Board Report #22-129](#)
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. [2023-2024 Minimum Qualifications for Full-Time Faculty, Board Report #22-130](#)
 2. [Determination of Seniority for Full-Time Faculty, Board Report #22-131](#)
 3. [Emergency Medical Science Power Cot, Lifepack Training Unit, and Lucas Training Unit, Board Report #22-132](#)
 4. [Sign Language Interpreting Services, Board Report #22-133](#)
 5. [Website SEO, Performance Optimization, and Analytics Contract Consulting Service, Board Report #22-134](#)
 6. [Cascade Content Management System License, Board Report #22-135](#)
 7. [Splunk Security Information Event Management System, Board Report #22-136](#)
 8. [Storage Area Network Equipment, Board Report #22-137](#)
 9. [Haas Benchtop Milling Machines, Board Report #22-138](#)
 10. [Fire Science Extrication Equipment, Board Report #22-139](#)
 11. [MCC 2023 Calendar of Events with Alcohol Service, Board Report #22-140](#)

C. Personnel

1. Approval of New Administrative Position and Direct Hire- Associate Vice President, Diversity, Equity, Belonging and Inclusion (DEBI), Board Report #22-141
2. Authorization for Personnel Appointment, Board Report #22-142

12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

13. ADOPTION OF 2022 TAX LEVY, Board Report #22-143

14. FY22 AUDIT ACCEPTANCE, Board Report #22-144

15. APPROVAL OF COLLECTIVE BARGAINING AGREEMENT MCHENRY COUNTY COLLEGE POLICE CHAPTER #399, Board Report #22-145

16. APPROVE AMENDMENT TO THE PRESIDENT'S EMPLOYMENT AGREEMENT TO MODIFY THE TERM OF THE AGREEMENT TO BE FROM JANUARY 1, 2023, THROUGH DECEMBER 31, 2026.

Copies of the proposed Amendment to the President's Employment Agreement and the current President's Employment Agreement are available at www.mchenry.edu/board or by contacting the Office of the President, on campus in Room A233, during regular business hours.

17. 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 Update
- G. Sustainability Center Update
- H. Workforce Development Update

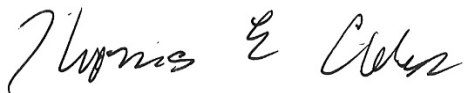
18. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

19. CLOSED SESSION

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

20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of September 22, 2022.

21. ADJOURNMENT



Thomas E. Allen
Chair

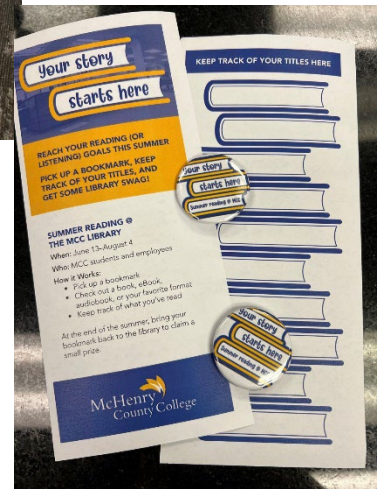
Faculty Spotlight

November 2022



Over the summer **Kim Tipton** (Reference Librarian) and **Elizabeth Nelson** (Cataloging & Collection Development Librarian) worked on two projects to make the library more welcoming and inclusive for our students and community. We ran our first summer reading program, *Your Story Starts Here*, at the college from

June 13-August 4. We had participation from students and employees from across campus. We also put together a family friendly study space aimed at providing a welcoming space for MCC students with children. This group of students may not always feel welcome to spend extra time on campus and this space is intended to give them a place to do homework, research, and get help from the librarians or tutors.th grade as well as some easily cleanable toys so parents or guardians can use the library resources while still being able to supervise their children.



Irena Yzeiri, Chemistry, delivered a chemistry workshop on November 4th to the students coming in for High School Career Day.

Sarah Sullivan, History, presented several lectures to area groups. She presented *Marshall Fields and Chicago* to the Columbia Club of Chicago on October 6, *The Committees of Correspondence*, and *their role in the American Revolution* to the Sons of the Revolution on October 23, and *The Women Against Women's Suffrage* to the Lake Forest Senior Center on October 26.

Kim Tipton, Library, is also the Managing Editor of the IACRL (Illinois Association of College and Research Libraries) Communications Committee and attended a day of the ILA Annual Conference (Oct



19). She also set up a Voter Information Event here in the library (10/31 and 11/1) where students (or anyone!) can look up their polling place and print a sample ballot and has flyers

and handouts with information on media bias and identifying misinformation.

Elizabeth Nelson, Library, also completed the ION course Creating Accessible Documents and received the Digital Accessibility for Educators Certificate.



On October 20, she co-presented a poster at the Illinois Library Association (picture attached), entitled *Trials and Tribulations of Tutorials*. The poster presented some of the preliminary findings from the research she has done with librarians from Northwestern, UIUC, and Coastal Carolina University on the invisible labor involved in creating tutorials to teach students library and research skills.

Tina Drzal, Culinary, and **Sherry Ridge**,

Business Management report that the Business Club, Culinary Program and Career Services partnered again this year for a Business Etiquette Luncheon. The lunch helps students learn the manners, etiquette, and dress code for attending a professional business lunch or conference. Chef Tina, Carol Gerber, and Amy Neff all presented different sections of the luncheon. Culinary and Pastry 101 students teamed up to provide the luncheon, and our PAS 255 intern helped run the back kitchen during the presentation. This is our second year running this event and we plan on hosting it every Fall.

Sherry Ridge also reports that the Business Club held its 6th annual Dinner with Dads in Business featuring business owners in agriculture and horticulture. Over 200 people have attended this event in the past 6 years. Next year we will feature men in franchises.

AOM/BUS/MKT held our first Think Tank, we moved the event to Zoom, we had 4 instructors from other colleges registered. We shared information on events, programs and assignments. We will repeat next fall via Zoom and hope for more colleges to attend. In attendance was the College of DuPage.

We will be saving our students even more money on textbook costs. We are taking our Principles of

Management course from Skyepack to OpenStax next fall. Our department saves students over \$193,000 annually on textbook fees.

Our department wide yearlong initiative for this year is to define a Business Student of Excellence. We are in the initial stages of researching what other community colleges and 4-year institutions are doing. We will keep you posted on our progress.

We had our pre-season pizza party for the men's basketball team on 10/31. Cami a culinary student started a business selling cookies, we treated the men to personalized cookies.



Jim Stockwell, Speech spoke to the Arts, A/V, Technology, and Communications event on



Thursday the 27th of October. This panel discussion in Co/Lab B gave students information about opportunities in the technology field and provided information on how the interview process works and how to prepare for those opportunities. Members of the workforce, Vernon Carter from IT and dean of Arts and Humanities, Dr. Daniela Broderick also participated.



Kate Middy, English, is a parent and volleyball coach in the North Suburban Catholic Conference. She is also a nineteen-year faculty member at McHenry County College, where we boast one of the most decorated and awarded women's volleyball teams around! Some of the 2021 honors our MCC Scots were awarded include several All-Conference First Team players and the Skyway Coach of the Year, Kyle McCall. Check them out!

<https://mccscots.com/sports/wvball/awards>.

One of the problems she sees in girls' sports is a lack of visibility on the professional level; in fact, when she asked her little 5th graders how many of them have seen a professional game of volleyball, played by adult athletes, only one of them had done so. It is hard to "be it" when you can't "see it." Coach McCall and Coach Mayner have generously offered over the last five years to partner with Montini Catholic, and this year, agreed that we should expand that offer to include all our NSCC schools, and to invite Marian Central to the college as well, that we might watch and cheer for our county's best, all together!





Kate Middy was able to invite Sts. Peter and Paul, St. Thomas, St. John the Baptist, St. Margaret Mary, St. Mary, Montini, and Marian Central to come to our NSCC MCC Night!

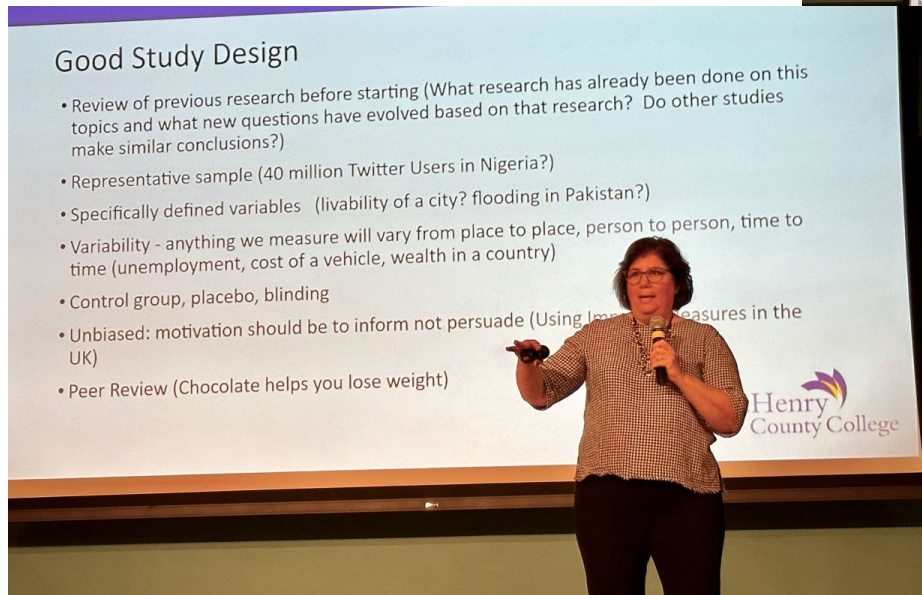


Thanks to connecting county groups and a lot of willing partners, we were able to offer a ***FREE*** clinic for 5th-8th grade volleyball players at our NSCC schools with the MCC Women's Volleyball team and coaches, followed by the Scots vs. Lancers (MCC vs. CLC) game, capped-off with autographs and MCC swag, post-game! Marian Central players were invited to come to the game and cheer on their Hurricane alumni and all the Scots, and to enjoy themselves!

It was a fantastic night, and the pictures of the clinic show it! Thanks to Director Wiley, Coach Kyle and Coach Mayner, and to the MCC Scots Volleyball Team, four of whom are students in Middy's English classes this semester. **GO SCOTS!**



Laura Middaugh, Math, presented the October Experts and Insights presentation: Using Data to Understand our World.



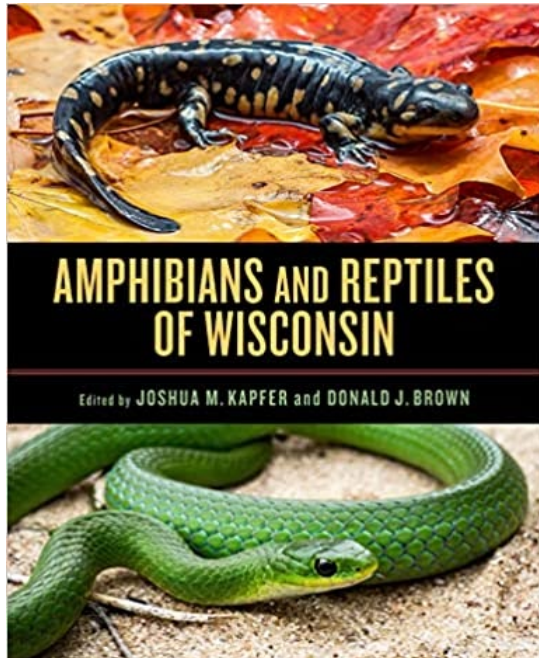
Heidi Boring, Math completed the Digital Accessibility for Educators (DAE) certificate through the Illinois Online Network (ION). Heidi has also completed the Open Educational Resources (OER) certificate in April 2022 and the Master Online Teacher (MOT) certificate in August 2021.

Heidi is using skills learned in these programs to help the mathematics department create OER master courses. She is leading the mathematics department in creating a master course for Math 150 Elements of Mathematics through the Innovative Course Materials program. Other instructors participating in this project include **Mark Carlson, Jennifer Carver, Tracey Connor, Donna Davis,** and **Phil Moore**. The team plans to launch the master course in January 2023. Heidi also plans to collaborate with **Tammi Kostos** to update the Math 220 master course in the spring semester of 2023.

Tammi Kostos, Math, also attended the NSF STEM symposium in Washington DC September 29-October 1 where she attended various meetings and presentations and presented at the poster presentation.

Collin Jaeger, Biology, co-authored a chapter in a recently published book. The chapter is a species account for the Plains Gartersnake (*Thamnophis radix*), and the book is titled "Amphibians and Reptiles of Wisconsin".

This book took several years to produce and provides a detailed account of the scientific research and data available for every species of amphibian and reptile that occurs in the state of Wisconsin. Many of the species can also be found in our area, as part of the natural heritage of McHenry County.



<https://www.amazon.com/Amphibians-Reptiles-Wisconsin-Joshua-Kapfer/dp/0299335208>

Amphibians and reptiles represent an essential and interesting component of Wisconsin's wildlife. Eighteen species of amphibian and thirty-six species of reptile occupy landscapes across the state. They live in aquatic habitats that range from small streams to large lakes, and from open prairies to mature forests on land. These species are vital members of the biological communities in which they occur, acting as important predators, prey, and competitors, while also providing a wide variety of additional ecological functions. However, many amphibians and reptiles have experienced drastic population declines and even local extinctions in Wisconsin due to habitat loss and degradation, overharvesting, the introduction of invasive species, pollution, and other factors. This comprehensive

volume, by an expert team of editors and contributors, consolidates the current state of scientific knowledge, aims to expand public knowledge and appreciation of Wisconsin's natural legacy, and brings out the herpetologist in all of us.

This long-awaited, state-of-the-field synthesis also includes hundreds of color photographs and illustrations, state-level and North American range maps, dichotomous keys, and research and conservation anecdotes that will entertain and inform even the most dedicated nature lover. Amphibians and Reptiles of Wisconsin is set to become a lasting resource and armchair companion for anyone in the Midwest interested in the state's natural history and amphibian and reptile fauna.

Phi Theta Kappa Activities

Heid Boring, Math, and **Anne Humphrey**, English report that MCC's chapter of Phi Theta Kappa has an ongoing project to serve the Adopt-A-



Highway program by picking up the mile of 14 right on either side of MCC. The fall, two clean-up days were completed. The officers of the Chi Upsilon chapter of Phi Theta Kappa at MCC attended the regional leadership conference in early October, each earning participation awards, networking with students from other colleges, and studying leadership, one of the hallmarks of Phi Theta Kappa involvement.

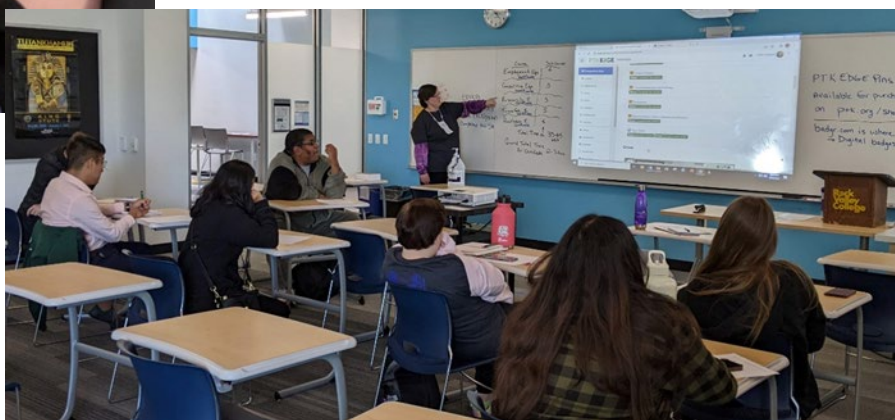


Erika Haggart, current chapter Vice-President of Member Communication, twice presented at the regional conference on the topic of the Phi Theta Kappa EDGE courses. Erika has completed all five of the courses and become an expert on this portion of Phi Theta Kappa exclusive programming.





Adonia Fulk, president of the MCC chapter, is also currently a regional officer for the Illinois region. The Illinois region officers attended a retreat at the Phi Theta Kappa International Headquarters in Jackson, Mississippi in early November. Adonia is pictured with Phi Theta Kappa International President and CEO, Lynn Tincher-Ladner. Adonia reports that she learned many things, including “about leadership. Part of being a good leader is being able to be transparent, authentic, and trustworthy. To do that you have to open up and be your true self -- flaws and all -- and to fully understand and be clear with your values. That’s just putting it in a nutshell.”



Student Trustee Report

Only a few weeks left in our semester, and only a few weeks left before the snow comes. While it may be easy to dread the inevitable snow, I call on the inner stoic in all of us to see the positives. The holidays are just around the corner, which means great food and great company. Our winter sports are all representing our college in the best ways. Our volleyball team is going to compete at nationals to bring us home the win.

Thank you to all who were able to attend the Veterans Day panel about mental health awareness in the veteran community. I know that my fellow veterans and I were overwhelmingly grateful for being given a platform to discuss the issues in our own backyard. Thank you, Dr. Gabbard, for your kind words and for always being a steward of progress for students from all backgrounds. Thank you, Christina Haggerty, for your work to help our voice be heard, and for setting us up for success.

Executive Summary

Information

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

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 33.4% complete with the year-to-date results ending October 31, 2022 being reported. In the Operating Funds, total revenue is 25.3% of budget, as compared with 26.0% at the same time last year. Total expenditures are 19.7% of budget, as compared with 20.6% 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 33.7% of budget and up \$199,255 (2.1%) from last year at this time. FY 2023 revenue is \$9,755,891 vs. FY 2022 revenue of \$9,556,636. 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 (to be approved by the Board in November 2022).
- State government is 31.3% of budget and up \$164,865 (12.1%) from last year at this time. FY 2023 revenue is \$1,525,230 vs. FY 2022 revenue of \$1,360,364.
- 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 45.5% of budget and down \$188,477 (-3.0%) from last year at this time. FY 2023 revenue is \$6,076,592 vs. FY 2022 revenue of \$6,265,069. 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 26.7% of budget and up \$22,927 (109.6%) from last year at this time. FY 2023 revenue is \$43,837 vs. FY 2022 revenue of \$20,910. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 12.7% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$2,400 vs. FY 2022 revenue of \$2,400. 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 -50.7% of budget and down \$87,360 (-244.2%) from last year at this time. FY 2023 revenue is \$-123,127 vs. FY 2022 revenue of \$-35,767.
- Nongovernmental gifts, scholarships, grants & bequests is 17.6% of budget and up \$1,431 (286.2%) from last year at this time. FY 2023 revenue is \$1,931 vs. FY 2022 revenue of \$500. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 7.0% of budget and down \$18,444 (-0.9%) from last year at this time. FY 2023 revenue is \$2,004,125 vs. FY 2022 revenue of \$2,022,569. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$1,969,616, Retiree Health contributions, which account for \$351, Other Misc. Income, which account for \$18,534 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$15,624. 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 31.2% of budget and up \$325,282 (3.8%) from last year at this time. FY 2023 expenditures are \$8,789,161 vs. FY 2022 expenditures of \$8,463,879.
- Employee benefit expenditures are 9.0% of budget and down \$76,166 (-2.5%) from last year at this time. FY 2023 expenditures are \$2,916,341 vs. FY 2022 expenditures of \$2,992,507. ***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 25.5% of budget and down \$30,976 (-2.5%) from last year at this time. FY 2023 expenditures are \$1,228,837 vs. FY 2022 expenditures of \$1,259,813. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 29.2% of budget and down \$141,334 (-12.8%) from last year at this time. FY 2023 expenditures are \$964,441 vs. FY 2022 expenditures of \$1,105,775.
- Travel and meeting expenditures are 16.1% of budget and down \$24,838 (-31.7%) from last year at this time. FY 2023 expenditures are \$53,619 vs. FY 2022 expenditures of \$78,457.
- Fixed charges expenditures are 21.8% of budget and down \$277,570 (-44.5%) from last year at this time. FY 2023 expenditures are \$346,255 vs. FY 2022 expenditures of \$623,825. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 11.6% of budget and down \$159,609 (-53.1%) from last year at this time. FY 2023 expenditures are \$141,149 vs. FY 2022 expenditures of \$300,758.
- Capital Outlay expenditures are 0.3% of budget and down \$275,592 (-98.2%) from last year at this time. FY 2023 expenditures are \$5,015 vs. FY 2022 expenditures of \$280,607. ***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 32.4% of budget and up \$13,894 (4.9%) from last year at this time. FY 2023 expenditures are \$296,713 vs. FY 2022 expenditures of \$282,819. 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.



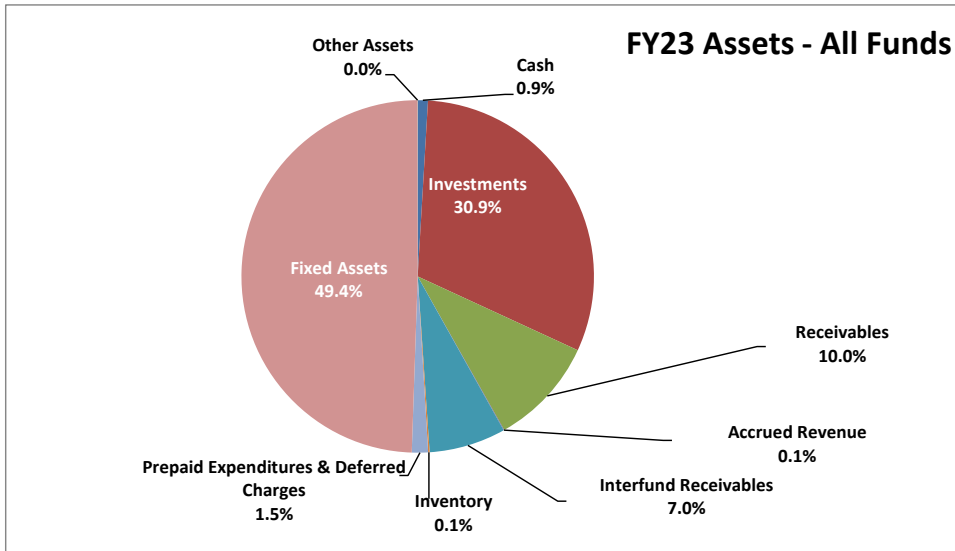
Clinton E. Gabbard
President

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

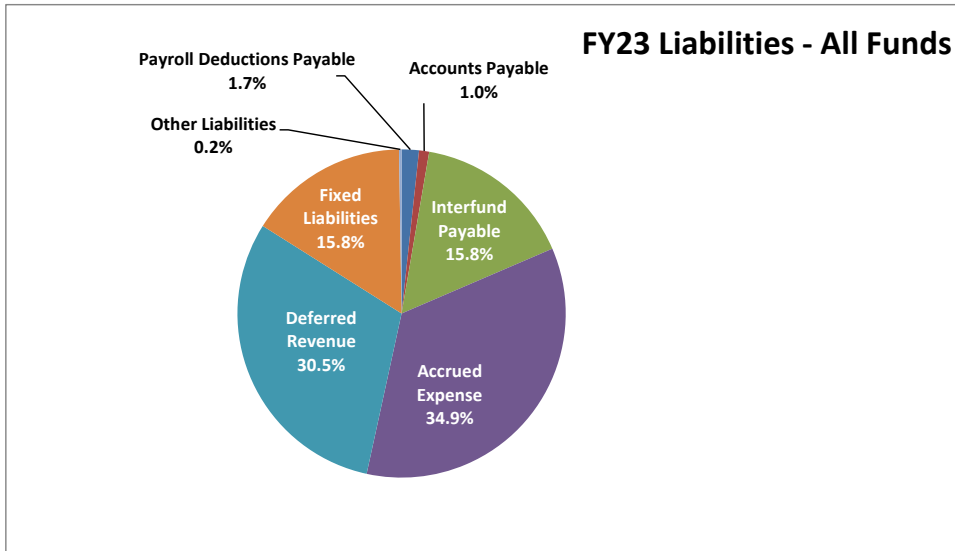
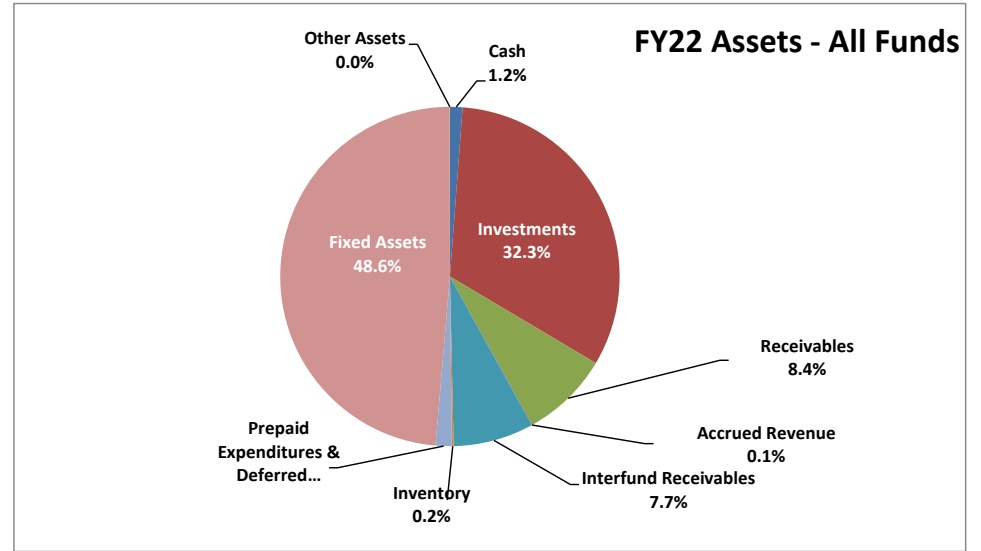
Funds Statement of Net Position (Balance Sheet)		01	02	03	04	05	06	07	08	09	10	11	12	17	
October 31, 2022		All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets															
Cash	1,371,496	-	-	-	739,268.09	-	(260,573)	-	-	-	-	198,384	44,417	-	650,000
Investments	45,451,702	24,031,512	1,007,899	15,460,894	-	-	-	2,896,833	-	-	-	-	-	2,054,564	-
Receivables	14,624,193	13,036,236	557,312	-	-	14,393	1,008,193	-	-	-	-	-	768	7,291	-
Accrued Revenue	74,658	25,010	2,022	40,006	-	-	-	4,152	-	-	-	-	-	3,467	-
Interfund Receivables	10,333,590	3,008,068	6,347,824	0	-	510,306	(243,465)	95,646	363,074	-	252,136	-	-	-	-
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,177,271	1,375,611	38,752	-	-	37,449	34,743	-	-	72,084	-	-	-	190,888	427,744
Fixed Assets	72,636,845	-	-	-	-	-	-	-	72,636,845	-	-	-	-	-	-
Other Assets	20,298	-	-	-	-	-	-	-	-	20,298	-	-	-	-	-
Total Assets	146,890,792	41,476,437	7,953,810	15,500,900	739,268	762,888	538,898	2,996,631	72,999,918	92,382	450,520	45,185	2,256,210	1,077,744	
Liabilities															
Payroll Deductions Payable	1,070,768	920,705	22,274	-	-	125,414	2,376	-	-	-	-	-	-	-	-
Accounts Payable	626,422	613,880	-	-	-	1,234	11,308	-	-	-	-	-	-	-	-
Interfund Payable	9,960,754	-	-	7,689,097	-	376,069	-	-	363,074	-	-	-	-	1,532,514	-
Accrued Expense	21,933,552	-	-	-	-	-	-	-	-	(16,226)	-	-	-	-	21,949,778
Deferred Revenue	19,204,988	11,448,026	974,655	-	-	5,918	-	-	-	-	-	-	12,500	117,078	6,646,812
Fixed Liabilities	9,934,533	-	-	-	-	-	-	-	-	9,934,533	-	-	-	-	-
Other Liabilities	154,077	32,327	-	-	-	121,750	-	-	-	-	-	-	-	-	-
Total Liabilities	62,885,095	13,014,938	996,929	7,689,097	-	630,384	13,684	-	363,074	9,918,307	-	12,500	1,649,591	28,596,590	
Designated Fund Balance	84,005,697	28,461,499	6,956,881	7,811,803	739,268	132,504	525,214	2,996,631	72,636,845	(9,825,925)	450,520	32,685	606,619	(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	80,448,648			7,811,803	0				72,636,845						
Liabilities, Protection, and Settlement	-36,846,760									-9,934,533				606,619	-27,518,846
Working Cash/Other Restricted	2,758,418						525,214	1,750,000			450,520	32,685			
Remaining Unassigned Balance	18,424,370	11,003,714	5,193,645	0	739,268	132,504	0	1,246,631	0	108,608	0	0	0	0	0

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

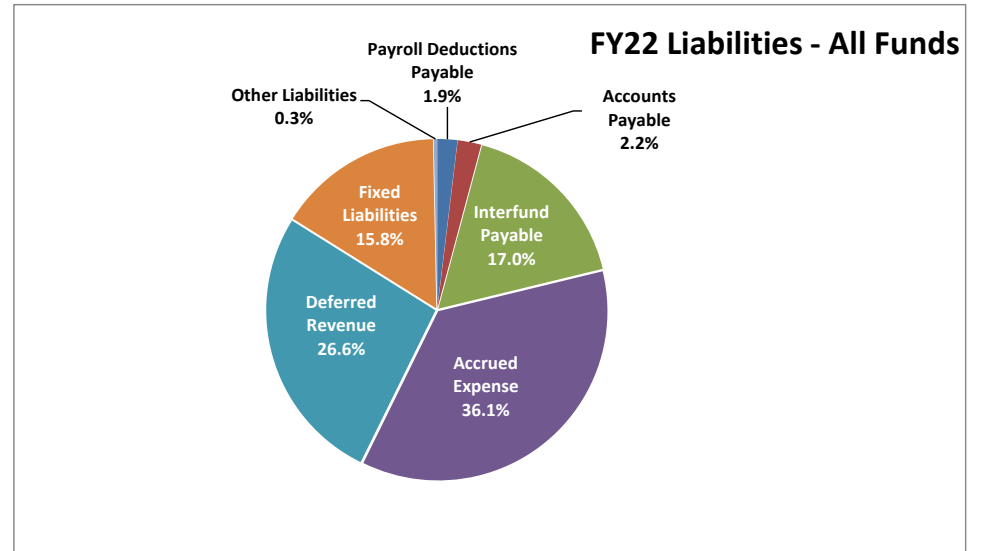
Total Assets = \$ 146,890,792



Total Assets = \$ 144,271,748



Total Liabilities = \$ 62,885,095



Total Liabilities = \$ 64,805,383

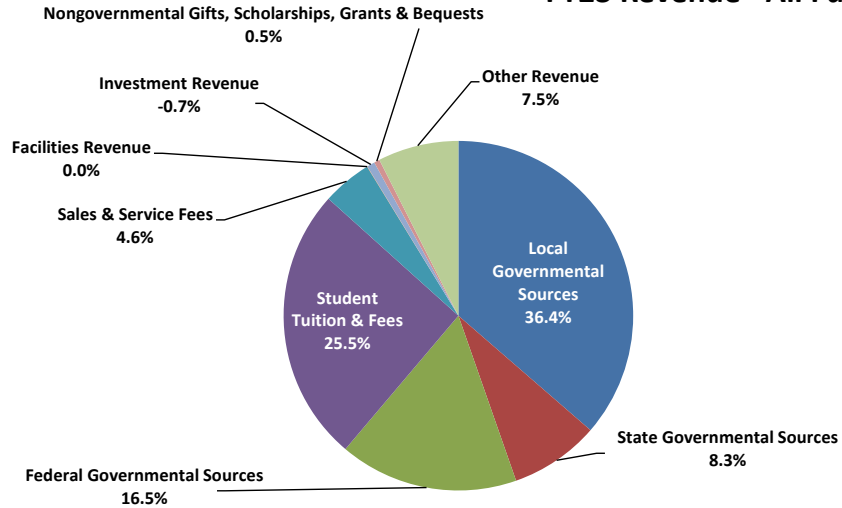
All Funds Statement of Activities (Income Statement)
October 31, 2022

Funds Statement of Activities (Income Statement)														
October 31, 2022	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxilliary 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	10,015,057	8,800,086	955,805	-	-	-	-	-	-	-	-	25,000	234,166	-
State Governmental Sources	2,280,658	1,234,172	291,057	-	-	-	755,429	-	-	-	-	-	-	-
Federal Governmental Sources	4,555,552	-	-	-	-	-	4,555,552	-	-	-	-	-	-	-
Student Tuition & Fees	7,016,547	5,468,781	607,811	58,223	543,424	338,308	-	-	-	-	-	-	-	-
Sales & Service Fees	1,262,289	43,837	-	-	-	1,218,452	-	-	-	-	-	-	-	-
Facilities Revenue	8,785	2,400	-	-	-	6,385	-	-	-	-	-	-	-	-
Investment Revenue	(201,019)	(116,268)	(6,859)	(52,040)	-	-	-	(14,086)	-	-	-	-	(11,765)	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	143,374	1,931	-	-	-	2,006	82,938	-	-	-	56,499	-	-	-
Other Revenue	2,057,368	1,990,200	13,926	-	-	9,689	-	-	-	-	43,553	-	-	-
Total Revenue	27,138,612	17,425,139	1,861,739	6,183	543,424	1,574,840	5,393,919	(14,086)	-	-	100,052	25,000	222,401	-
Expenditures														
Salaries	9,687,082	8,630,583	158,578	-	-	577,440	320,481	-	-	-	-	-	-	-
Employee Benefits	3,297,603	2,882,479	33,862	-	-	97,810	67,109	-	-	-	-	-	216,342	-
Contractual Services	1,799,212	930,614	298,224	108,842	-	168,078	248,454	-	-	-	-	45,000	-	-
General Materials & Supplies	1,822,490	827,237	137,204	412	-	745,237	112,400	-	-	-	-	-	-	-
Travel & Conference/Meeting	90,756	50,524	3,095	-	-	16,891	20,247	-	-	-	-	-	-	-
Fixed Charges	170,284	333,816	12,439	-	138,900	4,403	416	-	-	(354,458)	-	-	34,768	-
Utilities	141,149	59,455	81,693	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	965,738	45,813	(40,798)	-	-	-	39,633	-	921,089	-	-	-	-	-
Other Expenditures	4,398,744	296,713	-	-	-	5	4,048,619	-	-	-	53,406	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	22,373,056	14,057,235	684,297	109,254	138,900	1,609,864	4,857,359	-	921,089	(354,458)	53,406	45,000	251,110	-
Excess/(deficit) of revenues over expenditures	4,765,556	3,367,904	1,177,442	(103,071)	404,524	(35,024)	536,560	(14,086)	(921,089)	354,458	46,646	(20,000)	(28,709)	-
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329	(27,518,845)
Ending Fund Balance	84,005,697	28,461,497	6,956,880	7,811,803	739,267	132,504	525,214	2,996,631	72,636,845	(9,825,925)	450,520	32,685	606,620	(27,518,845)

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

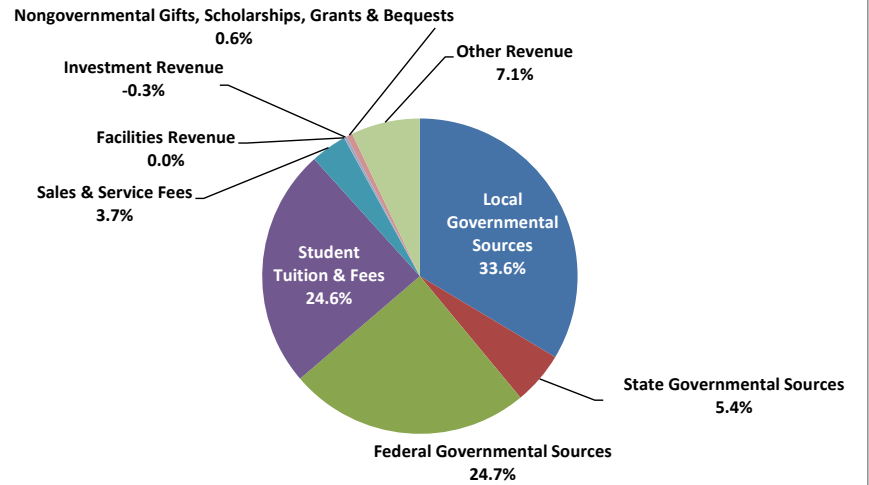
Total Revenue = \$ 27,138,612

FY23 Revenue - All Funds

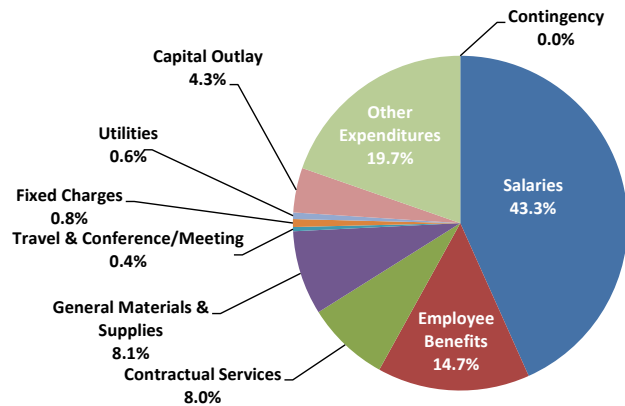


Total Revenue = \$ 29,079,828

FY22 Revenue - All Funds

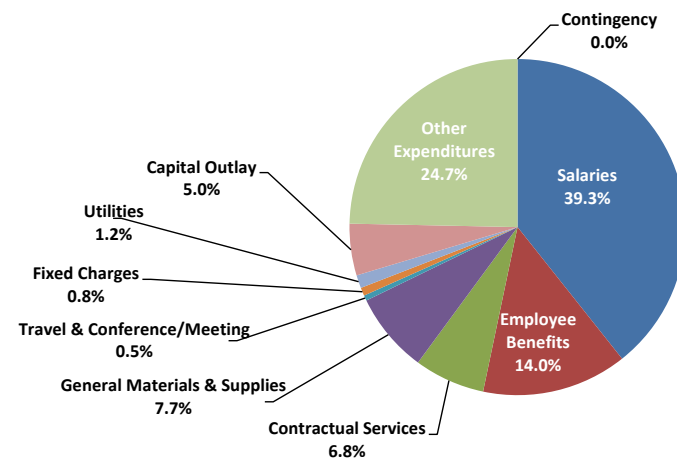


FY23 Expenditures - All Funds



Total Expense = \$ 22,373,056

FY22 Expenditures - All Funds



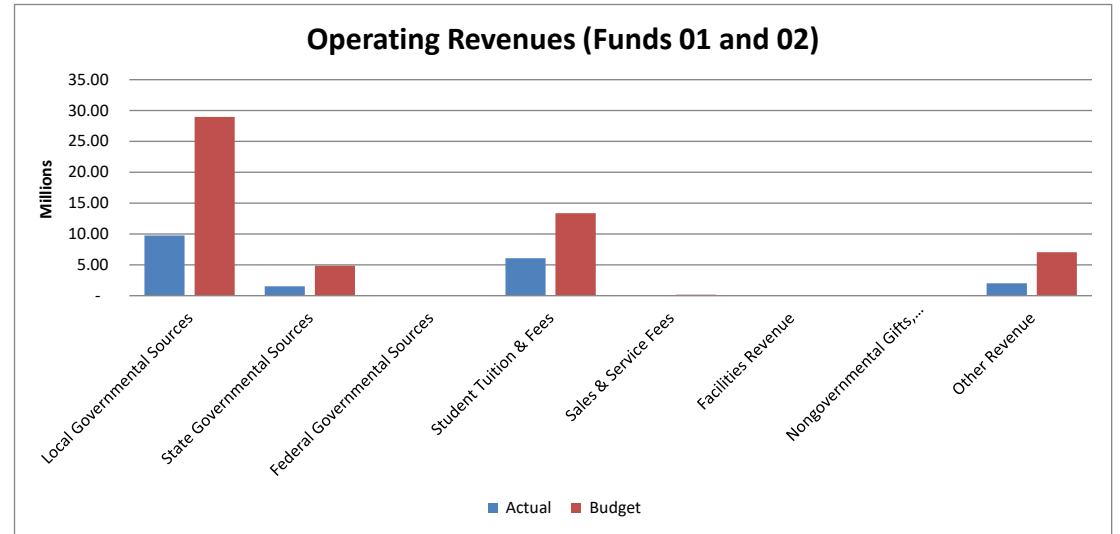
Total Expense = \$ 24,082,838

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

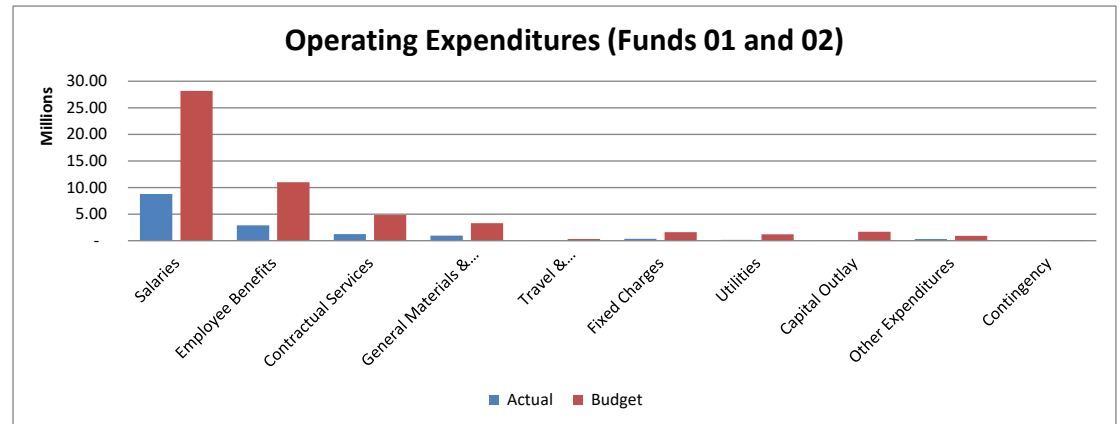
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:		YTD Actual	Budget	% Chng	Change Over FY22 Act.	% Chng
Revenue										
Local Governmental Sources	\$ 9,755,891	\$ 9,673,950	\$ 28,962,379	100.8%	33.7%	\$ 9,556,636	\$ 28,225,058	33.9%	\$ 199,255	2.1%
State Governmental Sources	1,525,230	1,627,353	4,872,056	93.7%	31.3%	1,360,364	4,056,435	33.5%	\$ 164,865	12.1%
Federal Governmental Sources	-	-	-	0.0%	0.0%	-	-	0.0%	\$ -	0.0%
Student Tuition & Fees	6,076,592	4,864,669	13,350,427	124.9%	45.5%	6,265,069	13,350,427	46.9%	\$ (188,477)	-3.0%
Sales & Service Fees	43,837	54,779	164,000	80.0%	26.7%	20,910	52,750	39.6%	\$ 22,927	109.6%
Facilities Revenue	2,400	6,335	18,966	37.9%	12.7%	2,400	18,966	12.7%	\$ -	0.0%
Nongovernmental Gifts	1,931	3,674	11,000	52.6%	17.6%	500	11,000	4.5%	\$ 1,431	286.2%
Other Revenue	2,004,125	2,354,768	7,049,827	85.1%	28.4%	2,022,569	10,743,466	18.8%	\$ (18,444)	-0.9%
Total Revenue	\$ 19,410,006	\$ 18,585,528	\$ 54,428,655	104.4%	35.7%	\$ 19,228,449	\$ 56,458,102	34.1%	\$ 181,557	0.9%
Expenditures										
Salaries	\$ 8,789,161	\$ 9,409,293	\$ 28,170,035	93.4%	31.2%	\$ 8,463,879	\$ 28,197,974	30.0%	\$ 325,282	3.8%
Employee Benefits	2,916,341	3,671,686	10,992,486	79.4%	26.5%	2,992,507	15,185,346	19.7%	\$ (76,166)	-2.5%
Contractual Services	1,228,837	1,610,889	4,822,764	76.3%	25.5%	1,259,813	4,143,904	30.4%	\$ (30,976)	-2.5%
General Materials & Supplies	964,441	1,104,877	3,307,839	87.3%	29.2%	1,105,775	2,770,327	39.9%	\$ (141,334)	-12.8%
Travel & Conference/Meeting	53,619	111,072	332,532	48.3%	16.1%	78,457	274,572	28.6%	\$ (24,838)	-31.7%
Fixed Charges	346,255	531,538	1,591,347	65.1%	21.8%	623,825	1,616,557	38.6%	\$ (277,570)	-44.5%
Utilities	141,149	407,727	1,220,675	34.6%	11.6%	300,758	1,212,502	24.8%	\$ (159,609)	-53.1%
Capital Outlay	5,015	563,578	1,687,269	0.9%	0.3%	280,607	3,171,420	8.8%	\$ (275,592)	-98.2%
Other Expenditures	296,713	306,127	916,500	96.9%	32.4%	282,819	907,807	31.2%	\$ 13,894	4.9%
Contingency	-	33,402	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 14,741,532	\$ 17,750,189	\$ 53,141,447	83.0%	27.7%	\$ 15,388,440	\$ 57,630,409	26.7%	\$ (646,908)	-4.2%
Surplus/(deficit)	\$ 4,668,474	\$ 835,339	\$ 1,287,208			\$ 3,840,009	\$ (662,123)		\$ 828,465	21.6%
Net Transfers Out/(In)	\$ -		\$ 1,530,279			\$ -	\$ 1,000,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 4,668,474	\$ 835,339	\$ (243,071)			\$ 3,840,009	\$ (1,662,123)		\$ 828,465	21.6%
<i>Beginning Fund Balance</i>	<i>30,873,031</i>	<i>30,873,031</i>	<i>30,873,031</i>			<i>32,311,033</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>4,668,474</i>	<i>835,339</i>	<i>(243,071)</i>			<i>3,840,009</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 35,541,505	\$ 31,708,370	\$ 30,729,960			\$ 36,151,042				

Operating Funds - Statement of Activities
October 31, 2022

	Actual	Budget
Revenue		
Local Governmental Sources	9,755,891.42	28,962,379.00
State Governmental Sources	1,525,229.62	4,872,056.00
Federal Governmental Sources	-	-
Student Tuition & Fees	6,076,591.65	13,350,427.00
Sales & Service Fees	43,836.65	164,000.00
Facilities Revenue	2,400.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	1,931.06	11,000.00
Other Revenue	2,004,125.33	7,049,827.00
Total Revenue	19,410,005.73	54,428,655.00



Expenditures		
Salaries	8,789,160.99	28,170,035.00
Employee Benefits	2,916,341.28	10,992,486.00
Contractual Services	1,228,837.42	4,822,764.00
General Materials & Supplies	964,440.83	3,307,839.00
Travel & Conference/Meeting	53,619.01	332,532.00
Fixed Charges	346,254.90	1,591,347.00
Utilities	141,148.76	1,220,675.00
Capital Outlay	5,015.23	1,687,269.00
Other Expenditures	296,713.30	916,500.00
Contingency	-	100,000.00
Total Expenditures	14,741,531.72	53,141,447.00
Excess/(deficit) of revenues over expenditures	4,668,474.01	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 October including details regarding the College's investments.

Recommendation

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

A handwritten signature in black ink, appearing to read 'C. Gabbard', is written over the printed name.

Clinton E. Gabbard
President

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

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$193,089.40	\$269,342.16	\$273,870.87	\$188,560.69
Crystal Lake Bank & Trust Direct Pay	\$162,870.70	\$1,642,215.28	\$1,641,879.01	\$163,206.97
Crystal Lake Bank & Trust Employee Benefits	\$0	\$19,352.36	\$19,352.36	\$0
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$865,596.16	\$865,596.16	\$10,000.00
Crystal Lake Bank & Trust Funds Holding	\$2,630,376.63	\$5,137,842.25	\$6,568,130.60	\$1,200,088.28
Crystal Lake Bank & Trust Operations	\$135,019.38	\$3,281,259.55	\$3,279,727.05	\$136,551.88
Crystal Lake Bank & Trust Payroll	\$68,837.47	\$3,509,460.38	\$3,537,798.59	\$40,499.26

McHenry County College
October 31, 2022

Investments

College Fund	Financial Institution	10/31/22 Investments	09/30/22 Investments	10/31/22 % of Total Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$145,316	\$247,390	0%	see below	N/A	On Demand
Education	PFM Investments	23,911,205	23,902,384	53%	see below	N/A	Various
Operations & Maintenance	PFM Investments	1,009,921	1,009,417	2%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	6,729,808	6,723,822	15%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,216,666	8,204,370	18%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	196,200	198,544	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	358,227	357,896	1%	see below	N/A	Various
Working Cash	PFM Investments	2,900,985	2,899,951	6%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,058,031	2,057,167	5%	see below	N/A	Various
	Total	\$45,526,359	\$45,600,941	100%			

Investment Revenue

Investment Revenue

College Fund	Oct-22	Fiscal YTD
Education	\$9,793	(\$114,391)
Operations & Maintenance	583	(6,620)
Operations & Maintenance (Restricted)	6,922	(78,676)
Operations & Maintenance (Restricted CDB Projects)	12,627	31,832
Working Cash	1,196	(13,591)
Liability, Protection and Settlement	998	(11,353)
Total	\$32,119	(\$192,799)

Illinois Fund Rates - October 31, 2022

Annualized rate - Money Market	
Low	2.878%
High	3.214%
Average	3.060%

PFM Investment Rates - October 31, 2022

Range of CD Rates				
	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-
Yield to Maturity of Notes				
	Short Term	Long Term	CDB Trust 019	CDB Trust 020
At Cost	3.640%	1.600%	2.260%	2.040%
At Market	4.180%	4.580%	4.530%	4.310%

*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 \$1,148,646.43. Please note that the expenses are not segregated into the respective funds.

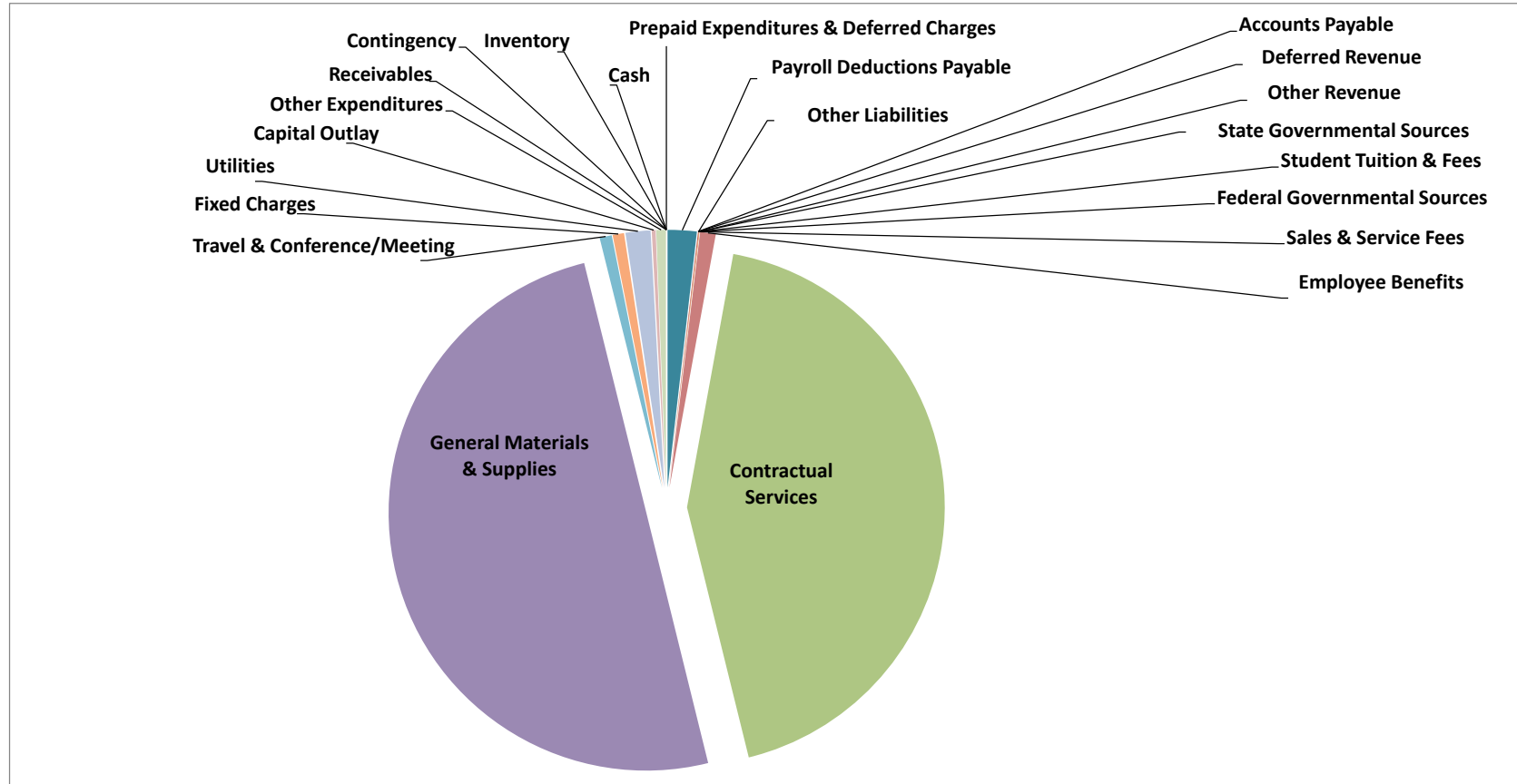
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of October 1 - October 31, 2022, totaling \$1,148,646.43.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 10/1/22 through 10/31/22



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	380.00	0.03%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	11,244.19	0.98%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	496,978.20	43.27%
Payroll Deductions Payable	20,883.84	1.82%	General Materials & Supplies	573,997.09	49.97%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	8,760.56	0.76%
Deferred Revenue	0.00	0.00%	Fixed Charges	8,167.70	0.71%
Other Liabilities	558.31	0.05%	Utilities	17,919.97	1.56%
State Governmental Sources	0.00	0.00%	Capital Outlay	2,800.00	0.24%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	6,956.57	0.61%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	1,148,646.43	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY22: (5-May)	FY22: (6-Jun)	FY23: (7-Jul)	FY23: (8-Aug)	FY23: (9-Sep)	FY23: (10-Oct)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$9,692.18	6,837.29	620.00		1,240.89		994.00
Engineering Total						6,837.29	620.00	-	1,240.89	-	994.00
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,755.43	666.58	369.07	233.49	668.19	985.49	832.61
Food Vendor	54	General Materials & Supplies	0395263	GORDON FOOD SERVICE	\$34,567.09	20,893.51	8,868.92	3,976.18		828.48	
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,418.40	510.48	830.48	73.92	81.76	454.88	466.88
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$1,101.50				413.00		688.50
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,995.40	1,618.75	829.90			1,232.90	1,313.85
Food Vendor Total						23,689.32	10,898.37	4,283.59	1,162.95	3,501.75	3,301.84
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,000.00		250.00	250.00	500.00		
Landscaping	58	Capital Outlay	0394808	COUNTRYSIDE GARDEN	\$1,080.00			1,080.00			
Landscaping Total						-	250.00	1,330.00	500.00	-	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$47,489.58			27,771.72			19,717.86
Legal Total						-	-	27,771.72	-	-	19,717.86
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$74,299.05	25,273.80	9,709.41	2,739.60	12,706.82	18,513.60	5,355.82
Temporary Staffing	53	Contractual Services	0407503	Robert Half Interna	\$202,562.64	22,345.00	45,150.91	24,151.25	45,692.28	43,278.61	21,944.59

Minimum Qualifications for Full-Time Faculty
2023-2024

Information

In May 1983, the Board of Trustees adopted a set of Minimum Qualifications required to insure appropriate faculty preparation for instruction in each of the College's credit courses and comply with accrediting and regulatory agency standards. Developed by faculty and administrative staff, the original document accounted for all credit courses taught to date by full-time faculty, as well as those taught by part-time faculty.

The addition of new courses to the curricula, realignment of existing courses, and the deletion of withdrawn courses necessitates that the Minimum Qualifications document be updated annually. In addition, the opportunity for review and refinement of existing Minimum Qualifications serves as an important means of insuring that the Minimum Qualifications determined for each course are, in fact, realistic considering actual experience. Changes are reflected in red, and new courses are represented with an asterisk.

Recommendation

It is recommended that the Board of Trustees approves the Minimum Qualifications for Full-Time Faculty as listed on the attached report for the 2023-2024 academic year.



Clinton E. Gabbard
President

**MINIMUM
QUALIFICATIONS
for
FULL-TIME FACULTY
POSITIONS**

**MCHENRY COUNTY COLLEGE
Crystal Lake, Illinois**

2023-2024 Edition

(Effective January 2023)

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2022-2023	TESTED EXPERIENCE 2022-2023	MINIMUM QUALIFICATION CHANGE for 2023-2024	TESTED EXPERIENCE CHANGE for 2023-2024
ACCOUNTING					
ACC 110-Basic Accounting Procedures	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.			
ACC 151-Financial Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 152-Management Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.			
ACC 220-Computer Applications for Accounting	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and at least 2000 hours of related work experience.			
ACC 236-Cost Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 237-Income Tax Accounting	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and 2000 hours of related work experience.			
ACC 238-Income Tax - Advanced	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and 2000 hours of related work experience.			
ACC 239-IRS Practice & Procedures	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and 2000 hours of related work experience.			
ACC 240-Enrolled Agent - RTRP Review	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and 2000 hours of related work experience.			
ACC 241-Tax Internship	1.2	Bachelor's degree in Accounting with at least 2,000 hours of related work experience or a Bachelor's degree in Business and a minimum of 18 academic credit hours of accounting coursework and 2000 hours of related work experience.			
ACC 245-Principles of Finance	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 250-Intermediate Accounting I	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.			
ACC 251-Intermediate Accounting II	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 255-Accounting Internship	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.			
ACC 260-Auditing and Assurance Services I	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 265-Auditing and Assurance Services II	1.2	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework .			
ACC 290-Special Topics in Accounting	1.1	Master's degree in Accounting or a Master's degree in Business and a minimum of 18 graduate credit hours of accounting coursework.			
ENTREPRENEURIAL AGRICULTURE					

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2022-2023	TESTED EXPERIENCE 2022-2023	MINIMUM QUALIFICATION CHANGE for 2023-2024	TESTED EXPERIENCE CHANGE for 2023-2024
AGR 104-Introduction to Agriculture*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture science and the industry.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture science and the industry.		
AGR 107-Introductory Agriculture Practicum*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of vegetable and fruit production.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of vegetable and fruit production.		
AGR 226-Advanced Agriculture Internship*	1.2	Bachelor's degree in the agricultural area + 2,000 hours of related work experience.	Associate in Applied Science degree in the Agriculture area+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience.		
ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY					
AET 141-Interior Design I	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline			
AET 142-History of Interiors	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline			
AET 151-Computer Aided Design Graphics I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 152-Computer Aided Design Graphics II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 153-Computer Aided Design Graphics III	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 154-Computer Aided Design Graphics IV	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 158-Geometric Tolerancing	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.		
AET 161-BIM Revit I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 162-BIM Revit II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 165-BIM Navisworks I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 171-Parametric Modeling SolidWorks I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.		
AET 172-Parametric Modeling SolidWorks II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 241-Interior Design 2	1.1	Master's degree in Architecture or Interior Design; OR a completed Masters degree with 18 credit hours in the discipline			
AET 251-Design Visualization	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience; or 8,000 hours of CAD work experience.		
AET 261-Technical Portfolio Design I	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		

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AET 262-Technical Portfolio Design II	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 271-Applied Statics	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 290-Topics in Architecture and Engineering	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AET 299-Independent Study in Drafting	1.2	Bachelor's degree in Industrial Technology, Architecture, Engineering, Engineering Technology, Construction or related field and 2,000 hours of work related experience.	Associate of Applied Science degree in Engineering or Architectural Technology and 4,000 hours of related work experience or 8,000 hours of CAD work experience.		
AUTOMOTIVE					
AMT 100-Introduction to Automotive Technology	1.2	Bachelor's degree in Automotive Technology or related field, and ASE G1, A6, A4 and A5 certification and 2,000 hours of related work experience	ASE Certifications G1, A6, A4 and A5 and 4,000 hours of automotive related work experience.		
AMT 110-Automotive Customer Service	1.2	Bachelor's degree in Automotive Technology or related field, and ASE Service Consultant certification	ASE Certifications as Service Consultant, and 4,000 hours of automotive related work experience.		
AMT 120-Automotive Electricity Fundamentals	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in G1 and L1 Advanced, and 8,000 hours of automotive related field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 140-Automotive Engine Technology	1.2	Bachelor's degree in Automotive or related field, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 160-Automotive Electronics Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 170-Manual Drive Train & Axles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		

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AMT 180-Automotive Steering, Chassis, & Suspension	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 200-Computerized Automotive Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 220-Automotive Brake Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 230-High Performance Engine Fundamentals	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 240-Automotive Climate Control Systems	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 250-Automotive Cooperative Internship	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		

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AMT 260-Engine Performance/ Drivability	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 265-Alternate Fuel Vehicles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 270-Automatic Transmission & Transaxles	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
AMT 299-Automotive Independent Study	1.2	Bachelor's degree in Automotive Technology, Master certification by ASE in those areas related to courses to be taught including G1 and L1Advanced and 18,000 hours / 9 years of automotive field work experience.	AAS degree in Automotive Technology, Master certification by ASE in those areas relating to courses to be taught, and 8,000 hours of automotive field related work experience. (Master ASE, including G1 and L1 Advanced certification and 5 years of automotive related field experience preferred); Or, Master Certification by ASE in those areas relating to courses to be taught, and 18,000 hours of automotive related field work experience. (Master ASE, including G1 and L2 Advanced certification preferred).		
ANIMATION					
ANI 100-2D Animation	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			
ANI 103-Animation Techniques I	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			
ANI 105-3D Modeling and Animation 1	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			
ANI 203-3D Animation Techniques II	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			
ANI 205-3D Modeling and Animation 2	1.2	Bachelor's degree in one of the computer or art fields with coursework in modeling and/ or animation or a bachelor's degree in one of the computer or art fields and 2,000 hours of related experience.			

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ANTHROPOLOGY					
ANT 151-Introduction to Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 155-Introduction to Archaeology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 160-Introduction to Physical Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 170-Intro to Cultural Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 255-Archaeological Field School	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 260-Archaeology of the Ancient Near East	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ANT 290-Topics in Anthropology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ADMINISTRATIVE OFFICE MANAGEMENT					
AOM 101-Keyboarding I – Introduction	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 102-Document Formatting	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 105-Keyboarding Speed & Accuracy	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 120-Word Processing I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 122-Word Processing II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 130-Presentation Software	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 131-Spreadsheet Application I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 132-Database Systems I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 134-Introduction to Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 135-Medical Terminology	1.2	Bachelor's degree in Medical, Health, Biological Sciences or Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC) certification and 2,000 hours of related work experience.			
AOM 140-Integrated Office Applications	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 145-Office Practice	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 231-Spreadsheets Application II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 232-Database Systems II	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 234-Advanced Desktop Publishing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 250-Administrative Office Procedures	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			

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AOM 255-Administrative Office Management Internship	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
AOM 299-Independent Study in Administrative Office Management	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
ART					
ART 150-Humanities Through the Arts	1.1	Master's degree and 18 graduate credit hours in humanities.			
ART 151-Art Appreciation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 152-Intro to Studio Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 153-2D Design	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 155-Non-Western Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 156-Drawing I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 157-Drawing II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 158-Life Drawing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 159-Introduction to Printmaking	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 160-Painting I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 165-Ethnic Folk Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 166-Digital Tools for Studio Artists	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 167-Graphic Design I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in a studio discipline.			
ART 168-Computer Art I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in a studio discipline.			
ART 170-Introduction to Art Education	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 171-Art History I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 172-Art History II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 174-Studies in Contemporary Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 175-History of Photography	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 176-Fashion and Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 180-Sculpture I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 184-Jewelry/Metals I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 185-Fibers I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 186-Jewelry/Metals II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 190-Professional Practices	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 241-Darkroom Photography I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 242-Darkroom Photography II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			

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ART 244-Color Photography	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 245-Primitive Photography	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 246-Alternative Photo Processing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 247-Large Format Photography	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 248-Studio Lighting I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 249-Studio Lighting II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 250-Digital Photography I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 251- Audio, Video, New Media I *	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 252-Digital Photography II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 253-3D Design	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 254-Digital Photography III	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 255-Digital & Film Photo Exploration	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 257-Drawing III	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 258-Life Drawing II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 261-Painting II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 262-Painting III	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 263-Painting IV	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 264-Beginning Watercolor	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 265-Advanced Watercolor	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 266-Advanced Painting	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 271-Ceramics I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 272-Ceramics II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 273-Ceramics III	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 274-Ceramics IV	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 275-Ceramics Studio	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 280-Sculpture II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in studio art.			
ART 290-Topics in Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ART 299-Study in Art	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIOLOGY					
BIO 110-Introduction to Human Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 130-Environmental Field Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			

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BIO 138-Heredity, Ethics and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 157-Fundamentals of Biology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 158-Evolution and Biodiversity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 255-Microbiology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 263-Human Anatomy and Physiology I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BIO 264-Human Anatomy and Physiology II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
BUSINESS					
BUS 110-Business Career Skills I	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 145-Business Applications of Mathematics	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 150-Introduction to Business	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.			
BUS 155-Business Communication	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 160-Introduction to Entrepreneurship	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 162-Entrepreneurship Business Planning	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 175-Introduction to International Business	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 220-Human Relations and Team Building	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 235-Business Ethics	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.			
BUS 241-Business Law	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.			
BUS 255-Business Internship	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.			
BUS 270-Principles of Exporting & Importing	1.2	Bachelor's degree in Business, Business Education or related field and 2,000 hours of related work experience.			
BUS 299-Topics/Issues in Business	1.1	Master's degree in Business Management, International Business, Management and Leadership, MBA, or related field with 18 graduate credit hours in the discipline.			
COMPUTER INFORMATION SYSTEMS					
CDM 090-Introduction to Computer Applications	1.6	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Management Information Systems, Information Technology, or a related field with demonstrated skills in computer applications (teaching demonstration is required)		

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CDM 110-Computer Literacy for Windows	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. Bachelors degree in Education with coursework in Microsoft Office Applications and completion of training for the CDM 110 course from MCC.	If no specific coursework in Microsoft Office and Web Development has been taken, the instructor must demonstrate knowledge of: Windows, Word, Excel, Access, PowerPoint, and HTML before teaching the course. Successfully completing the CDM 110 course will be accepted as training / testing in addition to a Bachelors degree and teaching certification.		
CDM 120-Computer Ethics	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		
CDM 205-Technology in Education	1.1	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.			
CDM 240-Server + Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		
CDM 250-Internship in CDM	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		
CDM 290-Topics in Computers & Digital Media	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		
CHEMISTRY					
CHM 115-Chemistry and Society	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 164-Elementary Chemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 165-General Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 166-General Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 170-Survey of Organic and Biochemistry	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 265-Organic Chemistry I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CHM 266-Organic Chemistry II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CRIMINAL JUSTICE					
CJS 101-Introduction to Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 106-Introduction to Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 110-Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 115-Criminal Law	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.			
CJS 120-Juvenile Delinquency	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 125-Principles of Criminal Investigation	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 140-Criminology	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.			

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CJS 201-Laws of Criminal Evidence	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 206-Community Based Corrections	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 211-Terrorism and Homeland Security*	1.2	Master's degree in the criminal justice field or related fields to include: sociology, psychology, or management. And 10,000 hours work experience or Juris Doctorate in Law And 10,000 hours work experience.	Bachelor's degree in the criminal justice field or related fields and 10,000 hours work experience or 18 hours towards criminal justice Master's degree or related field and 10,000 hours work experience.		
CJS 215-Community Policing	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 220-Ethics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 225-Criminal Justice Management	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 230-Student Police Academy	1.2	1. Master's degree in Criminal Justice or related fields to include: Sociology, Psychology, or Management. Plus 10,000 hours of work experience. Or, Juris Doctorate in law and 10,000 hours of work experience. 2. Bachelor's degree in the Criminal Justice field or related fields and 10,000 hours work experience. Or 18 hours toward a Criminal Justice master's degree or related field and 10,000 hours work experience.			
CJS 250-Criminal Justice Internship	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CJS 275-Criminal Procedures	1.1	Master's degree in Criminal Justice or Sociology and 2,000 hours of related work experience.			
CJS 290-Topics in Criminal Justice	1.2	Bachelor's degree in Criminal Justice (or related field) or 18 hours toward a Criminal Justice Master's degree or related field and 2,000 hours of work experience.			
CULINARY MANAGEMENT					
CLM 100-Intro to Professional Hospitality	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience in Hospitality, travel/tourism or event planning field.		
CLM 101-Culinary Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 102-Culinary Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 103-Culinary Skills III	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 105-Sanitation and Safety	1.2	Bachelor's degree in Hospitality, Culinary Arts, Consumer Science or Food Science related field. Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.	Associate degree in Culinary, Pastry, Hospitality or related field, 2,000 hours of work experience and Illinois Food Service Certification-Instructor level (FSSMC) and Servsafe™ certified instructor and proctor.		
CLM 106-Culinary Nutrition	1.2	Bachelor's degree in Hospitality or Nutrition or registered dietician and 2,000 hours of work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		

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CLM 107-Culinary and Hospitality Supervision	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 130-Inventory, Purchasing & Costing	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 140-Garde Manger & Int'l Cuisine	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 160-Menu Planning	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 180-Bar and Beverage Management*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.		
CLM 181-Introduction to Wine Culture*	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience in a position related to wine or beverage management.		
CLM 208-Restaurant Operational Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CLM 255-Culinary Internship	1.2	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience. Alternative: 8000 hours work experience and industry certified by either ACF, AHILA, IFSEA, NRAEF, or RBA.			
CLM 290-Topics in Culinary Management	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
CONSTRUCTION MANAGEMENT					
CMT 102-Construction Documents	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 105-Intro. To Building Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 110-Mechanical Systems and Codes	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 115-Electrical Systems and Codes	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 120-Building Codes and Enforcement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 125-Survey Layout and Measurement	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 201-Construction Estimating	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		

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CMT 203-Construction Planning and Schedule	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 205-Construction Project Management	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 250-Construction Management Internship	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 261-Technical Portfolio Design I	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 262-Technical Portfolio Design II	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CMT 290-Topics in Construction	1.2	Bachelor's degree in Construction/Industrial Management, Architecture, Engineering, Engineering Technology or related field and 2,000 hours of work related experience.	Associate degree in Construction Management, Architectural Engineering Technology or related field and 8,000 hours of work related experience; Or, 18,000 hours of work related experience.		
CANCER REGISTRY MANAGEMENT					
CRM 225 - Cancer Registry Structure & Management *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 245 - Cancer Registry Operations *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 255 - Cancer Disease, Coding and Staging *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 265 - Oncology Treatment and Coding *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 275 - CRM Data Quality & Utilization *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 285 - Abstracting Methods *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
CRM 295 - Cancer Registry Clinical Practicum *	1.2	Associate degree, 2 yrs work related experience, and a CTR credential OR Bachelor's degree, 1 yr related experience and a CTR credential			
COMPUTER SCIENCE					
CSC 121-Computer Science I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
CSC 122-Computer Science II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
DATABASE MANAGEMENT					
DBM 100-Intro to MySQL Database Mgmt. Systems	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.			
DBM 110-SQL/Database Concepts	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.			
DIGITAL MEDIA					
DGM 107-Introduction to Digital Legacies	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.			

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DGM 110-Game Design I	1.1	Bachelor's degree in Computer Science or Design field with specific coursework and / or 2000 hours of experience in the Gaming field			
DGM 152-Interface Design	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field			
DGM 153-Designing the User Experience	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field			
DGM 170-Digital Video Production	1.2	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field	Associate degree in Computer Information Systems, Computer Science, Information Technology. and 8,000 hours of related experience.		
DGM 210-Game Design 2	1.1	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field			
DGM 250-Digital Media Internship	1.1	Bachelor's degree in Art, Computer Science, or a related field. A minimum of 2,000 hours of related experience			
DGM 256-Digital Freelancing	1.2	Bachelor's degree in a field relating to Digital Media, coursework and 2,000 hours of related experience.	4,000 hours of work experience relating to freelancing, business management, or running their own business.		
DGM 260-3D Game Development 2	1.1	Bachelor's degree in a computer, design, or media related field with specific coursework and / or 2000 hours of experience in the Gaming field			
DGM 265-Agile Project Management	1.2	Bachelor's degree in a field relating to Computer Science, Project Management, or Business; 2,000 hours of work experience, or industry certifications relating to Project Management.			
GRA 275-Portfolio Design	1.2	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.			
DGM 290-Topics in Digital Media	1.1	Bachelor's degree in a computer, graphic, video or animation or a related area with coursework and 2,000 hours of related experience.			
EARTH SCIENCE					
EAS 101-Introduction to Earth Science*		Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.			
EAS 120-Introduction to Meteorology	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
EAS 180-Introduction to Astronomy	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
EAS 185-Natural Hazards and Disasters	1.1	Master's degree in the geoscience or Master's degree and 18 graduate credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		

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EARLY CHILDHOOD EDUCATION					
ECE 115-Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 118-The Professional Child Care Provider	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 120-Child Growth and Development	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 121-Infant/Toddler Development & Care	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 125-Nutrition, Health & Safety	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 131-Early Childhood Guidance & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 150-Child Study & Observation	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 155-Child, Family & Community Relations	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 204-Early Childhood Language Arts	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 209-Early Childhood Music/Rhythmic Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 214-Early Childhood Art Activities	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 219-Early Childhood Science and Math	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 229-Early Childhood Curriculum & Activity	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 234-Child Care Center Management	1.2	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 250-Early Childhood Practicum	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECE 290-Topics in Early Childhood Education	1.1	Master's degree in Early Childhood Education, Education, Family and Child Studies, or Child Development and 2,000 hours of related work experience			
ECONOMICS					
ECO 150-Introduction to Economics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ECO 251-Microeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ECO 252-Macroeconomics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			

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ECO 261-Economic Development Dynamics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
EDUCATION					
EDU 251-Introduction to Education	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 252-Children's Literature	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 253-Children with Exceptionalities	1.1	Master's degree in Education or Special Education, specific to K through Grade 12			
EDU 255-Diversity of Schools	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 257-Language Development	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 261-Intro to Foundations of Reading	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 275-Classroom Observation	1.1	Master's degree in Education, specific to K through Grade 12			
EDU 290-Topics in Education	1.1	Master's degree in Education, specific to K through Grade 12			
ENGINEERING					
EGR 151-Engineering Graphics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EGR 251-Statics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EGR 252-Dynamics	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EGR 260-Electrical Circuits Analysis	1.1	Master's degree in physics or engineering, or Master's degree with 18 graduate semester hours in the discipline.			
EMERGENCY MEDICAL SERVICES					
EMS 105-First Responder Emergency Aid	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science in Health Sciences; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.		
EMS 110-Emergency Medical Technician--Basic	1.2	Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor.	AAS degree in EMS or Fire Science; Current Illinois licensure as an EMT-B, IDPH recognition as an EMS Lead Instructor, 4,000 hours- (2 years) of work related experience.		
EMS 120-EMT Paramedic Module I	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 121-EMT Paramedic Module II	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 122-EMT Paramedic Module III	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
EMS 123-EMT Paramedic Internship	1.2	BSN, or Bachelor degree in Health Sciences or related field and 2,000 hours of related experience; Current Illinois licensure as an EMT-Paramedic or RN; IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.	AAS degree in EMS, Fire Science, Nursing; Current Illinois licensure as an EMT-Paramedic or RN IDPH recognition as an EMS Lead Instructor and 10,000 hours - 5 years of ED/EMS related work experience.		
ENGLISH					
ENG 088-Spelling	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 089-Sentence Structure	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			

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ENG 090-Foundations of Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 095-Introduction to College Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 097-Academic Reading and Writing for ELL	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 099-Effective Writing	1.4	Bachelor's degree in English (preferably in English language instruction or related field.)			
ENG 105-Technical Communications	1.2	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 108-Writing for the Web	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 151-Composition I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 152-Composition II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 240-Introduction to Shakespeare	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 250-Creative Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 251-Introduction to Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 252-Studies in Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 253-World Literature to 1650	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 254-World Literature 1650 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 255-British Literature to 1800	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 256-British Literature 1800 to Present	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 260-American Literature I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 261-American Literature II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 270-The Bible as Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 271-Greek and Roman Mythology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 272-Non-Western Mythologies	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 275-Women's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 276-Asian Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
ENG 277-Intro to Children's Literature	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
FRENCH					
FRE 151-Elementary French I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FRE 152-Elementary French II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FRE 251-Intermediate French I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FRE 252-Intermediate French II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
FIRE SCIENCE					

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FRS 100-Introduction to Emergency Services	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 101-Introduction to Fire Science	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience		
FRS 121-Fire Suppression	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 hours of related work experience.		
FRS 122-Building Construction Fire Service	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 123-Fire Protection Systems	1.2	Bachelors degree in Fire Science, EMS, Criminal Justice or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 150- Basic Operations Firefighter	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		

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FRS 205-Fire Inspection & Code Enforcement	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 222-Fire Service Instructor I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 223-Fire Service Tactics & Strategies I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 224-Fire Prevention Principles I	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 240-Fire Behavior and Combustion	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		
FRS 245-Principles of Fire/EMS Safety & Survival	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		

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FRS 250-Fire Science Practicum	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 252-Hazardous Materials First Responder Operations	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 253-Fire Apparatus Engineer	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
FRS 270-Legal Aspects of Emergency Services*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		
FRS 272-Fire & Emergency Services Admin*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		
FRS 278-Safety & Health for Emergency Serv*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		

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FRS 283-Fire Investigation I*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		
FRS 284-Fire Investigation II*	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor I certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience.		
FRS 290-Topics in Fire Science	1.2	Bachelors degree in Fire Science, or related field and 2,000 hours of related work experience	AAS degree in Fire Science or EMS or State Fire Marshal Certification in related field and 2,000 hours of related work experience; Office of the State Fire Marshal Instructor II certification, 10,000 hours of Fire Service experience, Or, EMT-B Illinois licensure or previous EMT-B or EMT-P licensure and 2,000 hours of related work experience; or certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress and 2,000 experience		
GEOGRAPHY					
GEG 107-Introduction to Physical Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 123-Energy Resources	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 124-Energy Resources Lab	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 202-Geography of the Developed World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 203-Geography of the Developing World	1.1	Master's degree in geoscience* or any master's degree with 18 credit hours in the discipline.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		

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GEG 204-Economic Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 220-The Global Environment	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 221-The Global Environment (Lab)	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEG 290-Topics in Geography	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEOLOGY					
GEL 105-Introduction to Physical Geology	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GEL 110-Geology of the National Parks	1.1	Master's degree in geoscience, or any masters degree with 18 credit hours in geoscience. Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.	Geoscience degrees include Astronomy, Atmospheric Science, Environmental Science, Geography, Geology, Meteorology, and Oceanography. Geoscience degrees do not include "Geoscience-Related Education" degrees.		
GERMAN					
GER 151-Elementary German I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 152-Elementary German II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 251-Intermediate German I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GER 252-Intermediate German II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or Master's degree and native fluency.			
GRAPHIC ARTS					
GRA 100-Adobe Design Suite	1.2	Bachelor's degree in Graphic Arts, Multimedia, Information Technology or a related field and 2,000 hours work experience in graphic arts, multimedia or design.			
GRA 123-Digital 2D Design	1.1	Master's degree in Art, Design, Illustration, Publishing or a related field with significant coursework related to design.			
GRA 125-Digital Drawing Illustration I	1.1	Master's degree in Art, Design, Animation, Illustration or a related field with significant coursework related to design.			
GRA 167-Graphic Design I	1.1	Master's degree in Art, design, Illustration, Publishing or a related field with significant coursework related to Design.			

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GRA 168-Computer Art I	1.1	Master's degree in Art, Design, Animation, Illustration or a related field with significant coursework related to design.			
GRA 180-History of Graphic Design	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.			
GRA 183-Typography	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.			
GRA 185-Color Theory	1.2	Bachelor's degree in an Art, Design, Illustration, Publishing or a related area with coursework and 2,000 hours of related experience.			
GRA 267-Graphic Design 2	1.1	Master's degree in Art, design, Illustration, Publishing or a related field with significant coursework related to Design.			
HEALTH SCIENCES					
HCE 100-Health Profession Career Exploration	1.2	Bachelor of Science /Bachelor of Art degree required,			
HCE 110-Medication Math	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience, Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.			
HCE 111-Evidence Based Practice	1.2	Bachelor's degree or higher in a related field in healthcare with 6,000 hours of related work experience, Current license as a professional health care provider in Illinois; Knowledge of the integration of technology in the classroom is expected.			
HEALTH AND FITNESS EDUCATION					
HFE 101-Volleyball I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 103-Martial Arts/Self Defense	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 105-Yoga I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 106-Tai Chi*	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 110-Golf I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 120-Physical Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year of teaching experience.		
HFE 121-Strength Training I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			

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HFE 122-Aerobic Exercise	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 123-Fitness Walking	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 125-Fencing I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		
HFE 140-Theories of Baseball and Softball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 141-Theory of Basketball	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 150-Contemporary Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 151-First Aid and CPR	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current Instructor's certification through American Red Cross.			
HFE 152-Women's Health Issues	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 161-Personal Fitness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 170-Fitness and Human Performance Professions	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 171-Exercise Science I	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 175-Group Exercise Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 176-Strength and Conditioning Principles	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 202-Lifeguard Training	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. Current Instructor's certification through American Red Cross.			
HFE 210-Golf II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness and 2000 clock hours of related work experience. Or, appropriate certification/licensure and 8,000 hours of experience. CPR/AED certified.		

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HFE 221-Strength Training II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.			
HFE 250-Nutrition for Wellness	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Current licensed Registered Dietician. 2000 clock hours of related work experience. One year of teaching experience. CPR/AED certified. 2000 hours of related work experience.		
HFE 251-Drugs in a Contemporary Society	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 252-Issues in Family Violence	1.1	Master's degree in Health Education, Social Work, Criminal Justice, or related field. 2,000 hours of related work experience. Completion of the 80-hour Domestic Violence class at Turning Point.			
HFE 255-Stress Management	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 260-Exercise Psychology and Motivation	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 270-Exercise Program Design	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience. CPR/AED certified.			
HFE 271-Exercise Science II	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. CPR/AED certified.			
HFE 278-Application of Fitness Instruction	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework. 2,000 hours of related work experience.			
HFE 279-HFE Internship	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 280-Health Coaching	1.2	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.			
HFE 290-Topics in Health and Fitness Education	1.1	Master's degree in Exercise Science/Physiology, Physical Education/Fitness, Kinesiology, Health Education, or 18 hours of graduate level health coursework.	Bachelor's degree in Exercise Science/Physiology, Physical Education/Fitness. CPR/AED certified. 2000 clock hours of related work experience. One year teaching experience.		
HISTORY					
HIS 132-Western Civilization II (from 1500 CE to present)	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 141-Women's History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 165-History of Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 170-United States History I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 172-United States History II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 180-History of Illinois	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HIS 290-Topics in History	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
HEALTH INFORMATION TECHNOLOGY					

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HIT 137-Basic CPT Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 138-ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 139-Healthcare Reimbursement	1.2	Bachelor's degree in a health related field. Must hold a credential from AHIMA.			
HIT 160-Intro to Health Information Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 180-Healthcare Delivery Systems	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 210-Healthcare Law and Ethics	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 220-Qualtiy & Performance Improvement	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 235-HIT Pathophysiology & Pharmacology	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 237-Advanced CPT and ICD Coding	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 240-Electronic Health Records	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 260-Healthcare Management	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 270-Healthcare Statistic and Research	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HIT 280-HIT Practicum	1.2	Bachelor's degree in a health related field and 2,000 hours related work experience. Must hold a credential from AHIMA.			
HORTICULTURE					
HRT 100-Introduction to Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the fundamentals of horticulture science and the industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of horticulture science and the industry.		
HRT 103-Introduction to Plant Science	1.1	Master's degree in plant sciences or closely related field (Agronomy, Biology, Botany, Crop Science, Forestry, Horticulture, Plant Science); 18 graduate credit hours in plant science related courses. Knowledge in the fundamentals of plant structure, function, and growth processes; and impact of plants on society.			
HRT 105-Introduction to Soil Science	1.1	Master's degree in soil and plant sciences or closely related field (Agronomy, Crop Science, Forestry, Horticulture, Soil Science); 18 graduate credit hours in soil and plant science related courses. Knowledge in the fundamentals of soil characteristics, development, and management.			
HRT 112-Horticultural Mechanics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of basic structures and supporting systems, equipment, and tools of the horticulture industry.		

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HRT 120-Basic Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of basic fresh floral designing techniques		
HRT 125-Intermediate Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop; working knowledge of intermediate fresh floral designing techniques		
HRT 130-Fall Greenhouse Production	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of greenhouse structures and systems operation, along with fall greenhouse crop production, including poinsettias.		
HRT 135-Fruit and Vegetable Crops	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of fruit and vegetable crop production specifically in northern Illinois.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of fruit and vegetable crop production specifically in northern Illinois.		
HRT 150-Plant Problem Diagnosis & Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Pesticide Applicator Training; Working knowledge of major plant problems facing horticulture plantings and crops in northern Illinois; along with current appropriate management practices.		
HRT 159-Landscape Perennials		Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture and use.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of herbaceous perennials suitable for northern Illinois landscapes, including plant identification, culture and use.		
HRT 160-Trees and Shrubs in the Landscape	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of trees and shrubs suitable for northern Illinois landscapes, including plant identification, culture and use.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of trees and shrubs suitable for northern Illinois landscapes, including plant identification, culture and use.		
HRT 161-Landscape Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design concepts and practices.	Or, Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience.; Certified Landscape Architect		
HRT 181-Turf Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use, with emphasis on home lawns, in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience.		
HRT 203-Introduction to Hydroponics	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the design, implementation, and culture of hydroponic and aquaponic crop and plant systems.		
HRT 205-Organic and Sustainable Practices	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Organic Grower; Working knowledge of organic systems and practices for growing fruit and vegetable crops in northern Illinois.		

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HRT 221-Advanced Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) ; Practical experience in retail floral shop; working knowledge of wedding and sympathy design and planning		
HRT 222-Flower Shop Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop ; working knowledge of floral shop business practices	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) Practical experience in retail floral shop ; working knowledge of floral shop business practices		
HRT-223 - Floral Art *	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; ICPF (Illinois Certified Professional Florist); or AIFD (national) - Practical experience in retail floral shop; working knowledge of fresh and everlasting floral designing techniques.		
HRT 229-Silk and Dried Floral Design	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Practical experience in retail floral shop ; working knowledge of designing with dry and artificial floral materials.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. ICPF (Illinois Certified Professional Florist) ; or AIFD (national) ; Practical experience in retail floral shop; working knowledge of designing with dry and artificial floral materials.		
HRT 231-Spring Greenhouse Production	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience; Working knowledge of greenhouse structures and systems operation, along with spring bedding plant production practices.		
HRT 250-Horticulture Internship	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the horticulture industry in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the horticulture industry in northern Illinois.		
HRT 251-Integrated Pest Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings, along with indoor plants and greenhouse crops.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the latest integrated pest management techniques appropriate for northern Illinois horticultural crops and plantings, along with indoor plants and greenhouse crops.		
HRT 264-Arboriculture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of tree care and arborist techniques	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Illinois Certified Arborist (ISA); Working knowledge of tree care and arborist techniques		
HRT 265-Landscape CAD	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of CAD techniques related to landscape design	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Landscape Architect; Working knowledge of CAD techniques related to landscape design		
HRT 266-Landscape Construction	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of landscape design, landscape installation, and care.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of landscape design, landscape installation, and care.		
HRT 282-Golf Course &Sports Turf Management	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Certified Golf Course Superintendent ; Working knowledge of turfgrass culture and use, with emphasis on golf courses and athletic fields, in northern Illinois.		

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HRT 290-Topics and Issues in Horticulture	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific topic addressed in the specific section designed within the parameters of this course.		
HRT 299-Horticulture Independent Study	1.2	Bachelor of Science degree in the horticultural area + 2,000 hours of related work experience; Working knowledge of the specific independent study topic the student is pursuing in the section taught.	Associate in Applied Science degree in the Horticultural area + 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the specific independent study topic the student is pursuing in the section taught.		
MANUFACTURING MANAGEMENT					
IMT 100-Introduction to Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104; 10,000 hours of industrial management work experience.		
IMT 102-Manufacturing Processes	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 103-Materials of Industry	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 104-Blueprint Reading for Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience; OR Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, For IMT 100 and IMT 104; 10,000 hours of industrial management work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).		
IMT 105-Introduction to Manual Machining	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.		

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IMT 106-CNC Programming I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).		
IMT 109-Mechanics of Materials	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).		
IMT 110-Supervisory Responsibility	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 112-Training the Trainer	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 116-Industrial Safety Management	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 117- Supply Chain Management I	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		

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IMT 120-Metrology for Quality	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 121-Quality Practices and Management	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 125-Principles of Personnel and Industrial Relations	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 130-Facilities Planning and Design	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 135-Maintenance Management	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 140-Electrical I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 141-Electrical II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		

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IMT 145-Hydraulics and Pneumatics	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 150-PLC I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 151-PLC II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 155-CNC Programming II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.		
IMT 200-Computer Integrated Manufacturing I	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.		
IMT 205-Computer Integrated Manufacturing II	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 18,000 hours of machining work experience; OR Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience AND an equivalent of 4,000 hours of practical work-related experience with manual milling machines and lathes and other equipment in a machining lab (e.g. drill press, surface grinders, band saws); experience setting up, operating, and programming CNC mills and lathes.		

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IMT 210-Continuous Improvement Practices	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 215- Supply Chain Management II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology, Supply Chain Management or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 250-Manufacturing Internship	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 261-Technical Portfolio Design I	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 262-Technical Portfolio Design II	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience. Required instruction must include the use of course-specific applicable technology and College approved Learning Management System (LMS).	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 290-Topics in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
IMT 299-Independent Study in Manufacturing	1.2	Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
JOURNALISM					
JRN 152-Introduction to Mass Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
JRN 155-Media News Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			

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JRN 165-Introduction to Broadcasting	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
JRN 170-Media Feature Writing	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
JRN 180-Introduction to Film	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or a masters degree in theatre, film or film studies.			
JRN 290-Topics in Journalism	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
INTERDISCIPLINARY STUDIES					
LAS 290-Topics in Interdisciplinary Studies	1.1				
LAS 250-Leadership Development	1.1				
LIBRARY					
LIB 110-Information Literacy and Research	1.1	Master's degree from an American Library Association-accredited library and information studies program.			
MOBILE APPLICATION DEVELOPMENT					
MAD 105-Programming for Android I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.			
MAD 107-Programming for iOS I	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.			
MAD 155-Programming for Android II	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.			
MAD 157-Programming for iOS II	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published iOS app.			
MAD 255-Programming for Android III	1.2	Bachelor's degree in a computer related field with specific coursework in app development, or a degree in a computer related field and a published App.			
MAD 257-Programming for iOS III	1.2	Bachelor's degree in a computer related field with specific course work in mobile development, or a degree in a computer related field and a published iOS app.			
MATH					
MAT 020-GE Stats Support*	1.4	Master's degree in Mathematics or related course.			
MAT 050-Elements of Math Support*	1.4	Master's degree in Mathematics or related course.			
MAT 061-College Algebra Support	1.4	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 090-Essentials of Mathematics	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.			
MAT 095-Elementary Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.			
MAT 096-Elementary Geometry	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.			
MAT 097-Technical Mathematics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			

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MAT 098-Mathematics for Electronics I	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			
MAT 099-Intermediate Algebra	1.4	Bachelor's degree in Mathematics, or Mathematics Education; Or, Bachelor's degree in Special Education or Learning Disabilities, or related field including calculus; or a bachelor's degree with at least 10 years grade 9-12 math teaching experience.			
MAT 106-Technical Mathematics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			
MAT 107-Mathematics for Electronics II	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			
MAT 120-General Education Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 140-Concepts in Mathematics	1.2	Minimums not set by Mathematics Department			
MAT 150-Elements of Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 158-Technical Mathematics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			
MAT 159-Mathematics for Electronics III	1.2	Bachelor's degree in Mathematics, Science, or Engineering, Architecture or related field and 2,000 hours of work related experience.			
MAT 161-College Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 165-College Algebra and Trigonometry	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 166-Trigonometry*	1.1	Master's degree in Mathematics or Master's degree in a related field with at least 18 semester hours in graduate level mathematics.			
MAT 170-Finite Mathematics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 171-Calculus for Business and Social Sciences	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 175-Calculus with Analytic Geometry I	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 201-Mathematical Foundations for Elementary Education	1.1	Master's degree in Mathematics or at least five years 6-12 math teaching experience and a Master's Degree.			
MAT 202-Mathematical Foundations for Elementary Education II	1.1	Master's degree in Mathematics or at least five years grades 9-12 math teaching experience and a Master's degree.			
MAT 220-Statistics	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 245-Calculus with Analytic Geometry II	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 253-Linear Algebra	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 255-Calculus with Analytic Geometry III	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
MAT 260-Differential Equations	1.1	Master's degree in discipline or Master's degree with a minimum of 18 graduate level semester credits in Mathematics.			
THE COLLEGE EXPERIENCE					
MCC 101-College Experience	1.1	Master's degree in any subject area.			

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MCC 102-College Success Seminar	1.1	Master's degree in any subject area.			
MANAGEMENT					
MGT 110-Supervisory Responsibility	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience. Bachelor's degree in Industrial/Construction Management, Architecture, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial/Construction Management or related field and 8,000 hours of related work experience; Or, Bachelor's degree in Technology Education and 4 years of manufacturing or industrial technology teaching experience and 2,000 hours of work related experience.		
MGT 150-Principles of Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 205-Creative Leadership	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 210-Human Resources Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 225-Cross Cultural Management	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MGT 230-Experiencing Management Decisions	1.2	Bachelor's degree in Business, Management, or related field and 2,000 hours of related work experience.			
MARKETING					
MKT 110-Principles of Marketing	1.1	Master's degree in Marketing; or MBA, or Master's in related field with 18 graduate hours in the discipline.			
MKT 120-Principles of Advertising	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 130-Professional Selling	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 140-Principles of Retailing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 155-Electronic Commerce (E-Commerce)	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 160-Social Media Marketing*	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience, with 8 hours of continuing education in Social Media Marketing annually and/or actively managing social media marketing campaign(s) that is/are verified.			
MKT 225-Consumer Behavior	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 240-Regional Agriculture Marketing	1.2	Bachelor's degree in the agricultural, business or marketing area+ 2,000 hours of related work experience; Working knowledge of the fundamentals of agriculture marketing and the industry.	Associate degree in the agricultural, business or marketing areas+ 8,000 hours of related work experience; Or, 18,000 hours of related work experience. Working knowledge of the fundamentals of agriculture marketing and the industry.		
MKT 249-Marketing Internship	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 264-International Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MKT 290-Topics & Issues in Marketing	1.2	Bachelor's degree in Marketing or related field and 2,000 hours of related work experience.			
MUSIC					
MUS 100-Chorus	1.1	Master's degree in Music or Music Education.			
MUS 101-Fundamentals of Music	1.1	Master's degree in Music or Music Education.			
MUS 104-Intro to Electronic Music Processing	1.1	Master's degree in Music or Music Education.			
MUS 111-Class Piano I	1.1	Master's degree in Music or Music Education.			
MUS 140-Music Theory I	1.1	Master's degree in Music or Music Education.			
MUS 141-Musicianship I	1.1	Master's degree in Music or Music Education.			

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MUS 145-Music Theory II	1.1	Master's degree in Music or Music Education.			
MUS 146-Musicianship II	1.1	Master's degree in Music or Music Education.			
MUS 151-Music Appreciation	1.1	Master's degree in Music or Music Education.			
MUS 153-Introduction to World Music	1.1	Master's degree in Music or Music Education.			
MUS 154-Introduction to American Music	1.1	Master's degree in Music or Music Education.			
MUS 160-Jazz Ensemble	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.			
MUS 161-Chamber Ensemble	1.1	Master's degree in Music or Music Education.	Bachelor's degree in Music or Music Education. Three years of professional teaching or conducting in choral or instrumental music.		
MUS 162-Concert Band	1.1	Master's degree in Music or Music Education.			
MUS 163-New Orleans Jazz Band *	1.1	Master's degree in Music or Music Education.			
MUS 164-Guitar Ensemble *	1.1	Master's degree in Music or Music Education.			
MUS 165- Chamber Singers *	1.1	Master's degree in Music or Music Education.			
MUS 171-Music History I	1.1	Master's degree in Music or Music Education.			
MUS 172-Music History II	1.1	Master's degree in Music or Music Education.			
MUS 201 to 219-Applied Music	1.1	Bachelor's degree in Music or Music Education and considerable experience in teaching or conducting.			
MUS 240-Music Theory III	1.1	Master's degree in Music or Music Education.			
MUS 241-Musicianship III	1.1	Master's degree in Music or Music Education.			
MUS 245-Music Theory IV	1.1	Master's degree in Music or Music Education.			
MUS 246-Musicianship IV	1.1	Master's degree in Music or Music Education.			
NURSING ASSISTANT EDUCATION					
NAE 100-Basic Nursing Assistant	1.2	BS/BA in a health related field; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and or instructor approval from IDPH; current Basic Life Support CPR certification.	Associate of Applied Science in Nursing; Registered Nurse with current Illinois license. 2 years' experience as a licensed nurse; one year of experience as a Registered nurse in one or both of the following areas: teaching theory in an accredited nurse training program or providing nursing care; Train the Trainer certificate from the Illinois Dept. of Public Health and instructor approval; current Basic Life Support and CPR certification.		
NETWORK SECURITY					
NET 110-Network+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. For NET 110, Network+ Certification, or TestOut Network Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 110, Network+ Certification or TestOut Network Pro Certification Exam (or 2000 hours of equivalent work-related experience) is required.		
NET 120-Computer Hardware Basics	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		
NET 140-Introduction to UNIX	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience.		
NET 145-Linux+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience.		
NET 150-Windows Operating Systems	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience.		

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NET 151- Advanced Windows Workstation- Windows Client	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 151, passing of Microsoft Certification Exam 70-680, or Exam 70-685, or Exam 70-687 or Exam 70-688 (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, In addition: For NET 151, passing of Microsoft Certification Exam 70-680, or Exam 70-685, or Exam 70-687 or Exam 70-688 (or 2000 hours of equivalent work-related experience) is required.	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 151, passing of Microsoft Certification Exam 70-680, or Exam 70-685, or Exam 70-687, or Exam 70-688 MD-100 and Exam MD-101 (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology and 8,000 hours of related experience. In addition, passing of Microsoft Certification Exam MD-100 and Exam MD-101 (or 2000 hours of equivalent work-related experience) is required. For NET 151, passing of Microsoft Certification Exam 70-680, or Exam 70-685, or Exam 70-687 or Exam 70-688
NET 152-Windows Server I	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 152, passing of Microsoft Certification Exam 70-740, or TestOut Server Pro 2016: Install and Storage Certification Exam (or 2,000 hours of equivalent of work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology In addition: For NET 152, passing of Microsoft Certification Exam 70-740, or TestOut Server Pro 2016: Install and Storage Certification Exam (or 2,000 hours of equivalent of work-related experience) is required.		
NET 170-Cisco Certification Prep I	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train the trainer training with a Cisco certified center.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 170, Cisco CCNA Certification and Completion of Cisco's train the trainer training with a Cisco certified center (or 2000 hours of equivalent work-related experience) is required.		
NET 171-Cisco Certification Prep II	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train the trainer training with a Cisco certified center.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 171, Cisco CCNA Certification and Completion of Cisco's train the trainer training with a Cisco certified center (or 2000 hours of equivalent work-related experience) is required.		
NET 173-Cisco Certification Prep IV	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: Completion of Cisco's train the trainer training with a Cisco certified center.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 173, Cisco CCNA Certification and Completion of Cisco's train the trainer training with a Cisco certified center (or 2000 hours of equivalent work-related experience) is required.		
NET 180-Computer Security Awareness	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience.		
NET 183-Security+ Certification Prep	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 185, Security+ Certification or TestOut Security Pro Certification Exam (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 185, Security+ Certification or TestOut Security Pro Certification (or 2000 hours of equivalent work-related experience) is required.		
NET 185-Ethical Hacking	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V10 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 185, EC-Council Certified Ethical Hacker V10 Certification or TestOut Ethical Hacker Pro Certification (or 2000 hours of equivalent work-related experience) is required.		

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NET 251-Windows Server II	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. For NET 251, passing of Microsoft Certification Exam 70-741 or TestOut Server Pro 2016: Networking Certification Exam (or 2,000 hours of equivalent work-related experience) is required.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 251, passing of Microsoft Certification Exam 70-741 or TestOut Server Pro 2016: Networking Certification Exam (or 2,000 hours of equivalent work-related experience) is required.		
NET 252-Windows Server III	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016: Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. In addition: For NET 252, passing of Microsoft Certification Exam 70-742 or TestOut Server Pro 2016: Identity Certification Exam (or 2,000 hours of equivalent work-related experience) is required		
NET 270-CCNA Security	1.2	Bachelor's degree in Computer Science, Management Information Systems, Information Technology or a related bachelor's degree and 2,000 hours of related work experience. In addition: For NET 270, Cisco CCNA Security Certification and Completion of Cisco's train the trainer training with a Cisco certified center.	Associate's degree in Computer Information Systems, Computer Science, Information Technology, or a related associate's degree and 8,000 hours of related experience. For NET 270, Cisco CCNA Security Certification and Completion of Cisco's train the trainer training with a Cisco certified center (or 2000 hours of equivalent work-related experience) is required.		
NURSING					
NUR 095-Directed Study in Nursing	1.6	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nursing Act		
NUR 112-Fundamentals of Nursing Theory	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 115-Fundamentals of Nursing Practice	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 125-LPN to ADN Transition	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 130-Concepts of Nursing Practice I	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 135-Concepts of Nursing Practice II	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 212-Concepts of Nursing Practice III	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 215-Concepts of Psychiatric Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		

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NUR 222-Concepts of Family Nursing	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 225-Complex Issues in Healthcare	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
NUR 240-Nursing Leadership	1.2	Master's degree in Nursing; Currently licensed as a registered professional nurse (or eligibility for licensure) in Illinois with at least 4,000 hours of experience in clinical nursing practice. Work experience in an acute care setting within the last 2 years.	Per Illinois Nurse Practice Act		
OCCUPATIONAL THERAPY ASSISTANT					
OTA 110- Foundations of Occupational Therapy	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 120-Therapeutic Methods I	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 130-Occupations Across the Lifespan	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 140-Dynamics of Human Movement	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience, with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 150-Conditions Disrupting Participation	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 160-Psychosocial Rehab Theory & Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 170-Therapeutic Methods II	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 210-Physical Theory and Rehab Methods	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 220-Therapeutic Methods III	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 230-Professional Analysis in Practice	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 240-Health Services Management	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		

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OTA 250-Professional Practice Seminar	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 260-Fieldwork Level IIA	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 265-Fieldwork Level IIB	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
OTA 290-Topics in Occupational Therapy	1.2	Bachelor's degree from an accredited institution, and current state license as an OT or OTA with 4,000 hours of related work experience with NBCOT certification.	Current Illinois License and certification as an occupational therapy practitioner with a degree from an accredited institution. Must have 4,000 hours of related work experience.		
PARALEGAL					
PAR 101-Introduction to Paralegal Studies	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 102-Legal Research and Writing	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 103-Civil Litigation and Discovery	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 110-Law Office Technology	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 120-Tort and Insurance Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 121-Contract Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 122-Real Property	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 123-Family Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 124-Intellectual Property Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 125- Estate Planning and Probate Law	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PAR 255-Paralegal Studies Internship	1.2	Bachelor's degree in Paralegal Studies or related degree with at least, 2,000 hours of related work experience.			
PASTRY					
PAS 101-Pastry Skills I	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PAS 102-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PAS 103-Pastry Skills II	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PAS 208-Bakery Operations	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience with direct supervisory experience or 8000 hours work experience and industry certified		

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PAS 240-Decorative Pastry Skills	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PAS 250-Confections & Chocolates	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PAS 255-Pastry Business Internship	1.2	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience. Alternative: 8000 hours work experience and industry certified by either ACF, AHFA, IFSEA, NRAEF, or RBA.			
PAS 260-Baking for Restricted Diets	1.2	Bachelor's degree in Hospitality, Culinary Arts or related field and 2,000 hours of related work experience	Associate degree in Culinary, Hospitality or Pastry or related degree with 6000 hours work experience or 8000 hours work experience and industry certified		
PERSONAL DEVELOPMENT					
PDV 100-Personal Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.			
PDV 105-Lifelong Learning Skills	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.			
PDV 110-Career Development	1.1	Master's degree in Counseling to include 15 hours of counseling theories, career counseling, testing, group counseling and a supervised practicum. 2,000 hours of counseling experience.			
PHILOSOPHY					
PHI 151-Introduction to Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 155-Introduction to Logic	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 158- Studies About Women Feminist Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 160-Eastern Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 240-Philosophy of Religion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 251-Introduction to Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 252-Bioethics-Medical Ethics	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 255-Living with Death	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 261-Religions of the World	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 262- Foundational Religious Texts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHI 290-Topics in Philosophy	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PHYSICS					
PHY 280-General Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			
PHY 281-General Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			
PHY 291-Principles of Physics I	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			

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PHY 292-Principles of Physics II	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			
PHY 293-Principles of Physics III	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			
PHY 294-Thermal Physics	1.1	Master of Science degree in Physics, Engineering, or any master's with 18 graduate hours in Physics or Engineering.			
POLITICAL SCIENCE					
PLT 150-Introduction to Political Science	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 151-United States Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 155-State and Local Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 160-The Constitution: That Delicate Balance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 251-International Relations	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 255-Comparative Government	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 261-Modern Latin America	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PLT 281-Introduction to Asia	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PROGRAMMING					
PRG 105-Applied Programming Logic	1.2	Bachelor's degree in Computer Science or Management Information System, Information Technology, or a related bachelor's degree. Coursework or 2,000 hours of experience in Programming is required.			
PRG 147-JavaScript Programming I	1.2	Bachelor's degree in Computer Science or Management Information System, Information Technology, or a related bachelor's degree. Coursework or 2,000 hours of experience in Programming is required.			
PSYCHOLOGY					
PSY 151-Introduction to Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PSY 175-Human Sexuality	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PSY 250-Human Development Over the Life Span	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
PSY 251-Child Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 260-Introduction to Gerontology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 265-Social Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 270-Introduction to Forensic Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 271-Educational Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 275-Abnormal Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 280-Theories of Personality	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PSY 290-Topics in Psychology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.		Master's degree in Psychology or Master's degree and 18 graduate credit hours in Psychology.	
PHYSICAL THERAPY ASSISTANT					

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PTA 101-Introduction to PTA	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 120-Patient Interventions I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 130-Patient Assessment I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 141-Kinesiology		Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 142-Pathophysiology	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 145-Introduction to Clinical Education	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 151- PTA Clinical Experience I	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		

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PTA 210-PTA Patient Assessment II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 220-PTA Patient Interventions II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 240-PTA Administration II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 242-PTA Rehabilitation Strategies	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 250-PTA Clinical Experience II	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 251-PTA Clinical Experience III	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
PTA 252-PTA Clinical Seminar	1.2	Bachelor degree in Physical Therapy or related healthcare or science field; Licensed Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.	Associate of Applied Science in Physical Therapy Assistant; Physical Therapists (PTs) or Physical Therapist Assistants (PTAs) who are licensed with at least 3,600 hours of full-time, post-licensure clinical experience in physical therapy. Contemporary expertise in assigned teaching areas. Demonstrated effectiveness in teaching and student evaluation.		
READING					
RDG 089-Basic Reading Skills	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			

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RDG 090-Reading Improvement	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 092-Concentration and Note-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 093-Test-Taking	1.4	Bachelor's degree in Reading or English; Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours preferred.			
RDG 110-Critical Reading Skills	1.1	Master's degree in Reading or related field (e.g., Linguistics), or Master's degree with at least 18 graduate Reading hours.			
ROBOTICS					
ROB 110- Introduction to Robotics	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 200-Cyber-Physical Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 211-Distributed Robotic Systems	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
ROB 220-Artificial Intelligence	1.2	Bachelor's degree with at least 12 credits in Programming or Robotics, Bachelor of Science degree in Computer Science, or a related field with 2,000 hours of related experience.			
SOCIOLOGY					
SOC 151-Introduction to Sociology	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 175- Sociology of Families	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 251-Social Problems	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 256-Sociology of Deviance	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 260-Sociology of Race and Ethnicity	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SOC 261-Sex and Gender	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPANISH					
SPA 101-Occupational-Spanish Spanish for the Workplace I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 102-Occupational-Spanish Spanish for the Workplace II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 151-Elementary Spanish I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 152-Elementary Spanish II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 155-Spanish for Conversation I *	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 251-Intermediate Spanish I	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2022-2023	TESTED EXPERIENCE 2022-2023	MINIMUM QUALIFICATION CHANGE for 2023-2024	TESTED EXPERIENCE CHANGE for 2023-2024
SPA 252-Intermediate Spanish II	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 255- Spanish for Conversation II *	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPA 290-Topics in Spanish	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline or masters degree and native fluency.			
SPEECH					
SPE 151-Introduction to Speech	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 155-Interpersonal Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 161-Small Group Discussion	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 251-Intercultural Communication	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 265-Fundamentals of Oral Interpretation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
SPE 290- Topics in Speech *	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
THEATER					
THE 151-Introduction to Theatre	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.			
THE 153-Theatre Practice	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 157-Acting I-Preparation	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 158-Acting II-The Actor at Work	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
THE 159-Stagecrafts	1.1	Master's degree in the discipline or Master's degree and 18 graduate credit hours in the discipline.	A bachelor of Fine Arts degree plus 4,000 hours of related experience.		
WEB DESIGN					
WEB 105-Web Fundamentals	1.2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field. Coursework or experience in Web programming, web scripting, or web design.			
WEB 115-HTML & CSS	1.2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field. Coursework or experience in Web programming, web scripting, or web design.			
WEB 175-Web Development	1.2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field. Coursework or experience in Web programming, web scripting, or web design.			
WEB 212-PHP and MySQL	1.2	Bachelor's degree in Graphic Design, Computer Programming, Web Development, or a related field. Coursework or experience in Web programming, web scripting, or web design.			
WELDING					
WLD 106-Welding Basics and Weldment Prints	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 121-Stick Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		

COURSE & TITLE	PCS CODE	FACULTY MINIMUM QUALIFICATIONS 2022-2023	TESTED EXPERIENCE 2022-2023	MINIMUM QUALIFICATION CHANGE for 2023-2024	TESTED EXPERIENCE CHANGE for 2023-2024
WLD 122-Stick Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 124-Stick Welding Basic Pipe	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 131-MIG Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 132-MIG Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 141-TIG Welding Flat and Horizontal	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		
WLD 142-TIG Welding Vertical and Overhead	1.2	Bachelor's degree in Industrial Technology, Engineering or Engineering Technology or related field and 2,000 hours of related work experience.	Associate of Applied Science degree in Engineering Technology, Industrial Technology or related field and 8,000 hours of related work experience; Or 10,000 hours of welding work experience.		

Determination of Seniority
for Full-Time Faculty

Information

The attached Institutional Seniority List for the 2023-2024 academic year was created by the Faculty and Board Negotiation teams.

Contract language in Section 11.2 for Determination of Seniority states:

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

Recommendation

It is recommended that the Board of Trustees approves the 2023-2024 Institutional Seniority List for Tenured Full-Time Faculty, as listed on the attached report.



Clinton E. Gabbard
President

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ACC	Esarco, Ann	8/18/2000	1	
ACC	Halgas, Pauline	8/11/2022	NT	
AET/IMT	Zaccagnini, Heather	8/21/1998	1	
AET/IMT	Mihelich, Robert	8/19/2009	2	CMT
AET/IMT	Boring, Jason	1/13/2022	NT	
AMT	Kivley, Nathan	10/6/2014	1	
AMT	McGinley, Joseph	10/1/2018	2	
AMT	Dempsey, Steve	8/11/2022	NT	
ANI	---			
ANT	Davis, Christopher	8/11/2022	NT	
AOM	Freelove, Julie	8/18/2004	1	BUS/MGT
ART	Ruthven, Sarah	1/10/2007	1	
ART	Ortiz, Amy	8/13/2008	2	
ART	Irie, Matt	8/13/2008	3	
ART	Vician, Thomas	8/19/2009	4	
ART	Schmitz, Justin	8/12/2015	5	GRA
BIO	Garrison, Marla	8/18/2000	1	
BIO	Barna, Kelly	8/17/2010	2	
BIO	Goyal, Archna	8/17/2016	3	
BIO	McRay, Alyssa	8/15/2018	4	
BIO	Jaeger, Collin	8/14/2019	5	
BIO	Christen Louderman	8/11/2022	6	PTA
BUS/MGT	Sullivan, Sarah	8/21/2003	1	HIS
BUS/MGT	Freelove, Julie	8/18/2004	2	AOM
BUS/MGT	Ridge, Sherry	8/12/2015	3	MKT
BUS/MGT	Domagalski, Sandy	8/14/2019	NT	MKT
CDM	SNA			
CHM	Socol, Steven	8/20/1999	1	
CHM	Yzeiri, Irena	8/15/2018	2	
CJS	Krause, Mark	8/11/2022	NT	
CLM/PAS	Drzal, Tina	1/14/2015	1	
CMT	Mihelich, Robert	8/19/2009	1	AET/IMT
CSC	---			
DBM	---			
DGM	Engel, Meredith	8/18/2000	1	MAD/PRG/WEB
EAS/GEG/GEL	Erski, Theodore	8/23/1996	1	
EAS/GEG/GEL	Hamill, Paul	8/22/1997	2	
EAS/GEG/GEL	Kramer, Katie	8/19/2009	3	
ECE	Linder, Lisha	1/12/2001	1	EDU
ECE	Veljasevic, Melissa	8/27/2015	2	
ECO	Sasaki, Noriaki	8/22/2002	1	
EDU	Linder, Lisha	1/12/2001	1	ECE
EGR	---			
EMS	---			
ENG	Hazelgrove, Edward	8/22/1997	1	
ENG	Waters, Mark	8/24/2001	2	
ENG	Midday, Katherine	8/18/2004	3	
ENG	Wolf, Cynthia	8/18/2004	4	
ENG	McCord, Robert	1/6/2005	5	
ENG	Humphrey, Anne	1/10/2007	6	

ENG	Countryman, Antoinette	1/9/2008	7
ENG	Power, Laura	8/13/2008	8
ENG	Crizer, Lisa	8/19/2009	9

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
ENG	Nordgren, Starr	8/15/2012	10	
FRE	SNA			
FRS	- - -			
GER	SNA			
GRA	Schmitz, Justin	8/12/2015	1	ART
GRA	Luczak, Violet	8/12/2021	NT	
HCE	SNA			
HFE	Whalen, Elaine	8/17/2006	1	
HFE	Blaz, James	8/17/2006	2	
HIS	White, David	8/20/1999	1	
HIS	Culp, Todd	8/24/2001	2	PLT
HIS	Sullivan, Sarah	8/21/2003	3	BUS/MGT
HIT	Minicz, Allison	8/12/2015	1	
HRT	Beier, Garrett	8/17/2020	NT	
IDS	SNA			
IND	SNA			
JRN	Countryman, Antoinette	1/9/2008	1	ENG
JRN	Stockwell, James	8/13/2014	2	SPE
LIB	Nelson, Elizabeth	9/2/2014	1	
LIB	Tipton, Kim	8/11/2022	NT	
MAD/PRG/WEB	Tetreault, Mike	1/13/2000	1	NET
MAD/PRG/WEB	Engel, Meredith	8/18/2000	2	DGM
MAD/PRG/WEB	Skrzypczak, William	8/13/2014	3	
MAT	Kostos, Tamela	8/21/1992	1	
MAT	Huang, Charlie	8/23/1996	2	
MAT	Martincic, Anne	8/22/2002	3	
MAT	Moore, Philip	8/21/2003	4	
MAT	Nath, Sanjivendra	8/18/2004	6	
MAT	Middaugh, Laura	1/9/2008	5	
MAT	Robison, Marie	8/19/2009	7	
MAT	Alheit, Deborah	8/19/2009	8	
MAT	Boring, Heidi	8/19/2009	9	
MAT	Korla, Anitha	8/12/2015	10	
MAT	Carlson, Mark	1/13/2016	11	
MCC	SNA			
MKT	Ridge, Sherry	8/12/2015	1	BUS/MGT
MKT	Domagalski, Sandy	8/14/2019	NT	BUS/MGT
MUS	Hillstrom, Michael	8/15/2007	1	
MUS	Lush, Paige	8/19/2009	2	
NAE	Stonecliffe, Jill	1/12/2006	1	
NET	Tetreault, Mike	1/13/2000	1	MAD/PRG/WEB
NUR	Sass, Angela	1/9/2008	1	
NUR	Ross, Deborah	1/13/2016	2	
NUR	Lynam, Kristin	8/16/2018	3	
NUR	Babcock-Zook, Nichole	1/13/2022	NT	
NUR	Lawson, Justin	8/11/2022	NT	
OTA	Smith, Rebecca	1/11/2017	1	
PAR	Berry, Robin	8/12/2021	NT	
PHI	Young, Steve	8/24/2001	1	
PHI	Seitz, Timothy	8/18/2004	2	
PHY	- - -			
PLT	Culp, Todd	8/24/2001	1	HIS
PSY	Braasch, Gerald	1/8/1999	1	
PSY	Grela, Christine	8/18/2004	2	

Department	Faculty Name	Date of Hire	Seniority	Cross-referenced Discipline
PSY	Farc, Maria-Magdalena	8/12/2008	3	
PSY	Deak, Robin	1/14/2015	4	
PTA	Louderman, Christen	8/17/2016	1	BIO
ROB	- - -			
SOC	Reagan, Mike	8/18/2000	1	
SOC	Venkataswamy, Shiela	8/19/2009	2	
SPA	Carson, Lindsay	8/13/2008	1	
SPE	Geller, Jay	8/18/2000	1	THE
SPE	Gabel, Bonnie	8/22/2002	2	
SPE	Stockwell, James	8/13/2014	3	JRN
SPE	Mathey, Guinevere	1/13/2021	NT	
SPE	Roth, Lisa	8/12/2021	NT	
THE	Geller, Jay	8/18/2000	1	SPE
WLD	Rodeman, Gaylord	8/12/2021	NT	

Request to Approve
Emergency Medical Science Power Cot, Lifepak Training Unit, and Lucas Training Unit

Each semester, MCC provides essential training to the future Emergency Medical Technicians (EMTs) and Paramedics of McHenry County. A key component of this training is the use of equipment that mirrors the equipment currently being used in the county. As technology advances, we must upgrade equipment that meets industry standards and prepares students for a successful career saving lives.

The purchase of the Power-PRO XT MTS Power Cot will allow students to train with a power cot. The EMS program currently relies on manual cots for all skills labs, despite the use of power cots throughout the county in hospital and pre-hospital settings. Similarly, the Lifepak 15v4 Training Unit and Lucas 3.1 Training Unit will both allow students to learn, practice, and master skills on modern equipment being utilized throughout the county.

Overall, the purchase of this equipment for the EMS Department at McHenry County College will allow us to better prepare students for the field while better preparing students for written and psychomotor skills exams administered by the National Registry of Emergency Medical Technicians (NREMT).

This is a sole source purchase. Stryker Sales Corporation is the only source of this equipment.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total (\$54,366.43)
Power-PRO XT MTS Power Cot	Stryker Medical	\$18,312.72
Lifepak 15v4 Training Unit	Stryker Medical	\$23,352.85
Lucas 3.1 Training Unit	Stryker Medical	\$10,108.69

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph" and exemption (f) which reads, "purchases 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 Carl D. Perkins Postsecondary Career and Technical Education Grant account in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the Emergency Medical Science Power Cot, Lifepak Training Unit and Lucas Training Unit from Stryker Medical in Chicago, IL for \$54,366.43.



Clinton E. Gabbard
President

Approval to Purchase Sign Language Interpretation Services for FY 2023

Information

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

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

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

Based on the currently enrolled Deaf students' varying class schedules and amount of credit hours, McHenry County College estimates the total sign language interpretation fees for FY 2023 to be \$134,000.00.

These highly specialized services are exempt from bidding requirements, as stated in the Illinois Public Community College Act, 110 ILCS 805/3-27.1, exemption (a), which reads, "contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part[.]"

Recommendation

It is recommended that the Board of Trustees approve sign language interpretation services for FY 2023, not to exceed an annual expense of \$134,000.00, and when needed to provide reasonable accommodation and equal access to the Deaf students at McHenry County College.



Clinton E. Gabbard
President

Request to Approve
Website Search Engine Optimization, Performance Optimization, and Analytics Service

Information

To increase engagement and search engine rankings online, the Office of Marketing and Public Relations (OMPR) would like to contract with Carnegie (a leader in higher education marketing and enrollment strategy) to implement search engine optimization and web analytics strategies. The overall goal is to increase traffic to the College website (www.mchenry.edu), increase rankings among search engines, and produce analytic reports that detail how www.mchenry.edu is used and how it might be improved given the data reported.

The following services would be rendered in partnership with Carnegie:

- **Technical Site Audit and Consulting:** Address technical website issues to improve search engine visibility.
 - Establish a strong foundation for mchenry.edu to support the goal of driving more traffic to the website and increasing engagement.
 - Configure McHenry's existing Google Analytics (GA4) property per recommended best practices in order to have a fully functionally GA4 account.
- **Content Optimization:** Increase organic search engine rankings, website traffic, and user experience to drive brand awareness and onsite conversions from interest to enrollment.
- **Goal and Event Tracking Implementation:** identify and implement new goals along with existing Universal Analytic goals; provide access to live dashboard to monitor digital campaigns as well as ongoing analysis, including performance insights, trends, and recommendations when applicable.

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

This expense is budgeted in the Marketing and Public Relations Other Contractual Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves website search engine optimization, performance optimization, and analytics services from Carnegie of Westford, MA for \$61,124.00.



Clinton E. Gabbard
President

Request to Renew
Cascade Content Management System License

Information

The College's website, mchenry.edu, currently runs on a Content Management System (CMS) – Cascade by Hannon Hill. The yearly licensing contract for the CMS is due every January 24, at a renewal cost of \$31,500.00. The College is about to begin its fifth year of licensing with Hannon Hill. The new CMS-driven website launched in mid-December 2020.

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

This expense is budgeted in the Marketing and Public Relations Other Contractual Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of Cascade Content Management System license from Hannon Hill Corporation of Atlanta, GA for \$31,500.00.



Clinton E. Gabbard
President

Request to Renew
Splunk Security Information Event Management System

Information

With increasing focus on data security and protection against breaches, all organizations need the ability to analyze security-related event data in real time. It is critical to quickly detect targeted attacks and data breaches, and to collect, store, investigate, and report on log data for incident response, forensics, and regulatory compliance.

Managing the increasing flow of monitored data from numerous network-related systems requires a single source of management called a Security Information Event Management ("SIEM") system. The primary use of SIEM at the College has been to identify when an attacker is attempting to break into the College network and to immediately notify the proper staff to stop and prevent a data breach. The SIEM system is also relied upon to ensure compliance for several regulatory requirements including PCI, FERPA, HIPAA and ISO 27001 including compliance with Financial Aid requirements from the federal Department of Education.

The support and maintenance contract of MCC's SIEM, Splunk, expires in January 2023. To reduce the overall cost of this system, MCC IT will utilize a three-year contract through the College's participation in the Illinois Public Higher Education Cooperative (IPHEC). This three-year contract totals \$189,144.00 and includes support and maintenance over the life of the renewal. The pricing provided is based on using CDW-G as the sole source provider for all qualifying institutions using IPHEC in the state of Illinois.

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 three years of the Splunk Security Information Event Management system (SIEM) through the Illinois Public Higher Education Cooperative (IPHEC) contract with CDW-G, Inc. of Vernon Hills, IL, for \$189,144.00.



Clinton E. Gabbard
President

Request to Lease
Storage Area Network Equipment

Information

A Storage Area Network (SAN) is a collection of equipment and services that provide high-speed access to stored data. Using a SAN, servers and users can access stored data with a speed as if the data was stored locally. A SAN is also critical in providing data backups for business continuity and disaster recovery purposes.

In January 2015, the College leased SAN equipment to support College operations as well as build up the institution's disaster recovery (DR) infrastructure. These SAN's have now reached the end of their support/maintenance lifecycle and need to be replaced.

Avalon Technologies, Inc., Dell's recommended partner, will work with MCC IT to assist in the architectural design, equipment installation, and migration of data from the old to the new SAN. These new SAN's will be leased through the College's existing Master Lease Agreement with Dell Financial Services on a five-year lease at an annual cost of \$82,041.43.

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

Recommendation

It is recommended that the Board of Trustees approves the leasing of two All Flash SSD Storage Area Network's on a five-year lease at an annual lease cost of \$82,041.43 from Dell Financial Services of Round Rock, TX.



Clinton E. Gabbard
President

Request to Purchase
Haas Benchtop Milling Machines

Information

In addition to the work with the State Capital Development Board on the Foglia Center for Advanced Technology and Innovation (Foglia CATI) project, McHenry County College has been working on developing a budget to equip the center. The acquisition of equipment is necessary to carry out the required instruction to be housed within the Foglia CATI. With supply chain and learning needs under consideration, we are requesting the purchase of four benchtop milling machines in advance of the construction, which will be used in current classes until the new Foglia CATI is ready.

4 Benchtop Milling Machines	Haas HFO LLC	\$50,360.00
Shipping	" "	\$4,800.00
Total Expenditure	" "	\$55,160.00

The Haas machines are what the College currently uses for teaching and instruction, and we wish to continue with the same technology. As a result, Haas is a single source provider for the requested equipment.

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."* Haas HFO LLC is also the sole/single source provider of this equipment.

This expense is budgeted in the Foglia CATI equipment budget within Fund 03.

Recommendation

It is recommended that the Board of Trustees approves the purchase of new Machining equipment from Haas HFO of Chicago, LLC for \$55,160.00.



Clinton E. Gabbard
President

Request to Approve
Fire Science Extrication Equipment

Each semester, MCC provides essential training to the future firefighters of McHenry County. A key component of this training is the utilization of equipment that replicates equipment currently being used in the county. As technology advances, we must upgrade equipment that meets industry standards and prepares students for a successful career saving lives.

The purchase of extrication equipment (E-Force Spreader/Cutter, Push/Pull Ram Kit w/ attachments and batteries) will allow students to train for real world applications in firefighting. The Fire Science program currently has only one set of extrication equipment, and relies on surrounding fire departments to loan us additional sets for training. Owning multiple sets of extrication equipment will allow students to better learn, practice, and master skills on modern equipment being utilized throughout the county.

Overall, the purchase of this equipment for the Fire Science Department at McHenry County College will allow us to better prepare students to serve our county as first responders.

This is a sole source purchase. EMC Fire is the only source of this equipment.

Item(s) or Detail of Project	Bidder Name	Bid Proposal Total (\$35,830.00)
E-Force Spreader/Cutter, Push/Pull Ram Kit w/ attachments and batteries	EMC Fire	\$35,830.00

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph" and exemption (f) which reads, "purchases 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 Carl D. Perkins Postsecondary Career and Technical Education Grant account in the Restricted Purposes Fund.

Recommendation

It is recommended that the Board of Trustees approves the Extrication Equipment from EMC Fire in Channahon, IL for \$35,830.00



Clinton E. Gabbard
President

Request to Approve
MCC 2023 Calendar of Events with Alcohol Service

Annually, the Board of Trustees approves the purchase of a year-long liquor license classification in order to provide more reasonable and economical purchasing options and timing for the Culinary Management program, and for the purpose of education and serving as part of its capstone restaurant course. As the College continues to expand its connection to the community, business partners, and donors through outreach activities and events, there is also a need to provide alcohol service at additional community functions on College property over the coming year(s).

Per Board policy, 6.1.4—Drug and Alcohol-Free Workplace, the Board of Trustees may approve exceptions related to serving alcohol during a College function, or in connection with the instructional curriculum.

The calendar below outlines events in calendar year 2023 that will offer alcohol service. Note that this list is separate from wine/beer service that is provided by the Tartan Bistro in the Spring 2023 semester.

Date	Event/Outreach Opportunity	Audience/Attendees
Spring 2023	Education to Empowerment Spring Membership Event	<ul style="list-style-type: none"> • Education to Empowerment members • Education to Empowerment key prospects
Spring-Fall 2023	Farm-to-Table Dinners with Center for Agrarian Learning (possibility of several events)	<ul style="list-style-type: none"> • Top agricultural donors/supporters • Key prospective donors to cultivate
Spring-Summer 2023	MCC Outreach Event	<ul style="list-style-type: none"> • Top donors/supporters • Other friends of the College
Spring-Fall 2023	Art Gallery Events (possibility of several viewing events)	<ul style="list-style-type: none"> • Top art/humanities donors/supporters • Key prospective donors to cultivate
Summer 2023	MCC Homecoming Event	<ul style="list-style-type: none"> • Alumni • Employees • Students • General community
Summer 2023	Education to Empowerment Summer Garden Party Event – Announcement of New Scholarship Recipients	<ul style="list-style-type: none"> • Education to Empowerment members • Education to Empowerment key prospects
Summer-Fall 2023	Foglia CATI-Related Events	<ul style="list-style-type: none"> • Top donors/supporters • Key industry and education partners
Fall 2023	Multi-Chamber Mixer	<ul style="list-style-type: none"> • Community businesses and partners • Prospective adult students (credit/noncredit)
October-November 2023	2023 President's Dinner	<ul style="list-style-type: none"> • Donors/supporters • Key industry, education, and community partners

Recommendation

It is recommended that the Board of Trustees approves the 2023 calendar of events with alcohol service.

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

Clinton E. Gabbard
President

Approval of New Administrative Position and Direct Hire
Associate Vice President, Diversity, Equity, Belonging and Inclusion (DEBI)

Information

The following administrative position is a new position within the President's Cabinet. The main priority of the position includes leading, growing, and sustaining strategic DEBI efforts, and the AVP DEBI is expected to demonstrate progressive management values and standards to inform transformative DEBI. This vital college role plans, implements, and oversees the development of objectives and programs that support a culture of open inquiry, pluralism, mutual respect, and engagement throughout the campus and its community, to assist the College in fostering an environment that is welcoming, respectful, safe, and inclusive for all.

Dr. Candice Maxwell will be direct hired into this position effective January 9, 2023. Dr. Maxwell has a Doctorate Degree in Instructional Leadership from Argosy University, Schaumburg, IL; a Master's Degree in Early Childhood Leadership and Advocacy, National Louis University, Chicago, IL; and a Bachelor's Degree in Public Health Education, Dillard University, New Orleans, LA. Her experience is as follows:

2009 – Present	Professor and Distinguished Education Equity Fellow Department of Elementary, Literacy and Special Education University of Central Arkansas, Conway, AR
2007 – 2009	Adjunct Instructor and Program Coordinator, Early Childhood Education National Louis University, Chicago, IL
2005 – 2009	Director of Programs Infant Welfare Society of Evanston, Evanston, IL

Below is a summary of the Associate Vice President of Diversity, Equity, Belongingness, and Inclusion (AVPDEBI) position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A7	\$115,988.50	\$142,756.22	\$169,523.94	\$26,435.64	N/A	\$124,000.00

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

Position Summary: Reporting to the President, the Associate Vice President of Diversity, Equity, Belongingness, and Inclusion (AVPDEBI) will be a member of the President's Cabinet and serve as an innovative leader, continuing to build a college environment that champions diversity among its members, fosters communication within the College, and leads strategic equity initiatives. Partnering with other senior administrators, the AVPDEBI assists all units of the College in their efforts to recruit and retain a diverse faculty, staff, and student body.

- **Qualifications:** Master's degree or equivalent from regionally accredited college or university; or equivalent combination of education and experience

- Evidence of at least five years of progressive administrative and management experience in implementing DEBI initiatives, programs, and policy at an institution of higher education; community college preferred
- Prior experience working with people of economically and educationally disadvantaged backgrounds, and minority students
- Demonstrated experience in a leadership role related to workplace DEBI and community building
- Demonstrated commitment to enhancing diversity and equal opportunity for individuals from underrepresented groups
- Demonstrated ability to work collaboratively with decision makers at multiple levels of the institution

DESIRED QUALIFICATIONS:

- Post-graduate terminal degree in a related discipline
- Demonstrated senior-level administrative experience in higher education
- Demonstrated working knowledge of research regarding issues related to institutional access, diversity, multiculturalism, affirmative action, community building, and educational and workplace equity in higher education

Recommendation

It is recommended that the Board of Trustees approve the appointment of Dr. Candice Maxwell to the full-time administrative position of Assistant Vice President of Diversity, Equity, Belongingness, and Inclusion (AVPDEBI), effective January 9, 2023, with a 12-month salary of \$124,000.00.



Clinton E. Gabbard
President

Authorization for Personnel Appointment

Information

The Board of Trustees has no regularly scheduled meeting in the month of December 2022. Since the College continues to be open and operating during this time, it is critical that employee appointments for full-time administrators and faculty can continue, as the next Board of Trustees meeting will not be held until January 26, 2023.

Recommendation

It is recommended that the Board of Trustees authorizes Dr. Gabbard to approve full-time administrative and faculty personnel appointments prior to the January 26, 2023 regular Board meeting.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is positioned above the printed name.

Clinton E. Gabbard
President

Adoption of 2022 Tax Levy

Information

At the October 27, 2022 Board meeting, the Board approved a Resolution for a 0.00% increase in the tax levy over the prior year. The Property Tax Extension Limitation Law (PTELL) allows for an increase of 5.00% or equal to the Consumer Price Index-Urban (CPI-U which was 8.50%), whichever is less.

Table 1: Estimated 2022 Tax Levy (With No Increase)	2021 Board Approved	2021 Actual (after PTELL)	2022 Proposed	2021 Actual to 2022 Proposed Difference
<u>Levy Purpose/Fund</u>	<u>Levy</u>	<u>Levy</u>	<u>Levy</u>	<u>Difference</u>
Social Security (Fund 12)	\$10,000	\$10,000	\$10,000	\$0
Auditing (Fund 11)	\$75,000	\$75,000	\$75,000	\$0
Liability Insurance (Fund 12)	\$692,444	\$692,444	\$692,444	\$0
Education (Fund 01)	\$25,564,854	\$25,564,854	\$25,564,854	\$0
Building (Fund 02)	\$2,355,204	\$2,355,204	\$2,355,204	\$0
Life Safety	\$0	\$0	0	\$0
Total Non-Bond Funds	28,697,502	28,697,502	28,697,502	0
ESTIMATED 2022 Aggregate Levy % Increase over 2021 Actual Levy (rounded)				0.00%

A change in property tax payment(s) may still result if a decline in the Equalized Assessed Value (EAV) occurs. If the EAV increases, the estimated property tax payment would most likely decrease for a taxpayer. Actual EAV's for Boone, Kane, Lake, and McHenry Counties were not available at the time of our filing, which required the College to estimate the impact of the tax levy on a representative property.

Recommendation

It is recommended that the Board of Trustees approves and adopts the 2022 Tax Levy as stated for a total levy of \$28,697,502. The levy may be adjusted by the County Clerks' Offices according to the resolution adopted by the College Board of Trustees based on the EAV information and CPI-U to comply with Property Tax Extension Limitation Law limits as may be applicable.



Clinton E. Gabbard
President

RESOLUTION

**Instructions to County Clerks on
the Apportionment of Potential Extension
Reductions for 2022 Tax Levy
Community College District 528
Boone, Kane, Lake, and McHenry Counties, Illinois**

WHEREAS, pursuant to the limiting rate provisions of the Property Tax Extension Limitation Law (hereinafter “Law”), the County Clerks of Boone, Kane, Lake, and McHenry Counties may notify this Board of Trustees that reductions will be made to property tax extensions for the College District’s 2022 tax levies; and

WHEREAS, the Law provides that the County Clerks are to make extension reductions proportionately among the College District’s funds unless otherwise requested by the College District; and

WHEREAS, this Board of Trustees desires that the tax extension reductions mandated by the Law be apportioned among its funds in a manner which is **not proportional** among all funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of McHenry County College, Community College District 528, Boone, Kane, Lake, and McHenry Counties, Illinois, as follows:

Section 1. The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby directed that the tax extensions for the following funds shall **not** be reduced:

Social Security and Medicare
Protection, Health & Safety
Audit
Tort Immunity

Section 2. The County Clerks for Boone, Kane, Lake, and McHenry Counties are hereby authorized and directed that if any reductions are required to be made to the College’s tax levy that all such reductions shall be made to the following fund as indicated:

Education 85%
Operations and Maintenance 15%

Section 3. The Chairperson and Secretary of this Board of Trustees are hereby authorized and directed to file the certified copy of this Resolution with the County Clerks of Boone, Kane, Lake, and McHenry Counties.

Section 4. This Resolution takes effect upon its adoption.

ADOPTED THIS 17th day of November, 2022, by the following roll call vote:

AYES _____

NAYS _____

ABSENT _____

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT 528
BOONE, KANE, LAKE, AND MCHENRY COUNTIES, ILLINOIS

By: _____
Chair, Board of Trustees

ATTEST:

Secretary, Board of Trustees

CERTIFICATE OF TAX LEVY

Community College District No. 528 County(ies) Boone, Kane, Lake, and McHenry

Community College District Name: McHenry County College and State of Illinois

We hereby certify that we require:

the sum of \$ 25,564,854 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 2,355,204 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 692,444 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 10,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 75,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 0 to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 2022.

And that the levy for calendar year 2022 be allocated 50% for Fiscal Year 2023 and 50% for Fiscal Year 2024.

Signed this 17th day of November, 2022

Chair of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy for the bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 528 Counties of Boone, Kane, Lake, and McHenry and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20__ was filed in the office of the County Clerk of this county on _____, 20__.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20__ is \$ _____.

Date

County Clerk and County

State of Illinois
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 528, McHenry, Kane, Lake and Boone Counties, Illinois, and as such official I am also the keeper of the corporate records of said Board.

I do further certify that attached hereto is a true and correct copy of the 2022 Tax Levy of the Board of Trustees of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, adopted by said Board at a duly called meeting held on November 17, 2022.

Dated this 17th day of November, 2022.

Dale Morton, Secretary

State of Illinois
Counties of Boone, Kane, Lake, and McHenry

CERTIFICATE

I do hereby certify that I am the duly qualified and acting Treasurer of Community College District No. 528, Boone, Kane, Lake, and McHenry Counties, Illinois, and as such official I do further certify that the District levied an amount of ad valorem tax that is less than or equal to 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year, therefore the publication and hearing provisions of Truth in Taxation are inapplicable.

Therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law does not apply to the adoption of the 2022 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

Dated this 17th day of November, 2022.

Robert Tenuta, CFO/Treasurer

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of McHenry County College, District No. 528, and as such presiding officer I certify that the tax levy, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation Act."

Notice and hearing requirements of Section 18-65 through 18-85 of the Truth In Taxation Act are not applicable.

This Certificate applies to the 2022 Levy.

November 17, 2022

Presiding Officer: _____
Clinton E. Gabbard, President

Fiscal Year 2022 Audit

Information

Sikich LLP has completed their independent audit of McHenry County College for FY 2022. The auditor's opinion is unmodified, or a "clean" audit opinion. The Audit was presented to the Board at the Committee of the Whole on November 8, 2022. The auditors presented on the FY 2022 Annual Financial Report (AFR) and copies of the FY 2022 AFR have been provided to the Board.

Recommendation

It is recommended that the Board of Trustees accepts the FY 2022 Audit as presented.

A handwritten signature in black ink, appearing to read 'C. Gabbard', is written over the printed name.

Clinton E. Gabbard
President

Approval of Collective Bargaining Agreement
McHenry County College Police Chapter #399

Information

The College was approached by the Metropolitan Alliance of Police (MAP) association as official representatives for a newly formed union group. This is a new union covering a certain classification of employees. This is a brand new Collective Bargaining Agreement (CBA), but closely mirrors the structure of existing CBA's of other bargaining units at McHenry County College.

MAP is also the exclusive bargaining representative for Elgin Community College, Northern Illinois University, Governors State University, Village of Huntley, Lake in the Hills, and Algonquin, just to name a few organizations.

On August 23, 2021, MAP, McHenry County College Police Chapter #399 filed a majority interest representation petition with the Illinois Educational Labor Relations Board (IELRB) seeking to represent all full-time sworn police officers under the rank of sergeant employed by MCC. Majority petition means that 30% of the eligible membership signed union cards.

On October 14, 2021, the new Union was certified as the exclusive representative by the IELRB. The new Union excludes all supervisory, managerial, confidential, and short-term employees as defined by the IELRB and all other employees.

The MCC Police department consists of a Chief of Police, 5 full-time campus police officers, 2 Sergeants, 1 Safety and Security Officer (split between Shah Center and Main Campus), and 1 part-time Office Assistant. It is the 5 full-time officers who are covered under the Collective Bargaining Agreement.

The College has been in negotiations with the MAP unit starting February 3, 2022 and recently concluded on October 17, 2022. The College's administration and the McHenry County College Police have reached a tentative agreement with their first collective bargaining agreement. The MAP unit successfully ratified the contract with its members on October 22, 2022.

The Board's legal counsel has reviewed the new Collective Bargaining Agreement.

Recommendation

It is recommended that the Board of Trustees approves the three-year Collective Bargaining Agreement with the McHenry County College Police Chapter #399 effective November 17, 2022 through June 30, 2025 with wage increases retroactive to July 1, 2022.



Clinton E. Gabbard
President

AGREEMENT

BETWEEN

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

AND

**METROPOLITAN ALLIANCE OF POLICE
McHENRY COUNTY COLLEGE CHAPTER #399**

November 17, 2022 – June 30, 2025

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PREAMBLE

THIS AGREEMENT is entered into by McHenry County College, Community College District No. 528 (the "College" or the "Employer") and Metropolitan Alliance of Police, McHenry County College Chapter #399 ("Union").

It is the intent and purpose of this Agreement to set forth the parties' entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the terms of this Agreement for the officers; to prevent interruptions of work and interference with the operations of the College; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and equitable processing of grievances as provided herein.

In consideration of the mutual promises, covenants, and Agreements contained herein, the parties hereto, by their duly authorized representatives and/or agents, do mutually covenant and agree as follows:

ARTICLE I. RECOGNITION

Section 1.1 Recognition

The College recognizes the Union as the sole and exclusive collective bargaining representative for all full-time sworn police officers under the rank of sergeant employed by the McHenry County College Police Department as certified by IELRB Proceeding No. 2022-RC-0002-C dated October 14, 2021.

Section 1.2 Probationary Period

The probationary period shall be fifteen (15) months from date of hire in duration for non-certified officer and ninety (90) calendar days of active employment (active employment excludes breaks in service for military leave, sick, maternity, etc.) for certified officers from date of hire. During the probationary period, an officer is entitled to all rights, privileges, or benefits under this Agreement, except that the College may discipline up to and including discharge a probationary officer without cause. Such disciplinary action shall be final, and the officer shall have no recourse under the grievance procedure or otherwise to contest such discipline.

The Chief, in consultation with Human Resources, may extend an officer's probation up to an additional six (6) months. During the probation extension, the Chief will meet with the officer to discuss and document areas of deficiency which need to be addressed during the six (6) month extension.

ARTICLE II. MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of this Agreement, it is understood and agreed that the College possesses the sole right and authority to operate and direct the officers. These rights, include, but are not limited to:

- A. to plan, direct, control, and determine the operations, services, purpose, and mission of the College and its officers;
- B. to determine the budget and set forth all standards of service offered to the public;
- C. to supervise and direct the work force and determine the officers' duties, responsibilities, and assignments;
- D. to establish qualifications for employment and to employ officers;
- E. to promote, assign, or transfer officers;
- F. to discipline, suspend, demote, or discharge officers;
- G. to establish shifts and hours of employment;
- H. to change, modify, or eliminate existing programs, services, methods, equipment, or facilities;
- I. to make alter, publish, and enforce rules, regulations, orders, policies, and procedures;
- J. to determine the methods, means, and number of personnel to carry out the College's mission;
- K. to lay off or relieve officers due to lack of work, funds, or other reasons;
- L. to establish work and productivity standards; and
- M. to contract out for goods and services.

ARTICLE III. UNION SECURITY AND RIGHTS

Section 2.1 Voluntary Dues Checkoff

Within thirty (30) calendar days from receipt of proper written authorization from any officer, the College will deduct bi-weekly dues in an amount certified by the Treasurer of the Metropolitan Alliance of Police from the pay of officers covered by this agreement who authorize such deductions in writing. These deductions shall be submitted to the Metropolitan Alliance of Police bi-weekly within ten (10) calendar days after the deductions have been made.

If an officer has insufficient wages to cover the full amount of the dues deduction, the Union shall be responsible for collecting the remaining dues.

The Union may change the method or amount of such deductions upon written notice to the Office of Human Resources.

Section 2.2 Union Indemnification

The Union shall indemnify, defend and hold harmless McHenry County College, its elected representatives, officers, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability (monetary or otherwise) that arise out of any action taken or not taken by McHenry County College for the purpose of complying with the dues checkoff provisions; taken in reliance on any written check-off authorization furnished under any of such provisions; and/or in the event of a legal challenge to the Dues Checkoff provided that such challenge is not initiated or prosecuted by McHenry County College.

ARTICLE IV. HOURS OF WORK AND OVERTIME

Section 4.1 Application of Article

This Article is intended only as a basis for calculating overtime payments and setting schedules. Nothing in this Agreement shall be construed as a guarantee of hours of work per day or per week.

Section 4.2 Normal Workday, Workweek, Breaks, and Lunches

The regular full-time officer workday shall be eight (8) hours, exclusive of a thirty (30) minute unpaid lunch break. The workweek shall be forty (40) hours for five (5) consecutive days, beginning on Sunday and ending on Saturday. Each officer shall have two (2) paid, uninterrupted fifteen (15) minute breaks per workday and one (1) unpaid, uninterrupted thirty (30) minute lunch break, which is not considered part of the regular workday. This lunch period shall be taken after not more than five (5) hours of work. The scheduling of both breaks and lunch periods are subject to supervisor approval.

In the event of an emergency which prohibits the officer from taking an unpaid, uninterrupted thirty (30) minute lunch break, then the officer shall be paid for their time worked during the lunch break. In such event, the officer must notify the supervisor as soon as practical.

Section 4.3 Shift Bidding and Shift Vacancies

Shift bidding for shift preferences will occur no later than May 15th of each fiscal year. Selections of shift preferences will commence on July 1st of each fiscal year. Officers will bid by seniority rotation on their work shift preferences, in order of the officer's seniority, most senior first. If the officer fails to make their selection, that officer shall be placed at the bottom of the seniority list and will select their work shift last.

Officers will remain on their selected shift preference until a re-bid occurs the following year. However, nothing in this provision waives the Chief's managerial rights and at their full discretion, can assign officers to other shifts, other than the ones that were selected, for legitimate operational needs. Shift bidding is subject to grievance procedure. The sergeant or Chief will give, except in exigent circumstances, at least five (5) working days advance notice of a change in the officer's contract year work shift to all officers affected by such a change.

Section 4.4 Overtime Pay

All officers will be paid overtime pay in accordance with the Fair Labor Standards Act. Overtime shall be performed only with the prior approval of the officer's supervisor. An officer who works overtime hours without the appropriate supervisor approval may be subject to discipline, absent an emergency situation. In an emergency situation, an officer must obtain approval as soon as practical.

Section 4.5 Court Time

Officers shall be paid for all hours spent in court on College business. For time spent in court on College business, outside of the officer's normal work hours, officers shall be paid two (2) hours or the actual time spent in court, whichever is greater.

Section 4.6 Overtime Work

Overtime will be posted, to the extent practical and offered to a member of the bargaining unit on a seniority basis. When overtime is unforeseen, the Chief of Police or the sergeant reserves the right to assign to an available officer.

Section 4.7 Call-Backs

If an officer is contacted during non-scheduled time to resolve a work-related issue, and the officer addresses the issue remotely, they will be paid in increments of fifteen (15) minutes for the total time spent on the matter at the appropriate hourly rate. If an officer is called back to campus during non-scheduled time, they will be paid in increments of fifteen (15) minutes for all time spent on campus addressing the issue at the appropriate hourly rate, subject to Fair Labor Standards Act obligations.

Section 4.8 No Pyramiding

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

Section 4.9 Compressed Summer Work Schedule

If the Board approves a compressed work schedule for summer, the officers will be scheduled to work their regular weekly number of hours during the compressed workweek.

Section 4.10 Pay Procedures

Officers will be paid on a bi-weekly schedule. The twenty-six (26) pay dates will all be Fridays, unless a Friday is an observed holiday. In the case of an observed holiday on Friday, the pay date will be adjusted to the working day that immediately precedes the holiday. All officers are required to have their pay deposited directly into a bank account or accounts of their choice.

ARTICLE V. DISCIPLINE

Section 5.1 General

The College may impose disciplinary action against a non-probationary officer for just cause. The College generally agrees to the concept of progressive discipline; however, the College reserves the right to skip disciplinary steps based on the severity of the offense. Suspensions without pay and terminations are subject to the Article VI Grievance Procedure. Reprimands are not subject to the grievance procedure. Officers may submit a written rebuttal within seven (7) working days to any reprimand, which the College will include in the officer's personnel file.

This Article does not apply to officers in their probationary period, as defined in Article I, Section 1.2. The College may impose disciplinary action, including termination, against probationary officers at any time and for any lawful reason.

Section 5.2 Removal of Discipline

Upon the officer's written request, the College will remove a reprimand from the officer's file after twenty-four (24) months from the date of the reprimand, if no related incidents have occurred.

Section 5.3 Surveillance of Employees

If the College is in possession or control of relevant surveillance (video, photographic, audio, GPS, or other recorded surveillance) of an officer, prior to the officer submitting to Interrogation, as defined in Section 2(c) of the Uniform Peace Officers' Disciplinary Act (50 ILCS 725/2(c)), regarding the subject matter observed in the surveillance, the College will give the officer notice of the existence of said surveillance material(s). The College's notice will be included along with other information required in the written notice required by the Uniform Peace Officers' Disciplinary Act. The College will allow the officer and Union a reasonable opportunity to observe the surveillance materials prior to the officer's Interrogation.

ARTICLE VI. GRIEVANCE PROCEDURE

Section 6.1 Definition

A grievance is defined as an alleged violation, misinterpretation, or misapplication of an express provision of the Agreement as asserted by an officer, a group of officers, or the Union.

Section 6.2 Grievance Procedure

It is the declared objective of the Union and the College to encourage the prompt resolution of grievances of officers covered by this Agreement as they arise and to provide recourse to orderly procedures for the satisfactory processing of grievances.

A grievance must be raised within fifteen (15) working days of when the officer knew, or reasonably should have known, of the event giving rise to the grievance. A grievance may be initiated by the Union or an aggrieved officer. A grievance shall be processed as follows:

Pre-Grievance Consultation: The College and the Union agree that a number of potential grievances may be avoided if the affected officer and the appropriate supervisor are able to discuss and resolve problems by these means. There may be occasions, however, when the officer believes that, although the defined problem might be resolved by such discussions, when the officer would prefer that such consultations and discussions be held, on an informal basis, by a

Union representative and a representative of the College. In such cases, the officer may contact either the Union President or the Grievance Chair to set forth the problem area. Thereupon the Union representative shall contact the officer's Sergeant or the Chief of Police. If the potential grievance is not resolved by this procedure, the filing of a grievance in Step 1 shall commence. Such consultation is optional.

STEP 1: Written to Sergeant – The grievant shall submit a written grievance to the sergeant. The sergeant shall meet with the grievant to review the matter. The grievant may be accompanied by a Union representative. The meeting shall take place within seven (7) working days of the filing of the grievance. The meeting shall occur at a time mutually agreeable to the grievant and the sergeant. The sergeant shall respond to the grievant in writing within seven (7) working days of the meeting. The sergeant's decision shall be placed in the officer's personnel file in the Office of Human Resources, with a copy sent to the Chief.

STEP 2: Appeal to Chief – If the grievance is not settled in Step 1, the grievant and Union representative may, within seven (7) working days following the receipt of the Step 1 decision, file a written appeal to the Chief. The grievant, Union representative, and the Chief or their designee will discuss the grievance at a mutually agreeable time within seven (7) working days of their receipt of the grievance. If the grievance is not resolved, the Chief will respond in writing to the grievant within seven (7) working days of the discussion.

STEP 3: Appeal to Chief Human Resources Officer (CHRO) – If the grievance is not settled in Step 2, the grievant may within seven (7) working days, request a hearing by the CHRO or the CHRO's designee with the grievant and Union representative. The meeting will take place within seven (7) working days of the CHRO's receipt of the Step 3 grievance. If the grievance is not resolved, the CHRO will respond in writing within seven (7) working days.

Section 6.3 Arbitration

If the grievance is not settled in Step 3, the Union may render the grievance to arbitration within twenty-one (21) working days of receipt of the CHRO's Step 3 decision.

In the event the parties are unable to agree upon an arbitrator, the party requesting arbitration shall request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators. Each party retains the right to reject one (1) panel in its entirety and request that a new panel be submitted. Both the College and the Union shall alternately strike names from the panel. The remaining person shall be the arbitrator. The parties shall toss a coin to select which party strikes first.

The arbitrator shall be notified of their selection and shall be requested to set a time and place for the hearing, subject to the availability of College and Union.

The College and the Union retain the right to employ legal counsel.

More than one (1) grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the College and the Union.

Section 6.4 Limitations on Authority of Arbitrator

The Arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. Any decision or award of the Arbitrator rendered within the limitations of this Section 6.4 shall be final and binding upon the College, the Union and the officers covered by this Agreement. Only issues presented to the College at Step 3 may be submitted to arbitration.

Section 6.5 Time Limit for Filing

No grievance shall be entertained or processed unless it is submitted within fifteen (15) working days after the grievant had knowledge of or should have had knowledge of the alleged violation giving rise to the grievance. Time limits may be extended only by mutual written agreement. Failure to communicate a decision within the specified time limits shall automatically move the grievance to the next step. Failure by the grievant or Union to take action in the grievance structure by the specified time limits shall constitute a waiver by the grievant or the Union of any further rights to grieve the subject matter.

Section 6.6 Skipping Steps

In the event the sergeant lacks authority to resolve the Step 1 grievance, then the parties can agree to skip Step 1 and advance to Step 2.

Section 6.7 Fitness for Duty

The College may dismiss an officer when the officer is unable to perform the essential functions of their job. Prior to the College's decision to dismiss an officer based on their inability to perform the essential functions of their job, the officer must submit to a medical examination performed by a licensed medical professional, jointly selected by the College and the Union. If the College and the Union cannot jointly select a licensed medical professional, then the parties will use INSPE Associates, or another mutually agreed upon vendor, for an independent medical examination. The officer may file a grievance pursuant to Section 6.2 to appeal the College's dismissal decision.

Section 6.8 Admissibility of Discipline

Reprimands that have been removed from an officer's personnel file after twenty-four (24) months pursuant Section 6.2 will not be admissible in any disciplinary matter.

ARTICLE VII. NO STRIKE-NO LOCKOUT**Section 7.1 No Strike**

For the duration of this Agreement, neither the Union nor any officers, agents, or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, unlawful picketing, or any other unlawful disruption of the operations of the College, regardless of the reasons for doing so. This includes operations beyond the educational activities of the College. In the event of a violation of this Article, the Union agrees to inform the officers of their obligations under this Agreement and to direct them to return to work. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the College.

Section 7.2 No Lockout

For the duration of this Agreement, the College will not lockout any officers as a result of an actual or anticipated labor dispute with the Union.

Section 7.3 Administrative or Judicial Remedies

Nothing in this Article prohibits the College or the Union from seeking administrative or judicial remedies and damages in the event that the other party violates this Article.

ARTICLE VIII. HOLIDAY PAY

Section 8.1 Recognized Holidays

The following days shall be paid holidays for officers:

New Year's Eve Day
New Year's Day
Martin Luther King Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day*
The Wednesday before Thanksgiving
Thanksgiving Day
The Friday after Thanksgiving
Christmas Eve Day
Christmas Day
Three Working Days between Christmas Day and New Year's Eve Day

*When the College is open on Columbus Day all offices will be open. Each officer eligible for a paid holiday on Columbus Day will be granted one (1) day as the Columbus Day Floating Holiday, so long as they are employed on that day. This may be used on or after the actual date of the observed Columbus Day and before June 30 of the following calendar year. If not used, the day will not carry over to the next year.

If one of the aforementioned holidays falls on Saturday, the preceding Friday is observed. If the holiday falls on Sunday, the following Monday is observed. If recognized paid holidays fall consecutively on a Friday and Saturday, Monday will be observed as the Saturday holiday. If paid holidays fall on a Sunday and a Monday, Friday will be observed for the Sunday holiday.

Officers must work, be on a regularly scheduled day off, or be on approved benefit time, the day before and the day after a holiday in order to be paid for the holiday. Whenever a holiday falls within the time an officer is on an approved vacation or personal leave, the officer shall not be required to use accrued vacation or personal leave time for the holiday.

Officers will not be entitled to holiday pay when the officer is in an out-of-pay status, in a layoff status, or on an unpaid leave of absence when the holiday occurs.

Officers shall receive holiday pay equal to the amount of hours the officer would have been scheduled to work if the day was not a paid holiday, according to the official work schedule on file in Human Resources. Officers required to work on a scheduled holiday will be paid the number of hours they work consistent with the Fair Labor Standards Act, in addition to their regular holiday pay.

Section 8.2 Payment on Emergency/Scheduled Closure Days

When the College is closed due to an emergency, the College shall pay all officers for the period of time they were normally scheduled to work. If an officer is on a pre-approved leave when a closure occurs, emergency closing pay shall not apply. An officer who works during the emergency closure will receive compensatory time off for all hours worked, in addition to regular compensation, as tracked by the sergeant or Chief.

ARTICLE IX. VACATIONS

Section 9.1 Vacation

Officers will accrue vacation hours as follows:

Years of Service	Monthly Accrual	Annual Accrual	Accumulated Cap
0-3	8	96	160
4-10	12	144	192
11-19	14	168	240
20+	16	192	240

The officer's hire date as a full-time officer will be used to calculate years of employment.

Vacation accruals are granted the first week of the month for the time accrued in the preceding month (e.g., accrued first week of February for time earned in January). Officers who begin work on or before the 15th of the month will accrue vacation leave credit for a full month. Officers who begin work after the 15th of the month will not accrue vacation leave credit for that month.

During the probationary period, vacation will accrue, but will not be available to the officer until the successful completion of the probationary period.

Unused vacation leave hours may be carried over into the following fiscal year(s); provided no officer may take vacation leave in excess of the maximum annual accrual amount for any one (1) fiscal year.

When an officer reaches the accumulated cap, the excess hours convert to sick leave hours. The officer will not receive compensation upon separation for any excess unused vacation leave hours converted to sick leave hours.

Accrued, but unused vacation hours for officers will be paid by the College upon separation at the officer's rate of pay at the time of separation.

Requesting and Scheduling use of Accrued Vacation Time.

Officers may submit their vacation request to the Chief prior to June 1st for the following fiscal year. Vacation requests will be granted based on seniority. The annual vacation schedule will be posted on or before June 30th of each year. Once the annual vacation schedule is established, no officer shall be bumped as a result of another officer's subsequent request, regardless of seniority. The Chief continues to have the option to exercise canceling of vacation time during an emergency.

Vacation requests submitted after the annual vacation schedule is determined will be reviewed by the sergeant or Chief on a first-come, first-served basis, without regard to seniority and subject to the operational needs of the department.

It is expressly understood that other than stated above, the final right to designate vacation leave and the maximum number of employees who may be on vacation at any time is exclusively reserved by the Chief in order to insure the operation of the department.

ARTICLE X. SICK LEAVE

Section 10.1 Sick Leave

All full-time officers will be credited with ninety-six (96) sick leave hours per year, which will accumulate at the rate of eight (8) sick leave hours per month to be used for the employee's or family member's illness, injury, accident, or disability. Unused sick leave shall accumulate without limit. Family member is defined as spouse, children, parent, parent-in-law, grandparent, grandchild, or a legal guardian who has raised the employee.

All officers are required to notify their sergeant or the Chief for an unplanned absence due to illness with as much advanced notice as possible prior to the scheduled start time, except in the case of an emergency.

A physician's certification of the officer's illness is required after an absence of five (5) consecutive workdays due to illness.

Sick accruals are granted the first week of the month for the time accrued in the preceding month (e.g., accrued first week of February for time earned in January). Officers who begin work on or before the 15th of the month will accrue sick leave credit for a full month. Officers who begin work after the 15th of the month will not accrue sick leave credit for that month.

Accrued, but unused sick hours ~~and~~ are reported to State Universities Retirement System (SURS).

In extraordinary circumstances, where the officer must miss work due to their own serious illness and does not have any accrued, unused sick leave available, and with the approval of the Office of Human Resources, up to three (3) sick days may be donated by any individual officer to the individual needing time away, to a maximum of ten (10) donated sick days. Any days not utilized by the recipient officer member will be forfeited.

ARTICLE XI. ADDITIONAL LEAVES OF ABSENCE

Section 11.1 Bereavement Leave

Each full-time officer will be granted five (5) days per death without loss of pay or benefits for death in their immediate family. Such leave shall be taken within a reasonable time in relation to the death, and the days do not have to be taken consecutively. The term 'immediate family' shall mean the employee's spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the officer. In addition, each officer may take one (1) bereavement leave for a person not on the above list during the employment at the College.

Section 11.2 Light Duty

Officers who are physically unable to perform their normal job duties due to injury or illness may be placed on light duty assignments at the sole discretion of the Chief Human Resources Officer (CHRO) if the employee receives a medical release from the employee's physician to perform such assignment. The length of time of such leave shall be within the sole discretion of the CHRO.

Section 11.3 Jury Duty

An officer called for jury duty will be granted special leave with pay to fulfill their duty. Officers are expected to report to work those days that they are not required to report for jury duty. Officers will submit their jury duty summons to their sergeant or Chief as soon as practical after receipt.

Section 11.4 Military Leave

Military leave shall be granted in accordance with all State and Federal laws. No loss of seniority will occur during these absences.

Section 11.5 Personal Leave

Full-time officers will be granted sixteen (16) personal leave hours per fiscal year.

Personal leave hours will be credited to each officer on July 1 of each year.

New officers hired before January 1 of a fiscal year will have one hundred percent (100%) of the above allotment for the fiscal year, and new officers hired after January 1 will have fifty percent (50%) of the above allotment for the fiscal year.

Personal leave hours may be taken for any personal reason at the discretion of the employee with at least three (3) workdays notification to their sergeant or Chief, or in an unplanned situation, as soon as practical.

Unused personal leave hours will convert to sick leave at the end of each fiscal year.

ARTICLE XII. WAGES

The established base for new hires will be between \$22.00-\$23.00 per hour, but not to exceed the lowest paid existing officer, effective upon ratification.

The percent used to calculate annual salary increases will be on July 1st as follows:

Unit Members	Current Rate	Yr1 (3.0%)	Yr2 (3.0%)	Yr3 (3.0%)
Locascio, Andrew	\$ 23.63	\$ 24.34	\$ 25.07	\$ 25.82
Plimpton, Jon	\$ 22.75	\$ 23.43	\$ 24.13	\$ 24.85
Figueroa, Angel	\$ 21.87	\$ 22.53	\$ 23.21	\$ 23.91
Elwart, Jim	\$ 21.50	\$ 22.15	\$ 22.81	\$ 23.49
Ken Ellinger	\$ 21.50	\$ 22.15	\$ 22.81	\$ 23.49

Any officer must be employed by the College in their currently held position before April 1st of a given year to be eligible for the annual increase.

In addition to the Year 1 annual salary increase, a one-time retention bonus in the net amount of \$1,000 will be paid on the second payroll after ratification of the Agreement in Year 1 only. This one-time retention bonus is not SURS eligible compensation. This one-time retention bonus will be paid to Officers employed at the time of the ratification of the Agreement.

Wage increases in Year 1 will be retroactive to July 1, 2022 and paid on the second payroll after ratification of the Agreement.

ARTICLE XIII. INSURANCE

13.1 Hospitalization/Medical Insurance

The College agrees to offer health/major medical, dental, and vision insurance.

All full-time officers, who are assigned a full-time workday and workweek may choose to participate in any combination of the offered insurance plans by contributing the following percentages for medical, dental, and vision insurance coverage:

Health Insurance Plan (PPO)	
Employee	15% officer contribution
Employee +	17% officer contribution
Health Insurance Plan (HMO)	
Employee	15% officer contribution
Employee +	17% officer contribution
Vision 24-month Plan	
Employee	25% officer contribution
Employee +	25% officer contribution
Vision 12-month Plan	
Employee	100% additional premium
Employee +	100% additional premium
Dental Plan	
Employee	25% officer contribution
Employee +	25% officer contribution

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

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

Future increases become effective with the first pay period for January of each year.

The College will make available health care and dependent care flexible spending accounts (FSA) for full-time officers in compliance with applicable IRS regulations.

Insurance coverage shall be available immediately upon commencement of employment or as soon as the insurance carrier shall allow.

ARTICLE XIV. TUITION

Section 14.1 Tuition Reimbursement

Tuition, fees, and book costs shall be reimbursed at 100% to a maximum of \$4,000 per fiscal year for full-time officers, for supervisor pre-approved course work taken at a regionally accredited institution or other institutions as approved by the College, with prompt payment upon successful completion ("C" or better, if applicable) of such course(s).

In order to qualify for reimbursement, the course work must be directly related to the officer's current job at the College or must be related to the advancement of the officer's professional or future career interests and be of benefit to the College. If the course is not directly related to the officer's current job at the College, the officer shall indicate in their tuition reimbursement application how it will advance their professional or future career interests and be of benefit to the College.

To be eligible for reimbursement for approved course work taken at an institution other than MCC, the officer must be employed by the College on the date of completion of the course.

To receive reimbursement, the officer must deliver a copy of the course completion report to the Office of Human Resources within sixty (60) calendar days from the completion of the course.

Section 14.2 Tuition Waiver

The College shall waive tuition and fees for any full-time officer who takes any MCC credit courses. Such employee's spouse and dependent children under the age of twenty-six (26) who take MCC credit courses shall also have tuition and fees waived.

Dependent children who reach the age of twenty-six (26) while enrolled will receive the tuition waiver and fees for that semester.

Tuition and fee waivers are not available for credit for prior learn (e.g., CLEP or any proficiency tests).

ARTICLE XV. LAYOFF AND RECALL

Section 15.1 Notice of Layoff

The College, at its discretion, may determine whether layoffs are necessary. If it is determined that layoffs are necessary, probationary officers covered by this Agreement will be laid off first. Non-probationary officers will be subject to layoff based on seniority, with the least senior officers laid off first in accordance with their length of service. All officers shall receive notice in writing of a layoff at least thirty (30) calendar days in advance of the effective date of the layoff, except in an emergency at which time the employer shall notify the officer as soon as possible.

Section 15.2 Recall

Officers who are laid off shall be placed on a recall list for a period of twelve (12) calendar months following layoff. If there is a recall, officers who are on the recall list shall be recalled, in the inverse order of their layoff.

Officers who are eligible for recall shall be given fourteen (14) calendar days-notice of recall and notice of recall shall be sent to the officer by certified mail with a copy to the Union, provided that the officer must notify the Chief of their intention to return to work within three (3) calendar days after receiving notice of recall. The College shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the officer. An officer who fails to respond will be removed from the recall list.

ARTICLE XVI. MISCELLANEOUS PROVISIONS**Section 16.1 Bulletin Board**

The College will make available space on a bulletin board for the posting of Official Union notices of a non-political, non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board.

Section 16.2 Visit by a Union Representative

The College agrees that one (1) accredited representative of the Union shall have reasonable access to the Police Department. The outside representative shall notify the Chief no later than one (1) hour prior to their arrival and obtain prior approval from the Chief before entering upon the premises of the Police Department. This access shall at all times be conducted in a manner so as not to impede normal operations.

Section 16.3 Non-Discrimination

The College shall not discriminate against officers as a result of membership in the union.

Section 16.4 Outside Employment

The parties recognize the importance of having an alert and attentive workforce. Officers are prohibited from working any secondary employment which adversely impacts the officer's employment with the College.

Prior to an officer accepting secondary employment, the officer must notify the Chief in writing of the name of the employer, their address, phone number, the supervisor's name, and anticipated schedule. The Chief reserves the right to approve or disapprove of the officer's request to accept any secondary employment. Such approval shall not be unreasonably denied.

Officers will not use any MCC issued equipment or property on a secondary job or volunteer role.

Section 16.5 Immunization

Officers acknowledge that public or workplace law, regulation, or ordinance may require College employees, including officers, to receive immunizations as a condition of employment. In such case, the College will provide, or reimburse the cost, of the immunization. Disputes over an officer's entitlement to an immunization exemption pursuant to State or Federal law will be subject to the grievance procedure.

Section 16.6 Drug and Alcohol Testing

Officers are prohibited from being under the influence of illegal drugs or alcohol during the workday. In addition, officers must report to the Sergeant or Chief any known adverse side effects of medication or prescription drugs which they are taking.

The College has the right to require drug or alcohol tests for any officer who, by their actions, creates a reasonable suspicion of being under the influence of drugs or alcohol while on duty. If the results are positive, the officer shall be subject to discipline. An officer's refusal to submit to testing may result in discipline, up to and including termination.

The Employer may not take adverse employment action against an employee based solely on the lawful possession or consumption of cannabis, or cannabis infused substances, by people residing in the employee's household.

ARTICLE XVII. SAVINGS CLAUSE

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law, then that provision will not be applicable, performed, or enforced, except to the extent permitted or authorized by law; provided that in such event, all other provisions of this Agreement shall continue in effect. In such event, either party may notify the other party of their intent to bargain. The other party will respond within a reasonable timeframe.

ARTICLE XVIII. ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining between the parties for its terms.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Nothing in this agreement shall be a waiver of a parties' right to demand to mid-term or impact bargain for the duration of this agreement.

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

APPENDIX A. DEFINITIONS

Board

The terms "Board" or "Board of Trustees" shall mean the Board of Trustees of Public Community College District No. 528 operating as McHenry County College, as established and pursuant to Illinois Compiled Statutes, Chapter 122, and its authorized representatives.

Chief

For purposes of this Agreement, the term "Chief" shall refer to

- A. The College Police Chief or similar department head as designated by the College, and
- B. Such subordinate non-bargaining unit member of the McHenry County College Police Department whom the Chief may designate to perform particular tasks or responsibilities as set forth herein. In the absence of notice of designee, the Union shall contact the Chief directly.

CHRO

The term "CHRO" shall mean Chief Human Resources Officer at McHenry County College.

College or Employer

The term "College" or "Employer" shall mean McHenry County College and its authorized representatives.

Emergency Conditions

Emergency conditions are unforeseen conditions that cause the College to alter operations or close. Examples of emergency conditions include, but are not limited to, severe weather conditions, loss of power, loss of water/sewer service, or fire. The College will, in its sole discretion, make the decision of when an emergency condition results in a closure of the College facilities.

Fiscal Year

The fiscal year is a 12-month period beginning July 1 and ending June 30.

Leaves

Leaves are time away from an officer's regular schedule and include sick, vacation, FMLA, bereavement, military, personal, jury duty, or administrative.

Officer

The term "officer" will mean full-time sworn police officer under the rank of sergeant employed by McHenry County College and covered by this Agreement.

Seniority

For purposes of this Agreement, the term "seniority" shall mean the officer's length of continuous employment with the College, in their role as a full-time sworn officer.

State University Retirement System (SURS)

State University Retirement System is an agency in the State of Illinois government that administers retirement, disability, death, and survivor benefits to eligible SURS participants and annuitants.

Time Construction

Accrued leave time will be used in thirty (30) minute increments.

Working Days

The term “working days” shall be the period of time when College administrative offices are open, except where otherwise indicated.

APPENDIX B. DRUG AND ALCOHOL TESTING FOLLOWING AN OFFICER INVOLVED SHOOTING

1. Unless contradicted by this Agreement, officers shall be required to abide by the department General Order 3.1-Use of Force including the section requiring each officer who is involved in an officer involved shooting to submit to drug and alcohol testing, so long as such testing is required by Public Act 100-389 or any similar State law.
2. For clarity, an officer "involved in" an "officer involved shooting" is defined to mean any officer who discharged a firearm. If multiple officers discharged their firearm, then all officers who discharged their firearm will be required to submit to drug and alcohol testing.
3. The term "involved in" an officer involved shooting does not include officers who did not discharge their weapon, even if they were providing other forms of support and assistance during the call.
4. The provisions of the Agreement regarding drug testing and standards for discipline shall regulate the drug testing procedures and the consequences for any positive drug test results.
5. Any drug or alcohol test required pursuant to this Section shall be considered a compelled, non-voluntary drug or alcohol test under threat of termination. Such testing shall only be done by urinalysis or breathalyzer.

This Agreement becomes effective upon ratification by both parties and shall continue in full force and effect through June 30, 2025.

Agreed and Attested to Upon Ratification by Both Parties

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

For the Metropolitan Alliance of Police
McHenry County College Chapter #399

By: _____
Tom Allen, Chair, Board of Trustees

By: _____
Keith George, MAP President

By: _____
Jon Plimpton, MCC MAP President

Date

Date

AMENDMENT TO PRESIDENT'S EMPLOYMENT AGREEMENT

This Amendment to the President's Employment Agreement is executed this 17th day of November 2022, by and between the **BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE NO. 528, MCHENRY COUNTY, ILLINOIS** (the "Board") and **DR. CLINTON E. GABBARD** (the "President"). The Board and the President are referred collectively as the "Parties."

WITNESSETH

WHEREAS, the President is currently employed under a multi-year contract extending from January 1, 2022 through December 31, 2025;

WHEREAS, after evaluation of the President's performance during the term of the current Agreement, the Board has determined that it is in the best interests of the College to extend the President's employment term an additional one (1) year; and

WHEREAS, the Parties accordingly desire to modify the terms of the Agreement with an amendment as stated herein, effective January 1, 2023.

NOW, THEREFORE, the Board and the President agree to amend the Agreement as follows, effective January 1, 2023:

1. Paragraph A.1 of the Agreement is hereby amended to modify the term of the Agreement to be from January 1, 2023 through December 31, 2026.
2. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Board and the President have executed this Agreement to the President's Employment Agreement on this 17th day of November, 2022.

PRESIDENT

By: _____

Clinton E. Gabbard

**MCHENRY COUNTY COLLEGE
NO. 528 BOARD OF TRUSTEES**

By: _____

Chairman of the Board

ATTEST:

Secretary of the Board

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	9/19/2022	Rachel Boro	Laboratory Assistant - Biology	R
STA	10/24/2022	Mercedes Jacquez	Human Resources Assistant II	R
STA	10/24/2022	Sheena Pruitt	Library Circulation Assistant	R
STA	11/14/2022	Ryan Giles	Coordinator, Catering & Culinary Support	R
STA	11/28/2022	Zachary Seward	Network Technician	R
ADM	1/9/2023	Candice Maxwell	AVP, Diversity, Equity, Inclusion & Belonging	N

Through November 9th, 2022

*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	11/11/2022	Karina Castillo	Student Success Coach

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

Through November 7, 2022

Friends of MCC Foundation Update

Scholarship Update

Scholarship applications for the Spring 2023 semester closed on October 10, 2022. 381 applications were received. Applications are currently being reviewed and scored. Students will be notified of scholarship awards by December 1, 2022.

New Scholarships

Iron Seven Motorcycle Scholarship

In July 2022, MCC Employee Russ Shafer hosted Ride for Student Success, a motorcycle ride to raise funds for MCC students pursuing their Motorcycle Technician Certificate. \$2,100 was donated to support the new Iron Seven Motorcycle Scholarship. \$500 was awarded to two students in the Fall 2022 semester with additional scholarships being awarded in the Spring.



Kirby Family Scholarship

MCC supporter Sue Kirby recently made a \$100,000 donation to establish the Kirby Family Scholarship. Sue is an Education to Empowerment member and an MCC Distinguished Alumni. This scholarship will support students who demonstrate financial need with a focus on women and single parents. Three scholarships for up to \$1,500 per student will be awarded each semester. We are grateful for this generous donation.

Scholarship Donation

Women Connecting Women (WCW), a business networking group, recently made a \$500 donation to support the Women in Transition Scholarship. This is the third consecutive year that WCW has donated. The Women in Transition scholarship supports women who are returning to school to complete their education. On November 9, members from Women Connecting Women visited MCC to present a check.



MCC's 55th Anniversary Gala

The 55th Anniversary Gala took place on Friday, October 28 at The Venue at Goebbert's. The evening featured live music, delicious food and drinks, an auction, and inspiring MCC stories of student impact. Highlights of the evening were 55 MCC Alumni each sharing what student success at MCC meant to them, and scholarship recipient Mikayla Zinkel sharing how scholarships and MCC have impacted her life. With over 300 attendees and 22 sponsors, funds were raised to support student scholarships. The Foundation would like to thank our lead sponsors: Foglia Family Foundation (Emerald Anniversary Sponsor), Coilcraft (Purple & Gold Sponsor), and MercyHealth (Premier Scots Sponsor) along with all attendees, donors, and volunteers.

MCC Day of Giving

The Foundation will host MCC Day of Giving on Thursday, November 17. During this college-wide day of philanthropy we encourage alumni, faculty, staff, students, parents, friends, and the community to donate to the Student Success Fund at MCC. The Student Success Fund helps MCC students with financial support to handle unexpected and unique emergency expenses such as medical bills, essential vehicle repair, technology needs, or utility bills. Through this fund, the College aims to improve retention when unforeseen circumstances may impact a student's ability to stay in college and complete their educational goals. Donations can be made at www.mchenry.edu/donate. Over \$150,000 has been awarded to MCC students through the Student Success Fund since its inception in FY2018.

Giving Tuesday

Giving Tuesday is on Tuesday, November 29. On this global day of giving, MCC Alumni are encouraged to make a donation to support MCC student success. Donations can be made at www.mchenry.edu/givingtuesday. Each donation over \$50 will receive a special gift.

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

GRANTS AWARDED

Funding Source	Brief Description	Amount Funded	Project Director
Chicago Community Trust	Food:Land:Opportunity, funded through the Searle Funds at the Chicago Community Trust, provides operational support to the Center for Agrarian Learning (CAL). CAL provides educational opportunities to farm/food entrepreneurs to help them remain productive and profitable.	\$200,000	Sheri Doyel, Director of Center for Agrarian Learning

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by providing immediate financial support to help address emergency expenses.	\$6,500	Pending	November
Illinois Community College Board Innovative Bridge and Transition Program	The purpose of this grant is to support student transitions to and through postsecondary education and into employment. MCC is requesting support to develop and expand bridge programs to help Adult Education students successfully transition to credit-bearing programs.	\$193,890	Pending	November
American Association of Community Colleges Cyber Skills for All	This initiative will build a community of practice among community college workforce and economic development executives with the goal of increasing participation of traditionally underrepresented populations in cyber security fields. MCC is applying to participate in the second of three cohorts.	\$20,000	Pending	December

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Illinois Board of Higher Education (IBHE) Nursing School Grant	This grant provides funding to institutions of higher education offering nurse training programs in the state of Illinois, with a focus on supporting equitable outcomes in nursing education. MCC will request funding for a simulation training mannequin with a dark skin tone to increase diversity and equity among students.	\$22,775	Pending	January

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Nuts, Bolts, and Thingamajigs Foundation	The NBT Foundation awards grants to host summer manufacturing camps that introduce middle and high school students to modern manufacturing career choices.	\$2,500 per camp	In progress	December 1, 2022
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	January 2023

APPLICATIONS DENIED: None.

Office of Marketing and Public Relations Update

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

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

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

- **COVID-19 Pandemic Communications:** OMPR continues to support the COVID-19 response team to provide up-to-date messaging to stakeholders through a variety of channels. Specific efforts include:
 - Signage, communications, and video messaging
 - Dedicated webpages for COVID-19 response and communications (www.mchenry.edu/welcomeback and www.mchenry.edu/coronavirus)
 - Social media messaging supporting student needs and frequently asked questions
 - Response communications and signage for campus access
 - Student email and text message communications surrounding class changes, support, and pandemic response
 - Promotion of financial assistance resources to help students in need
 - Promotion of Student Success Fund to help students in need
 - COVID-19 reporting and updates, online reporting tools
- **Publications:** OMPR is currently working on these important publications:
 - Catalyst—Workforce, Community, and Business Programs at Shah Center
 - Noncredit schedule and related sell sheets
- **Integrated Marketing Campaigns:** Efforts are underway to promote a variety of programs and events that are important to student success, as well as increase enrollment and retention efforts. These campaigns are all focused on providing critical information about time-sensitive processes

and activities:

- Outdoor media/billboard campaign
 - Black Box Theatre production support for Romeo and Juliet
 - Spring 2023 enrollment and registration communication and promotion
 - Apprenticeship/internship publicity and marketing support
 - Transfer partnership awareness campaign
 - Joint Agreement tool
 - Adult Education promotional support
 - Guided Pathways marketing support, including updates to all program sell sheets and new dynamic/programmed web pages
 - Marketing campaign for adult learners
 - Marketing campaign for area employers
 - College and Career Readiness awareness and promotions
 - Noncredit and Continuing Education program publicity
 - Noncredit mini video commercials for evergreen programming areas
 - Interactive content for specific target programs
 - Fall 2022 Radio Campaign (STAR 105.5 and WNIJ NPR)
 - Fall 2022 advising and registration promotion
 - Twofer promotions (Learning Communities)
 - Student engagement and Purple Pride support and promotion
 - Workforce Solutions promotion (with Shah Center)
 - Center for Agrarian Learning speaker series, workshops promotion
 - *Experts and Insights* Faculty Speaker Series promotion
 - Dual Enrollment branding and identity work
 - Dual Degree marketing support
 - Upward Bound marketing support
 - Foglia CATI support and promotion
 - Academic program videos for program promotion
 - ECACE grant promotion and recruitment efforts
 - Friends of MCC Foundation Marketing and Promotion Support
 - Marketing efforts to push scholarship awareness and applications
 - MCC alumni engagement efforts
 - Education to Empowerment programming
 - Alumni event support
 - Year-end and day of giving initiatives
- **MCC Brand Identity Efforts:** The following efforts are in progress to support enrollment growth and enhance MCC's brand awareness:
 - Alumni video series
 - Production of general MCC awareness video commercials for social media
 - MCC virtual tour videos
 - New digital signage package for TV monitors across campus
 - Wall graphics for CO/LAB student spaces
 - New awareness campaign: More Than You Think (billboards are installed)
 - New branded graphics for all entrances
 - New fitness center entrance wall and door graphics
- **Outreach Efforts:** These efforts specifically focus on community outreach and collaborative partnerships:

- New-Student Communication System for integrated messaging (text, voice, email)
- MCC awareness campaign – programs and faculty
- Social media campaign boosts to reach prospective students
- Career Services awareness and promotion

Monthly Releases and Features

The following releases and feature stories were submitted to local and regional media outlets from October 21, 2022—November 11, 2022.

- MCC's Center for Agrarian Learning to Offer Workshop on Agroforestry and Perennial Crops
- Halloween Concert to Feature MCC Concert Band, Crystal Lake Community Band
- Earth-Friendly Products, Sustainable Lifestyle Tips on Display at McHenry County College's Green Living Expo
- MCC's Speech Forensics Team Hosts Tournament, Takes Home Wins
- MCC Saves Taxpayers Money with Approval of Flat Tax Levy
- Spring 2023 Registration Now Open at MCC
- McHenry County College Hosts 12th Annual Manufacturing Breakfast
- Explore International Relations, Rival Politics at MCC's Latest Experts and Insights Speaker Series
- McHenry County College to Recognize Veterans with Ceremony on November 10
- Black Box Theatre at McHenry County College to Host Auditions for "Romeo and Juliet"
- Ride for Student Success Raises \$2,100 for McHenry County College Student Scholarships
- Friends of MCC Foundation to Host Day of Giving November 17 for Student Success Fund

**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.*

Student, Alumni, Donor Spotlights

[View all student spotlights »](#)

[View all alumni spotlights »](#)

[View all donor spotlights »](#)

Center for Agrarian Learning (CAL)

Please see below for a “snapshot” of 2022, including the development of partnerships, CAL programs and projects, Entrepreneurial Agriculture enrollment numbers, MCC Student Farm production logs, and a look at our visitors.

PARTNERSHIPS

Raices Latinas – Latino Contributions to Agriculture in McHenry County

CAL is lead partner on this initiative along with Illinois Migration Council; The Land Conservancy of McHenry County; Mano a Mano; Farmworkers and Landscapers Advocacy Project; McHenry County Historical Society. Funded by Community Foundation of McHenry County.

U of I Extension Lake-McHenry Counties – partner on multiple public events; serve on joint committees

U of I, Urbana-Champaign - MCC Student Farm is a monitoring site for entomology (pest) research

McHenry County Farm Bureau - CAL, Extension, and Farm Bureau are the Executive Committee for the McHenry County Farm Stroll; Pollinator habitat on MCC Student Farm funded by Farm Bureau; CAL hosts their Summer Ag Institute for K-12 teachers.

Angelic Organics Learning Center – partner on multiple public programs ; CAL sits on their steering Committee; CAL hosts select sessions of their farmer training class; they offer membership discount to MCC students

The Land Conservancy of McHenry County – work very closely together on public programs

McHenry County Conservation District – Problem solve around land access issues; Native American history and land use; collaborate on public events

Liberty Prairie Foundation – Prairie Crossing Farm Business Development Center is an incubator site in Grayslake but also serves farmers in McHenry County; partner on public events together around leases, land, farm business.

Routes 2 Farm – Network of 8 farmer-training service providers in Illinois, Wisconsin, and Indiana working on defragmentation in services, best practices, referrals, less redundancy in services.

UW Madison – Center for Integrated Agricultural Systems. The recently handed off their successful Cut Flower School (weekend intensive) to CAL and likely will also transfer their Apple School as well, as they shift direction towards research rather than education CAL PROGRAMS 2022

CAL PROGRAMS 2022

November

Common Ground: Creative Land Access Solutions – Saturday afternoon event with presentations on outside-the-box solutions to the #1 obstacle to farm entry: accessing affordable land. 9 service-providers attending with resources available. Match-making session for landowners and land-seekers. Organized in partnership with LPF, AOLC, and TLC (see partners below).

HOST: Stateline Farm Beginnings, a program of AOLC, in CAL room Nov 5 and Dec 10, CAL staff onsite.

October

Regenerative Grazing Day (Bison Day) – All day workshop in partnership with MCCD and National Bison Association. Morning session at MCC on history, financing, and marketing of bison meat; afternoon session in Marengo, IL on MCCD property where Reuter Bison is grazing animals. Highlights innovative partnership between private business and public landholder.

Agroforestry and Perennial Crops – ½ day workshop on “farming with trees” with research results on the commercial promise of chestnuts and elderberry. Also covered production and marketing of hazelnuts, aronia, and black currant.

Diversify with Specialty Crops – Series of three Tuesday evening workshops covering tree fruit, grapes and hops, and brambles and berries.

September

Soil Health Seminar and Field Day – All day workshop, morning session at MCC on the science of soil and how to improve soil health, and afternoon visit to local farm Banford Road Farm in Woodstock to discuss/see his strategies in practice. In partnership with AOLC.

Seed Saving Micro-Presentation – 30-minute talk on “how to save seeds” geared towards MCC employees and students, specifically those who are utilizing our new Seed Library.

MCC Student Farm Micro-Tours – 2, 30-minute tours of the specialty crop expansion of the student farm, focus on fruit and hops installation and new growing beds. Also geared towards MCC employees and students.

April

Harvest of Loneliness: The Bracero Program – evening film screening and discussion on the history of immigrant labor and local testimonials in partnership with TLC, IMC.

Engaging with the 2023 Farm Bill: Info and Listening Session – evening presentation followed by listening session for local producers in partnership with Northern Illinois Young Farmers Chapter.

February

HOST: Funding and Farming Opportunities for Northern Illinois Producers – ½ day conference organized by McHenry-Lake County Soil and Water District, Kane County, Openlands, and the Farm Foundation.

Hemp Today: Growing and Marketing Industrial Hemp – ½ day workshop with 7 presenters.

HOST: Stateline Fruit and Vegetable Growers Conference – full day conference organized by U of I Extension in Lake-McHenry and Davies-Stephenson-Winnebago extension agents.

CAL PROJECTS

(other than programming, above)

Food Hub Feasibility Study – In-depth study of local and regional need for an aggregation and processing facility that would support area farmers in expanding markets and increasing income. Included analysis of commercial buyer demand, food security/access programs, and shared kitchen facilities for food entrepreneurs to test/create product. Report available January 2023.

Farm Expansion – CAL lead the expansion of the MCC Student Farm to include high-value specialty crops like fruit trees, hops, and flowers. Vision includes teaching students to grow crops that can be processed and used to for year-round sales and increase income. A landscape construction company was hired to build infrastructure and students were instrumental in all plantings.

ENTREPRENEURIAL AGRICULTURE PROGRAM

Enrollment AAS degree = 16 2 Certificates = 8 Seat Count = 21

Advanced Agriculture Interns (required for graduation)

Summer 2022, *our first group of interns*:

- 3 interns earned 9 total credit hours and worked a total of 675 hours on the MCC Student Farm
- 1 intern earned 1 credit hour and worked 30+ hours per week on at All Grass Farm in Barrington, IL (multi-species grass fed animal production)

Fall 2022:

- 1 intern earning 3 credit hours and working @ 16 hrs per week on the MCC Student Farm
- 1 intern earning 3 credit hours and working at a local indoor mushroom farm

Farm Production Logs (.13 acres tilled)

2022	Total Harvest	4,660 lbs	Gross Revenue	\$11,442.00
	Donated*	931 lbs	MCC Bucks	\$840.00 (free “bucks” for students in need)
2021	Total Harvest	3,219 lbs	Gross Revenue	\$8,043.00
	Donated	147 lbs	MCC Bucks	did not exist

*Donations go to Crystal Lake Food Pantry and McHenry-based PADS

VISITORS

In 2022 we welcomed 285 K-12 visitors to tour the MCC Student Farm and Greenhouses:

- 227 in Sept/Oct alone, marking a significant uptick in requests for tours
- 48 of these were middle- and high-school TEACHERS from Crystal Lake
- 90 FFA members from Marengo and Harvard high schools visited for the first time

Sustainability Center Update

Monthly Highlight

October 2022 was Campus Sustainability Month! Topics were chosen by the student employees in the Sustainability Center, Makenna Camper, and Gena Denkov. Ms. Camper researched and designed a display on fair trade (FT) chocolate. Free mini-FT chocolates were given away, and a drawing was held for a basket of FT chocolate. Ms. Denkov gathered information and created a presentation on PFAs: the Forever Chemical (per-and polyfluoroalkyl substances). Finally, information was presented on the composting program at MCC with a display and table tents in the cafe that explained what can be composted, recycled, and landfilled. A small composter was given away in another free drawing.

Current Initiatives and Community Connections

Director Hankins attended the McHenry County Solid Waste Advisory Committee meeting on October 4, 2022. The Committee is reviewing a draft of the county solid waste plan update. This plan for McHenry County includes data on information related to landfills, new technologies and legislation. In addition, the Plan provides information on collection of electronics, construction debris, landscape waste, and food scraps. The Sustainability Center works with this information as part of the development of the annual Green Guide Recycling Directory.

Director Hankins met with Director of Grants and Resource Development Wendy Lauen on October 12, 2022, to kick off the implementation of the 2022 grant received from IGEN. MCC will be granted \$6,880.00 for a dual station electric vehicle charging station to be installed early Spring 2023.

The Illinois Department of Commerce and Economic Opportunity is inviting public feedback and input on clean energy jobs curriculum and training to be used in new workforce programs that are being developed through the Climate and Equitable Jobs Act. The Illinois Green Economy Network and the Illinois Council of Community College Presidents have written a position statement (currently under review) on the Climate and Equitable Jobs Act. IGEN has requested its members participate in this process to ensure that the curriculum and workforce programs impact the residents served by the community college system in a positive, significant way. Director Hankins participated in one of the listening sessions on October 27, 2022, and additional MCC Administrators will participate in the November session.

The student Environmental Action Club welcomed Environmental Defenders of McHenry County Communications Specialist Destiny Seaton to their meeting on October 26, 2022. Ms. Seaton talked with the students about the mission of the Defenders and different ways the students could get involved.

The ReUse It corner repurposed approximately \$1,032.10 worth of gently-used office and school supplies in October 2022.

Workforce Development Update

This month's Workforce Development Update focuses on how MCC's Workforce Development division supports and partners with small businesses in McHenry County. The primary focus of this update showcases the efforts of the Illinois Small Business Development Center while highlighting other partnerships that contribute to divisional goals.

Illinois Small Business Development Center Efforts

The Illinois Small Business Development Center (ISBDC) operates under a cooperative agreement between the Small Business Administration (SBA), the Illinois Department of Commerce and Economic Opportunity, and McHenry County College. The SBDC at MCC offers no cost, confidential advising and resources to businesses with fewer than 500 employees in McHenry County. Of the over 10,000 businesses in the area, more than 90% are eligible for these services. Businesses in all stages are encouraged to take advantage of SBDC programming, whether they are pre-venture, nascent, or established. The Center offers advising in strategic business planning, financial analysis, capital access, market and industry research, and specialized education and training. In addition to a full-time Center Manager, the SBDC's diverse suite of services is enhanced by a team of contracted advisors. Subject-matter expertise includes marketing and public relations, finance and banking, accounting, restaurant-specific advising, human resources, and technology. Local chambers of commerce, municipal economic development departments, financial institutions and professional service providers all contribute to the SBDC's network of resources.

Each SBDC is evaluated annually by the Department of Commerce and Economic Opportunity and the Small Business Administration on its economic impact in its surrounding market area. This calendar year, the SBDC at MCC has directly and verifiably assisted with the development of over \$2 million dollars of funding for local businesses as well as the procurement and allocation of over \$780,000 in business owner investment, grant funding, and business equity. The Center is on track to hit its annual goal of 1,100 client advising hours. During the current program year, nearly 200 clients with unique businesses have directly benefited from these advising hours, 41% of them being from historically underserved populations.

The Center is also measured on its ability to consistently offer valuable workshops and trainings for small business owners. These offerings are on track to double in participation this year. One attendee at a recent Starting a Business in Illinois workshop remarked, "I literally would have made every mistake in the book had I not attended this class. I'm eternally grateful for the guidance the SBDC has given me early on. I'm so glad I came!" With assistance from resource partners, the SBDC has been able to offer timely courses on issues such as a live Q&A detailing the payment process for the long-deferred SBA Economic Injury and Disaster Loan program.

Of the hundreds of businesses the SBDC helps each year, there are many individual milestones and success touchpoints to celebrate. A few of these include: business starts, first employees, ribbon cuttings, and securing financing. One recent achievement was the assistance provided to Olive Black Martini Lounge in Richmond. The owners graciously allowed us to share their story. After navigating the hardship of owning a bar/restaurant through the pandemic, the owners of Olive Black, Dan and Wendy Prinn, were faced with another challenge, the "lease-to-own" rental agreement was set to expire at the

end of 2021. The impact of COVID-19 had prevented the establishment from paying their monthly rent as agreed. In addition to the back rent, the lease had a clause that turned all assets of the bar over to the landlord should the agreement not be satisfied. After seeking assistance from several resources and with little time to spare, Dan walked into the SBDC at the Shah Center. Earlier in the year, he and Wendy had applied for the SBA's Economic Injury and Disaster Loan (EIDL) program. They had heard nothing back for months and were concerned. Mark Piekos, SBDC Manager, was able to track down the application with the SBA, determine the missing information causing the backlog, and work with Dan to satisfy all the requirements. After several weeks of work and correspondence, Olive Black Martini Lounge was approved for an EIDL amount necessary to satisfy their back rent and pay the remainder of the balance due to purchase the building. They have since continued to work with SBDC Restaurant Advisor Kevin McVeary to bolster and continue improving operations.

The Small Business Development Center at McHenry County College takes immense pride in having a positive impact on our business community and looks forward to continuing to build stronger businesses in McHenry County.

Personal Development Collaborations

The Personal Development Program partners with local small business owners to deliver a diverse set of learning opportunities for our community members. Lauren Daly, owner of Tada Cookies in Lakemoor, teaches monthly, themed, cookie decorating classes that are in high demand. Students learn techniques and best practices to decorate their perfect cookie. Kenneth West, owner of Material Things Artisan Market in Woodstock, continues to partner with MCC by providing a variety of Fused Glass Workshops during the fall and winter months, including holiday ornament workshops. Participants create their own fused glass designs and learn how to assemble and fire their pieces. Denise Smith and her team from Smith Physical Therapy and Running Academy in Crystal Lake provide classes focused on important health topics such as headaches and concussions. These small business partnerships not only provide an important enrichment opportunity for community members, but they also provide an introduction to many of our local small business owners.

Workforce Training Engagements and Services

MCC's Workforce Training department offers both contract training and open enrollment options when working with local employers. Small businesses opt for contract training to meet company-specific training needs, annual requirements, or when scheduling flexibility is needed. For example, Langford Construction worked with MCC to provide Office 365 training to their employees. Both Metal Master Construction and Utility Transport Services were able to quickly schedule Flagger training to prepare employees who required immediate certification. Open enrollment training supports McHenry County's small business community by serving as a "corporate university" to provide access to high quality and affordable workforce training.