

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

Thursday, May 23, 2024  
Regular Board of Trustees 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: Final Meeting of the Retiring Board, April 25, 2024  
Organizational Meeting, April 25, 2024  
First Meeting of the Newly Organized Board, April 25, 2024
7. OPEN FOR RECOGNITION OF VISITORS  
***Three (3) minutes per person or less.***
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Dr. Mark Rockwell
  - C. Staff Council Report: Mr. David Behrens
  - D. [Student Trustee Report: Ms. Adonia Fulk](#)
  - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. [Executive Summary, Board Report #24-79](#)
    2. [Treasurer's Report, Board Report #24-80](#)
    3. [Ratification for Accounts Payable Check Register, Board Report #24-81](#)
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. [Audiovisual Equipment for University Center at MCC, Board Report #24-82](#)
    2. [Luecht Auditorium Laser Projector, Board Report #24-83](#)
    3. [Ellucian Annual Support Services Fee, Board Report #24-84](#)
    4. [Sealing, Repair and Striping of Parking Lots, Board Report #24-85](#)
    5. [Foglia CATI Compressed Air System, Board Report #24-86](#)
    6. [Foglia CATI Fabrication Lab Equipment, Board Report #24-87](#)
    7. [Foglia CATI HVAC Equipment Johnstone, Board Report #24-88](#)
    8. [Foglia CATI Surface Grinders, Board Report #24-89](#)
    9. [Foglia CATI Workbenches and Storage Cabinets, Board Report #24-90](#)
    10. [LinkedIn Recruiter, Board Report #24-91](#)
  - C. Personnel
    1. [Appointment of Replacement Administrator, Director of Employee Development, Board Report #24-92](#)
11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. [REQUEST TO APPROVE CUSTODIAL SERVICES CONTRACT, Board Report #24-93](#)

13. AUTHORIZATION OF FY 2024 NON-MANDATORY TRANSFER OF FUNDS, Board Report #24-94
14. COMPENSATION ADJUSTMENT FOR CONTIGENT EMPLOYEES FOR ACADEMIC YEAR 2024-2025, Board Report #24-95
15. ADMINISTRATIVE COMPENSATION ADJUSTMENT FOR FY 2025, Board Report #24-96
16. APPROVAL OF RING ROAD REPAVEMENT, Board Report #24-97
17. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE MCHENRY COUNTY COLLEGE STAFF COUNCIL, Board Report #24-98
18. FOR INFORMATION
  - A. New Employees
  - B. Employee Resignations and Retirement Notifications
  - C. Friends of McHenry County College Foundation Update
  - D. Grants Office Update
  - E. Office of Marketing and Public Relations Update
  - F. Center for Agrarian Learning
  - G. Sustainability Center Update
  - H. Workforce Development Update
19. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
20. CLOSED SESSION
  - A. 120/2(c), Exception #21, Review of Closed Session Minutes
  - B. Other matters as pertain to the exceptions of the Open Meetings Act
21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of April 25, 2024

22. ADJOURNMENT

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

Suzanne Hoban  
Chair

## Student Trustee Board Report

As Spring semester came to a close, we hosted an ice cream social to introduce the Student Trustee and their role. This was an opportunity to hear what the students' thoughts are and if they have any questions, comments, or concerns about how they think MCC is doing. The results overall were glowing. Students are excited about fall schedule and are excited to return because they feel like the school is open, welcoming, and that the school actually cares about its students and their success. One student commented that they like that they get face time with the instructors and that the grand majority of our instructors are phenomenal and very dedicated. They like that instructors are always willing to help, and many are willing to stay after class or set up time to answer questions, study, and in general help students succeed. Students are also happy that the school has a lot to offer and feel that the atmosphere is very collaborative and inclusive.



There was some discussion about how students are notified of events, and hopefully the new Navigate system will address this issue. Other conversations were about the cafeteria and food options, and I look forward to learning more about how the college is responding to the advocacy of the previous Student Trustee.

Many of the students were elated with the resources available to them like café cards, scholarships, the path grant, as well as the sage center and they said that “ADS is amazing”. One student said that “The school is doing me a huge favor by offering fair prices for education.” I even spoke to some alumni that also thought the resources available are amazing. In addition to previously mentioned resources, they thought the harm reduction services were outstanding. In fact, these Alumni prefer MCC over their 4-year school because they could connect with their teachers more, the course work is more challenging, and the courses connected more with each other in a way that improved their overall learning and made them feel more prepared when they got to their 4-year school.

This is great news for our recent graduates whose commencement went well. The ceremony was beautiful, and the speakers were inspiring. Afterwards it was heartwarming to see all the graduates come down the hall to the fanfare of all their proud instructors and faculty who were so instrumental in their success and to that of future graduates to come.

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2024 is currently 83.2% complete with the year-to-date results ending April 30, 2024 being reported. In the Operating Funds, total revenue is 61.9% of budget, as compared with 58.6% at the same time last year. Total expenditures are 57.2% of budget, as compared with 53.5% 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 83.3% of budget and down \$217,492 (-0.9%) from last year at this time. FY 2024 revenue is \$23,904,790 vs. FY 2023 revenue of \$24,122,282. For FY 2024, this revenue is derived from 50% of the 2022 tax levy (as approved by the Board in November 2022) and 50% of the 2023 tax levy (as approved by the Board in November 2023).
- State government is 77.9% of budget and up \$5,729,740 (232.8%) from last year at this time. FY 2024 revenue is \$8,190,663 vs. FY 2023 revenue of \$2,460,923.
- Federal government is 0.0% of budget and up \$160 (9.9%) from last year at this time. FY 2024 revenue is \$1,776 vs. FY 2023 revenue of \$1,616.
- Student tuition and fees is 90.8% of budget and up \$566,907 (4.5%) from last year at this time. FY 2024 revenue is \$13,038,384 vs. FY 2023 revenue of \$12,471,477. 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 77.1% of budget and up \$36,741 (37.4%) from last year at this time. FY 2024 revenue is \$134,856 vs. FY 2023 revenue of \$98,115. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 93.7% of budget and even \$0 (0.0%) from last year at this time. FY 2024 revenue is \$17,766 vs. FY 2023 revenue of \$17,766. 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 313.5% of budget and up \$581,363 (178.9%) from last year at this time. FY 2024 revenue is \$906,258 vs. FY 2023 revenue of \$324,896.
- Nongovernmental gifts, scholarships, grants & bequests is 165.3% of budget and up \$15,433 (100.0%) from last year at this time. FY 2024 revenue is \$18,186 vs. FY 2023 revenue of \$2,753. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 17.5% of budget and down \$143,167 (-2.8%) from last year at this time. FY 2024 revenue is \$4,993,802 vs. FY 2023 revenue of \$5,136,970. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$4,885,273 Retiree Health contributions, which account for \$518, Other Misc. Income, which account for \$57,692 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$50,319. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2023 that "On-Behalf Payment" was \$11,174,056.

## Expenditures

- Salaries expenditures are 83.9% of budget and up \$1,682,069 (7.4%) from last year at this time. FY 2024 expenditures are \$24,564,797 vs. FY 2023 expenditures of \$22,882,728.
- Employee benefit expenditures are 27.0% of budget and up \$1,185,014 (15.2%) from last year at this time. FY 2024 expenditures are \$8,998,066 vs. FY 2023 expenditures of \$7,813,052. ***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 77.7% of budget and up \$525,865 (15.5%) from last year at this time. FY 2024 expenditures are \$3,925,308 vs. FY 2023 expenditures of \$3,399,443. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 80.4% of budget and up \$112,313 (4.2%) from last year at this time. FY 2024 expenditures are \$2,810,981 vs. FY 2023 expenditures of \$2,698,668.
- Travel and meeting expenditures are 66.6% of budget and up \$78,630 (37.3%) from last year at this time. FY 2024 expenditures are \$289,499 vs. FY 2023 expenditures of \$210,868.
- Fixed charges expenditures are 94.5% of budget and up \$38,114 (2.6%) from last year at this time. FY 2024 expenditures are \$1,530,256 vs. FY 2023 expenditures of \$1,492,142. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 69.0% of budget and up \$249,733 (43.3%) from last year at this time. FY 2024 expenditures are \$826,102 vs. FY 2023 expenditures of \$576,369.
- Capital Outlay expenditures are 24.7% of budget and up \$233,488 (154.6%) from last year at this time. FY 2024 expenditures are \$384,468 vs. FY 2023 expenditures of \$150,980. ***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 78.0% of budget and up \$41,673 (5.9%) from last year at this time. FY 2024 expenditures are \$752,412 vs. FY 2023 expenditures of \$710,739. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2024 expenditures are \$0 vs. FY 2023 expenditures of \$0.



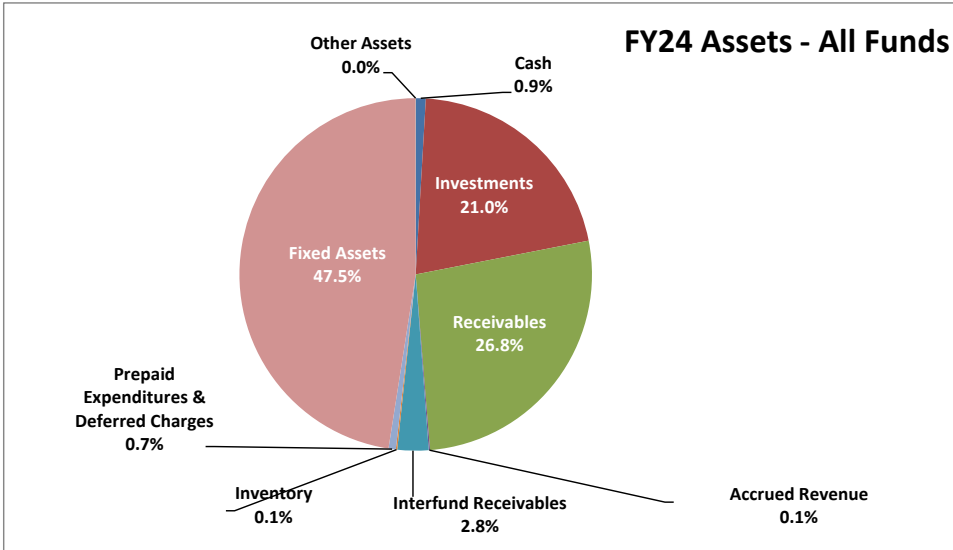
Clinton E. Gabbard  
President

All Funds Statement of Net Position (Balance Sheet)  
April 30, 2024

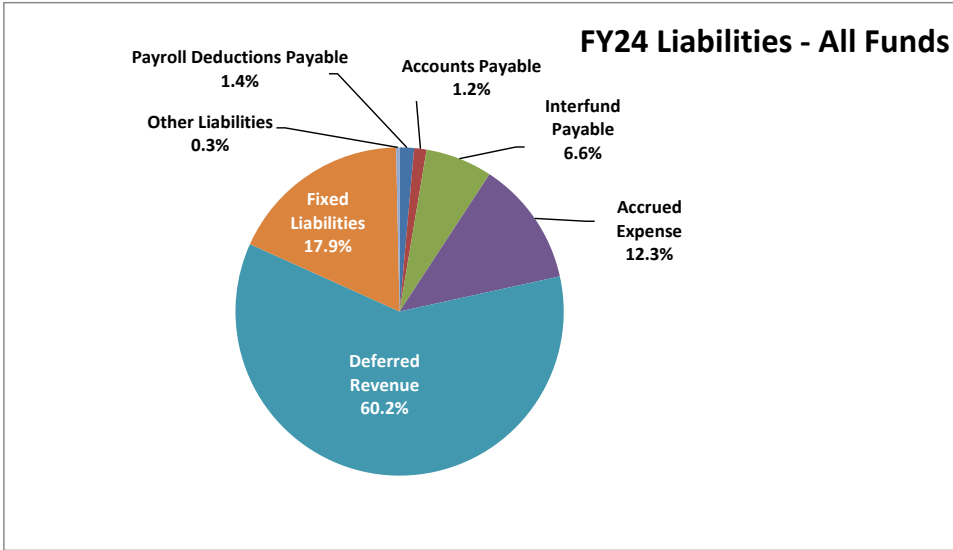
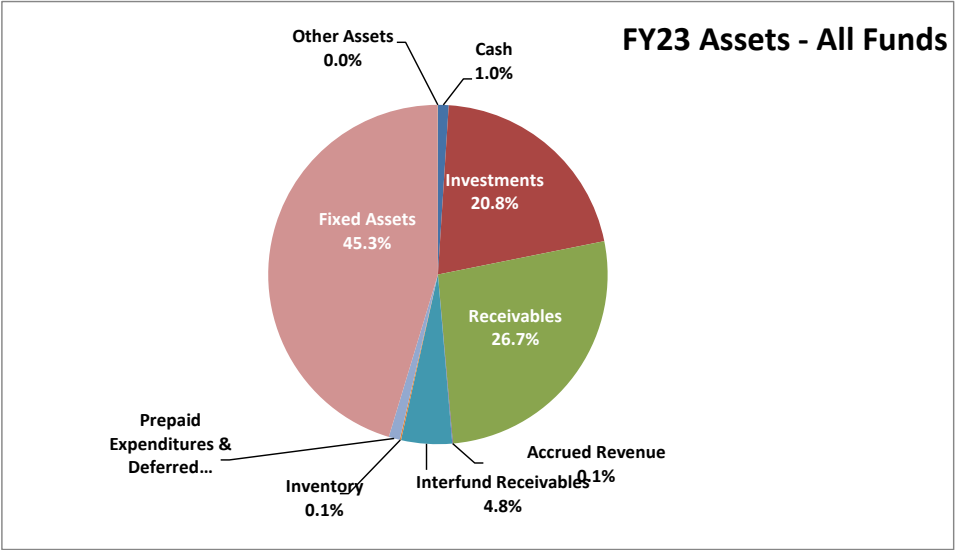
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All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
<b>Assets</b>														
Cash	1,490,712	225,751.56	4,346	-	714,669.18	(0)	(0)	95,646	-	-	436,297	14,001	-	-
Investments	34,087,884	12,359,361	5,487,175	10,961,577	-	-	3,085,573	-	-	-	-	2,194,197	-	-
Receivables	43,440,924	39,041,296	2,550,451	-	-	(3,292)	1,073,684	-	-	-	75,118	703,667	-	-
Accrued Revenue	196,476	89,323	26,845	45,417	-	-	-	19,910	-	-	-	14,981	-	-
Interfund Receivables	4,622,414	4,230,671	111,227	(300,000)	-	303,008	(372,491)	-	-	0	-	0	650,000	-
Inventory	213,173	-	-	-	-	213,173	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,081,792	613,256	16,948	-	-	4,872	48,949	-	78,144	-	-	51,086	268,537	-
Fixed Assets	77,105,570	-	-	-	-	-	-	77,105,570	-	-	-	-	-	-
Other Assets	16,239	-	-	-	-	-	-	-	16,239	-	-	-	-	-
<b>Total Assets</b>	<b>162,255,183</b>	<b>56,559,659</b>	<b>8,196,992</b>	<b>10,706,994</b>	<b>714,669</b>	<b>517,761</b>	<b>750,142</b>	<b>3,201,129</b>	<b>77,105,570</b>	<b>94,383</b>	<b>436,297</b>	<b>89,119</b>	<b>2,963,931</b>	<b>918,537</b>
<b>Liabilities</b>														
Payroll Deductions Payable	998,019	857,596	30,554	-	-	109,772	97	-	-	-	-	-	-	-
Accounts Payable	851,502	708,958	-	130,010	-	1,220	11,314	-	-	-	-	-	-	-
Interfund Payable	4,622,414	-	-	2,738,012	-	15,327	-	-	-	-	-	1,869,075	-	-
Accrued Expense	8,643,507	-	-	-	-	-	-	-	18,887	-	-	-	8,624,620	-
Deferred Revenue	42,176,639	23,727,808	1,747,990	19,402	181,083	120,049	-	-	-	-	50,000	468,296	15,862,011	-
Fixed Liabilities	12,571,467	-	-	-	-	-	-	-	12,571,467	-	-	-	-	-
Other Liabilities	236,614	53,234	-	-	-	183,380	-	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>70,100,162</b>	<b>25,347,596</b>	<b>1,778,544</b>	<b>2,887,424</b>	<b>181,083</b>	<b>429,749</b>	<b>11,411</b>	<b>-</b>	<b>12,590,354</b>	<b>-</b>	<b>50,000</b>	<b>2,337,371</b>	<b>24,486,631</b>	<b>-</b>
<b>Designated Fund Balance</b>	<b>92,155,021</b>	<b>31,212,063</b>	<b>6,418,448</b>	<b>7,819,570</b>	<b>533,586</b>	<b>88,012</b>	<b>738,731</b>	<b>3,201,129</b>	<b>77,105,570</b>	<b>(12,495,971)</b>	<b>436,297</b>	<b>39,119</b>	<b>626,561</b>	<b>(23,568,094)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	20,002,250	18,189,447	1,812,803	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	84,925,141	-	-	7,819,570	0	-	-	77,105,570	-	-	-	626,561	-23,568,094	-
Liabilities, Protection, and Settlement	-35,513,000	-	-	-	-	-	-	-	-12,571,467	-	-	-	-	-
Working Cash/Other Restricted	2,964,147	-	-	-	-	738,731	1,750,000	-	-	436,297	39,119	-	-	-
<b>Remaining Unassigned Balance</b>	<b>19,776,483</b>	<b>13,022,616</b>	<b>4,605,645</b>	<b>0</b>	<b>533,586</b>	<b>88,012</b>	<b>0</b>	<b>1,451,129</b>	<b>0</b>	<b>75,496</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

All Funds Statement of Net Position (Balance Sheet)  
April 30, 2024

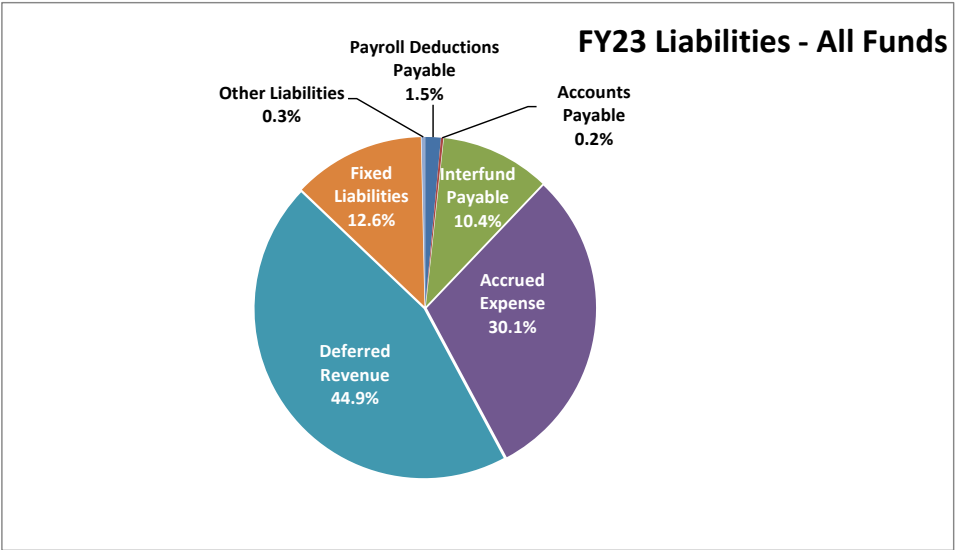
Total Assets = \$ 162,255,183



Total Assets = \$ 156,638,787



Total Liabilities = \$ 70,100,162



Total Liabilities = \$ 72,959,515

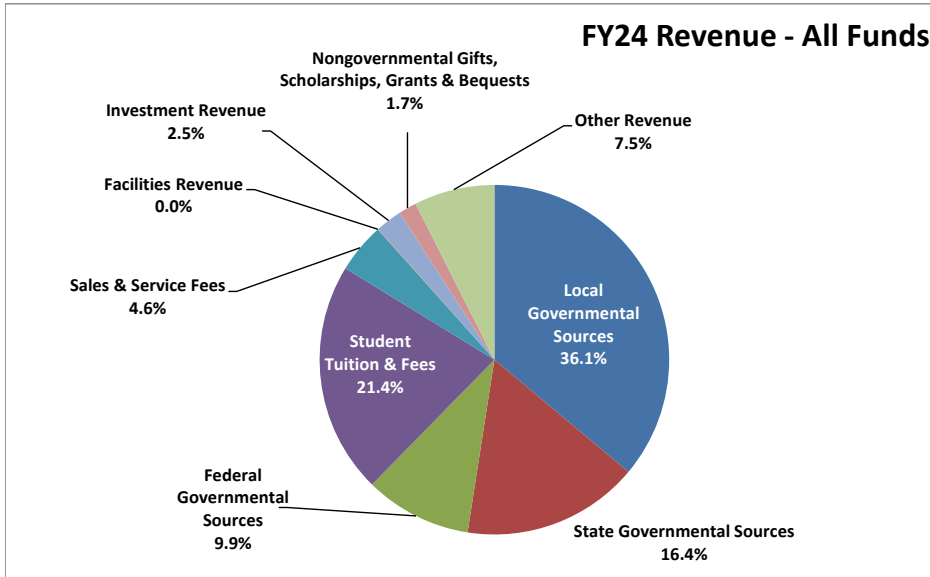


All Funds Statement of Activities (Income Statement)  
April 30, 2024

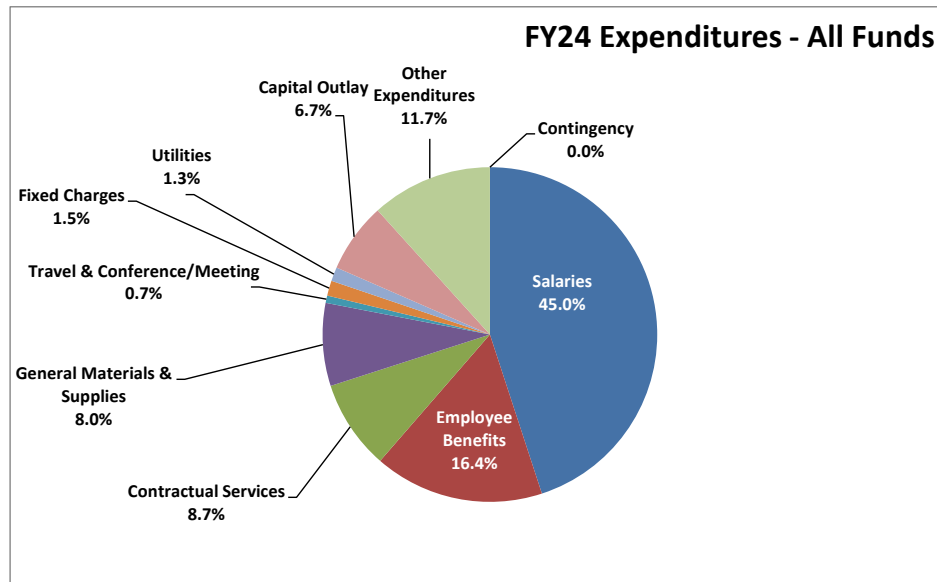
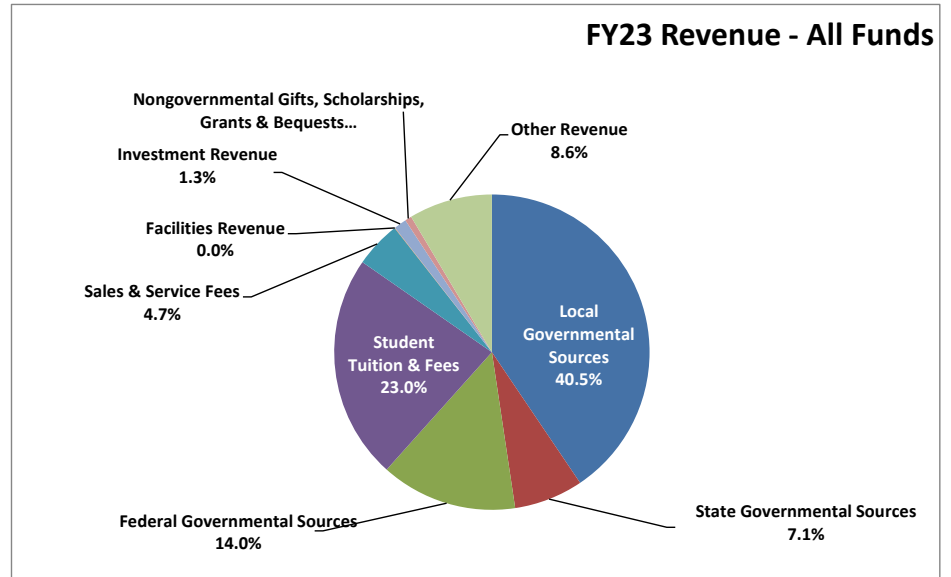
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	24,552,754	21,718,166	2,186,624	-	-	-	-	-	-	-	-	62,526	585,439	-
State Governmental Sources	11,135,129	7,301,392	889,271	-	-	-	2,944,466	-	-	-	-	-	-	-
Federal Governmental Sources	6,723,536	1,776	-	-	-	-	6,721,760	-	-	-	-	-	-	-
Student Tuition & Fees	14,567,287	11,726,953	1,311,431	76,507	714,081	738,315	-	-	-	-	-	-	-	-
Sales & Service Fees	3,150,505	134,856	-	-	-	3,015,649	-	-	-	-	-	-	-	-
Facilities Revenue	25,826	17,766	-	-	-	8,060	-	-	-	-	-	-	-	-
Investment Revenue	1,678,512	608,623	297,635	485,363	-	-	-	167,636	-	-	-	-	119,254	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	1,127,407	18,186	-	600,000	-	-	441,557	-	-	-	67,665	-	-	-
Other Revenue	5,072,910	4,987,771	6,031	1,241,620	-	-	-	-	-	(1,241,620)	79,108	-	-	-
<b>Total Revenue</b>	<b>68,033,866</b>	<b>46,515,489</b>	<b>4,690,992</b>	<b>2,403,490</b>	<b>714,081</b>	<b>3,762,024</b>	<b>10,107,783</b>	<b>167,636</b>	<b>-</b>	<b>(1,241,620)</b>	<b>146,773</b>	<b>62,526</b>	<b>704,693</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	27,558,666	24,018,025	546,771	-	-	1,637,634	1,356,235	-	-	-	-	-	-	-
Employee Benefits	10,058,153	8,853,537	144,529	-	-	222,390	258,096	-	-	-	-	-	579,602	-
Contractual Services	5,300,795	1,973,957	1,951,351	96,851	-	603,870	602,385	-	-	-	-	72,380	-	-
General Materials & Supplies	4,902,592	2,390,339	420,642	512,275	-	1,226,093	353,242	-	-	-	-	-	-	-
Travel & Conference/Meeting	433,880	281,224	8,275	-	-	56,252	88,129	-	-	-	-	-	-	-
Fixed Charges	894,739	1,454,129	76,127	-	624,000	13,481	115,200	-	-	(1,489,526)	-	-	101,328	-
Utilities	826,102	156,988	669,114	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	4,136,183	142,294	242,174	3,552,965	-	30,731	302,429	-	(134,409)	-	-	-	-	-
Other Expenditures	7,169,218	752,412	-	-	-	5,645	6,279,042	-	-	-	132,120	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>61,280,327</b>	<b>40,022,905</b>	<b>4,058,983</b>	<b>4,162,090</b>	<b>624,000</b>	<b>3,796,095</b>	<b>9,354,758</b>	<b>-</b>	<b>(134,409)</b>	<b>(1,489,526)</b>	<b>132,120</b>	<b>72,380</b>	<b>680,930</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>6,753,540</b>	<b>6,492,583</b>	<b>632,010</b>	<b>(1,758,600)</b>	<b>90,081</b>	<b>(34,072)</b>	<b>753,025</b>	<b>167,636</b>	<b>134,409</b>	<b>247,907</b>	<b>14,652</b>	<b>(9,854)</b>	<b>23,763</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	85,401,031	24,719,477	5,786,437	9,578,171	443,504	122,085	(14,295)	3,033,493	76,971,160	(12,743,878)	421,199	48,973	602,799	(23,568,094)
Ending Fund Balance	92,154,571	31,212,060	6,418,447	7,819,571	533,585	88,013	738,730	3,201,129	77,105,569	(12,495,971)	435,851	39,119	626,562	(23,568,094)

All Funds Statement of Activities (Income Statement)  
 April 30, 2024

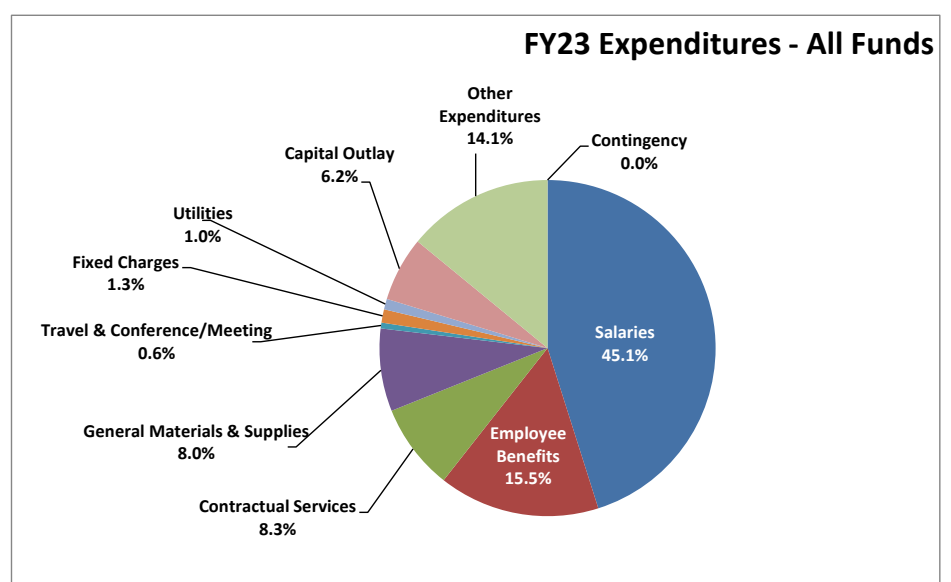
Total Revenue = \$ 68,033,866



Total Revenue = \$ 61,094,445



Total Expense = \$ 61,280,327



Total Expense = \$ 56,655,304

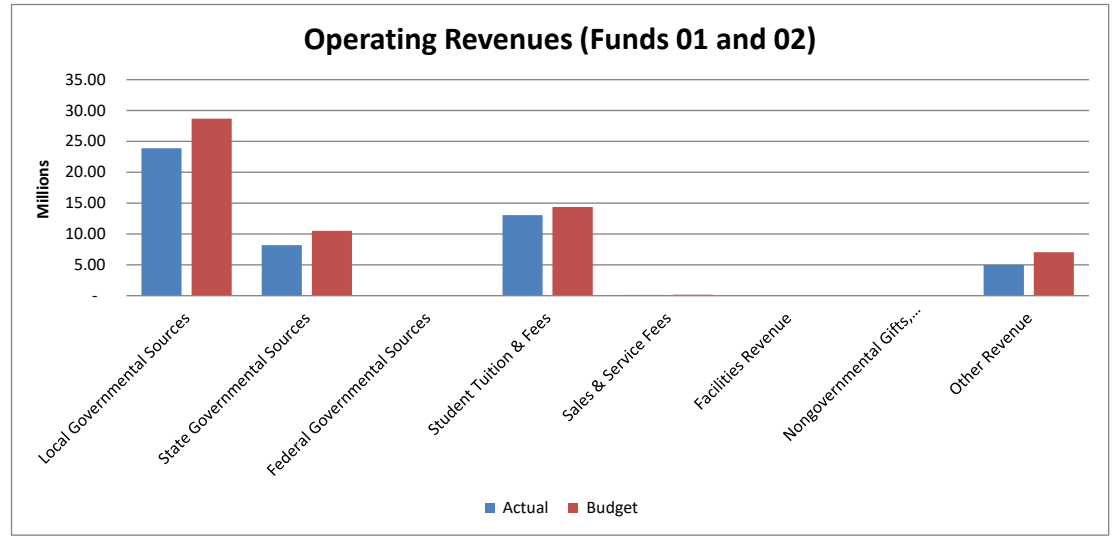
Operating Funds  
Net of SURS/Investments

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**April 30, 2024**

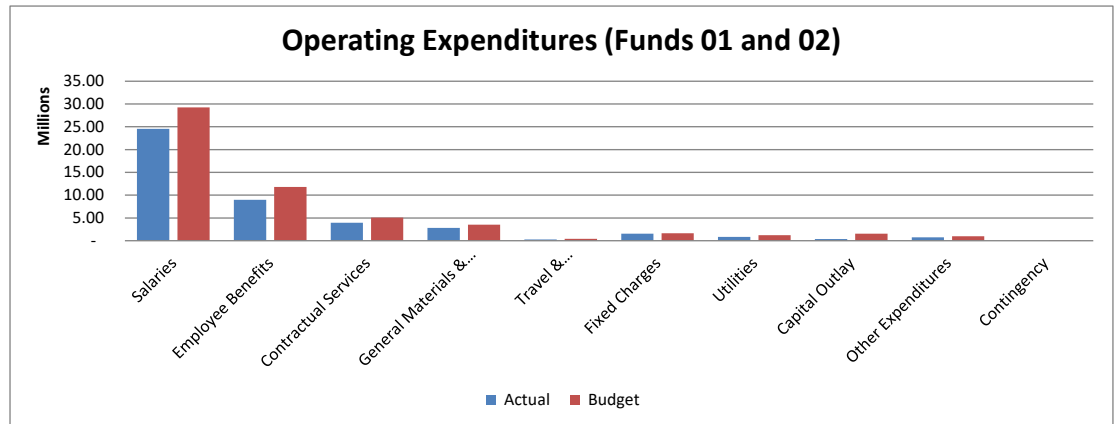
	FY24			FY23		FY23			FY24 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Bud.	Full Bud.	YTD Actual	Budget	% Chng	Change Over FY23 Act.	% Chng
<b>Revenue</b>										
Local Governmental Sources	\$ 23,904,790	\$ 23,887,791	\$ 28,700,710	100.1%	83.3%	\$ 24,122,282	\$ 28,962,379	83.3%	\$ (217,492)	-0.9%
State Governmental Sources	8,190,663	8,746,822	10,509,134	93.6%	77.9%	2,460,923	4,872,056	50.5%	\$ 5,729,740	232.8%
Federal Governmental Sources	1,776	-	-	0.0%	0.0%	1,616	-	0.0%	\$ 160	9.9%
Student Tuition & Fees	13,038,384	13,039,230	14,360,846	100.0%	90.8%	12,471,477	13,350,427	93.4%	\$ 566,907	4.5%
Sales & Service Fees	134,856	145,654	175,000	92.6%	77.1%	98,115	164,000	59.8%	\$ 36,741	37.4%
Facilities Revenue	17,766	15,786	18,966	112.5%	93.7%	17,766	18,966	93.7%	\$ -	0.0%
Nongovernmental Gifts	18,186	9,155	11,000	198.6%	165.3%	2,753	11,000	25.0%	\$ 15,433	560.7%
Other Revenue	4,993,802	5,865,912	7,047,777	85.1%	70.9%	5,136,970	11,671,443	44.0%	\$ (143,167)	-2.8%
<b>Total Revenue</b>	<b>\$ 50,300,223</b>	<b>\$ 51,710,350</b>	<b>\$ 60,823,433</b>	<b>97.3%</b>	<b>82.7%</b>	<b>\$ 44,311,900</b>	<b>\$ 59,050,271</b>	<b>75.0%</b>	<b>\$ 5,988,322</b>	<b>13.5%</b>
<b>Expenditures</b>										
Salaries	\$ 24,564,797	\$ 24,370,478	\$ 29,280,648	100.8%	83.9%	\$ 22,882,728	\$ 28,170,285	81.2%	\$ 1,682,069	7.4%
Employee Benefits	8,998,066	9,805,221	11,780,779	91.8%	76.4%	7,813,052	15,614,102	50.0%	\$ 1,185,014	15.2%
Contractual Services	3,925,308	4,207,382	5,055,087	93.3%	77.7%	3,399,443	4,823,014	70.5%	\$ 525,865	15.5%
General Materials & Supplies	2,810,981	2,910,987	3,497,494	96.6%	80.4%	2,698,668	3,307,839	81.6%	\$ 112,313	4.2%
Travel & Conference/Meeting	289,499	361,684	434,556	80.0%	66.6%	210,868	332,032	63.5%	\$ 78,630	37.3%
Fixed Charges	1,530,256	1,348,324	1,619,985	113.5%	94.5%	1,492,142	1,591,347	93.8%	\$ 38,114	2.6%
Utilities	826,102	996,920	1,197,780	82.9%	69.0%	576,369	1,220,675	47.2%	\$ 249,733	43.3%
Capital Outlay	384,468	1,293,242	1,553,805	29.7%	24.7%	150,980	1,687,269	8.9%	\$ 233,488	154.6%
Other Expenditures	752,412	803,176	965,000	93.7%	78.0%	710,739	916,500	77.5%	\$ 41,673	5.9%
Contingency	-	55,952	67,225	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 44,081,888</b>	<b>\$ 46,153,367</b>	<b>\$ 55,452,359</b>	<b>95.5%</b>	<b>79.5%</b>	<b>\$ 39,934,988</b>	<b>\$ 57,763,063</b>	<b>69.1%</b>	<b>\$ 4,146,900</b>	<b>10.4%</b>
<b>Surplus/(deficit)</b>	<b>\$ 6,218,335</b>	<b>\$ 5,556,983</b>	<b>\$ 5,371,074</b>			<b>\$ 4,376,912</b>	<b>\$ 1,530,279</b>		<b>\$ 1,841,423</b>	<b>42.1%</b>
Net Transfers Out/(In)	\$ -		\$ 850,000			\$ 2,130,279	\$ 1,530,279		\$ (2,130,279)	-100.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 6,218,335</b>	<b>\$ 5,556,983</b>	<b>\$ 4,521,074</b>			<b>\$ 2,246,633</b>	<b>\$ -</b>		<b>\$ 3,971,702</b>	<b>176.8%</b>
<b>Beginning Fund Balance</b>	<b>30,505,914</b>	<b>30,505,914</b>	<b>30,505,914</b>			<b>33,702,147</b>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>6,218,335</i>	<i>5,556,983</i>	<i>4,521,074</i>			<i>2,246,633</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>67,225</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 36,724,249</b>	<b>\$ 36,062,897</b>	<b>\$ 35,094,213</b>			<b>\$ 35,948,780</b>				

**Operating Funds - Statement of Activities**  
**April 30, 2024**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	23,904,789.55	28,700,710.00
State Governmental Sources	8,190,663.01	10,509,134.00
Federal Governmental Sources	1,776.00	-
Student Tuition & Fees	13,038,383.87	14,360,846.00
Sales & Service Fees	134,856.03	175,000.00
Facilities Revenue	17,766.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	18,186.00	11,000.00
Other Revenue	4,993,802.30	7,047,777.00
<b>Total Revenue</b>	<b>50,300,222.76</b>	<b>60,823,433.00</b>



<b>Expenditures</b>		
Salaries	24,564,796.74	29,280,648.00
Employee Benefits	8,998,066.13	11,780,779.00
Contractual Services	3,925,308.07	5,055,087.00
General Materials & Supplies	2,810,981.48	3,497,494.00
Travel & Conference/Meeting	289,498.72	434,556.00
Fixed Charges	1,530,256.10	1,619,985.00
Utilities	826,101.66	1,197,780.00
Capital Outlay	384,467.56	1,553,805.00
Other Expenditures	752,411.70	965,000.00
Contingency	-	67,225.00
<b>Total Expenditures</b>	<b>44,081,888.16</b>	<b>55,452,359.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>6,218,334.60</b>	<b>5,371,074.00</b>



\*#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 April including details regarding the College's investments.

Recommendation

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



Clinton E. Gabbard  
President

**McHenry County College  
Treasurer's Report  
For the Month of April 2024**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$166,703.00	\$772,719.59	\$797,443.52	\$141,979.07
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$22,839.59	\$1,398,049.62	\$1,373,034.75	\$47,854.46
Crystal Lake Bank & Trust <b>Employee Benefits</b>	\$0	\$60,362.46	\$61,130.68	(\$768.22)
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$172,200.21	\$172,200.21	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$831,074.47	\$6,237,087.14	\$6,092,091.25	\$976,070.36
Crystal Lake Bank & Trust <b>Operations</b>	\$76,587.09	\$3,468,562.25	\$3,236,883.11	\$308,266.23
Crystal Lake Bank & Trust <b>Payroll</b>	\$31,400.60	\$2,531,813.39	\$2,561,128.83	\$2,085.16

McHenry County College  
April 30, 2024

Investments

College Fund	Financial Institution	04/30/24	03/31/24	04/30/24	Interest	No. of Days	Maturity
		Investments	Investments	% of Total			
Education	Illinois Funds	\$149,125	\$260,053	0%	see below	N/A	On Demand
Education	PFM Investments	12,299,559	15,522,727	36%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,514,020	5,526,632	16%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,680,776	1,684,620	5%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,807,092	8,768,206	26%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	384,023	135,103	1%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	135,103	382,328	0%	see below	N/A	Various
Working Cash	PFM Investments	3,105,483	3,112,586	9%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,209,178	2,214,231	6%	see below	N/A	Various
	<b>Total</b>	<b>\$34,284,359</b>	<b>\$37,606,485</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Apr-24	Fiscal YTD
Education	(\$19,699)	\$594,292
Operations & Maintenance	(12,150)	302,139
Operations & Maintenance (Restricted)	(3,704)	92,096
Operations & Maintenance (Restricted CDB Projects)	40,581	390,441
Working Cash	(6,843)	170,164
Liability, Protection and Settlement	(4,868)	121,051
<b>Total</b>	<b>(\$6,682)</b>	<b>\$1,670,183</b>

Illinois Fund Rates - April 30, 2024

Annualized rate - Money Market

Low	5.400%
High	5.463%
Average	5.422%

PFM Investment Rates - April 30, 2024

Range of CD Rates

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

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	4.200%	-	-	-
At Market	5.070%	-	-	-

\*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,200,572.98. Please note that the expenses are not segregated into the respective funds.

Recommendation

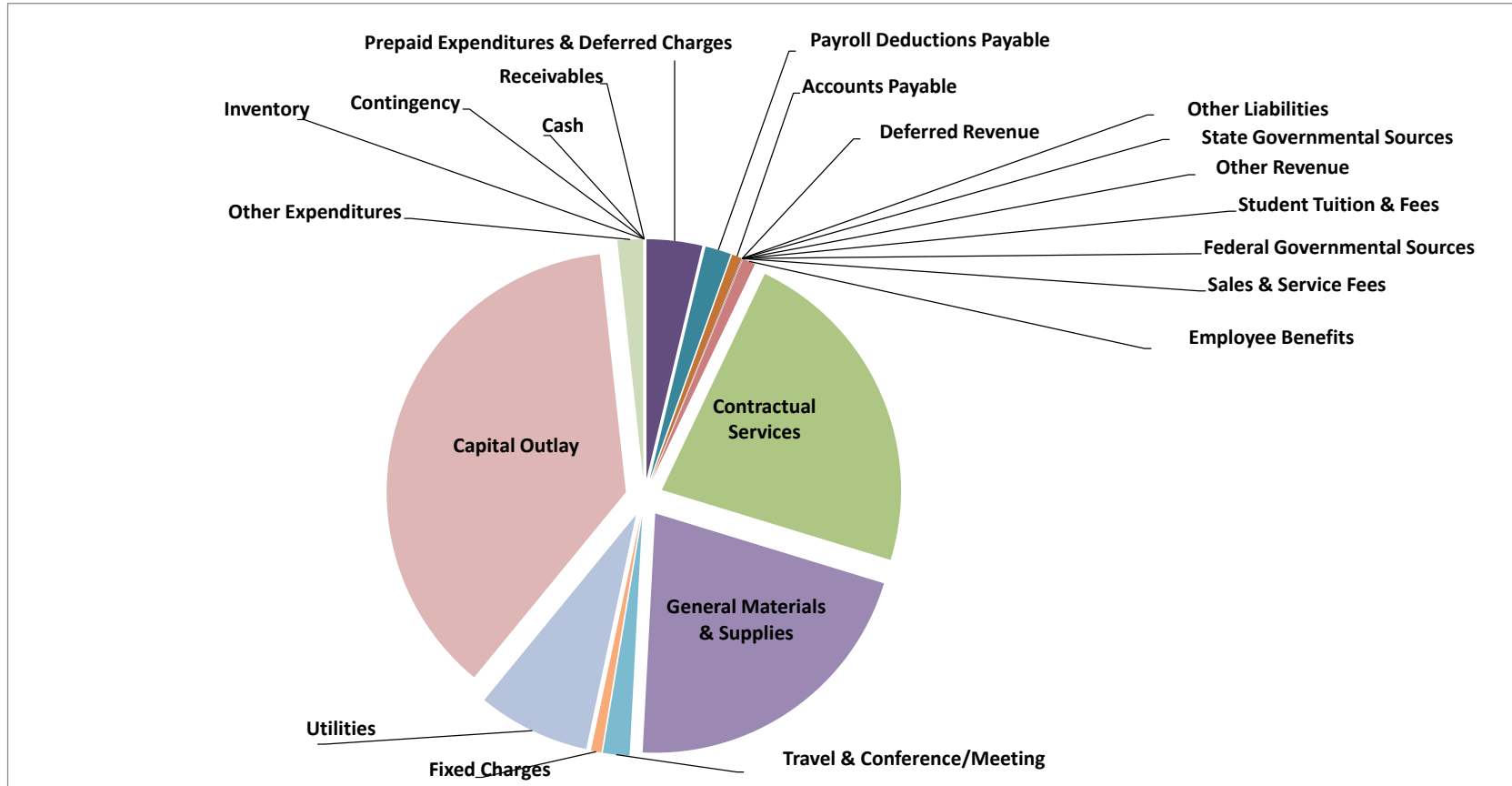
It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of April 1 – April 30, 2024 totaling \$2,200,572.98.



Clinton E. Gabbard  
President



## Distribution of Monthly Check Register Payments 4/1/24 through 4/30/24



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	0.00	0.00%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	18,954.66	0.86%
Prepaid Expenditures & Deferred Charges	82,516.13	3.75%	Contractual Services	498,150.98	22.64%
Payroll Deductions Payable	38,618.37	1.75%	General Materials & Supplies	464,672.35	21.12%
Accounts Payable	15,000.00	0.68%	Travel & Conference/Meeting	39,431.14	1.79%
Deferred Revenue	0.00	0.00%	Fixed Charges	15,532.92	0.71%
Other Liabilities	0.00	0.00%	Utilities	167,192.00	7.60%
State Governmental Sources	0.00	0.00%	Capital Outlay	821,634.76	37.34%
Federal Governmental Sources	806.85	0.04%	Other Expenditures	38,062.82	1.73%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>2,200,572.98</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY24: (11-Nov)	FY24: (12-Dec)	FY24: (1-Jan)	FY24: (2-Feb)	FY24: (3-Mar)	FY24: (4-Apr)
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$697.00				697.00		
<b>Engineering Total</b>					\$ 697.00	-	-	-	697.00	-	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,333.66	682.32	346.90	247.76	843.03	499.55	714.10
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,298.40	867.20	1,032.32	49.60	396.80	610.08	342.40
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$2,584.50			180.00			2,404.50
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$5,967.00	1,108.60	792.80	631.60	861.20	1,201.60	1,371.20
<b>Food Vendor Total</b>					\$ 15,183.56	2,658.12	2,172.02	1,108.96	2,101.03	2,311.23	4,832.20
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,500.00	500.00	250.00		250.00	500.00	
Landscaping	59	Other Expenditures	0395554	INTERIOR TROPICAL G	\$525.00			525.00			
<b>Landscaping Total</b>					\$ 2,025.00	500.00	250.00	525.00	250.00	500.00	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$10,715.33		10,715.33				
<b>Legal Total</b>					\$ 10,715.33	-	10,715.33	-	-	-	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$93,184.29	20,846.45	6,916.78	11,348.45	25,533.11	11,624.92	16,914.58
<b>Temporary Staffing Total</b>					\$ 93,184.29	20,846.45	6,916.78	11,348.45	25,533.11	11,624.92	16,914.58
<b>Grand Total</b>					\$ 121,805.18	\$ 24,004.57	\$ 20,054.13	\$ 12,982.41	\$ 28,581.14	\$ 14,436.15	\$ 21,746.78

Request to Purchase  
Audiovisual Equipment for University Center at MCC

Information

To support the educational and training needs of the University Center at MCC, we propose purchasing audiovisual (AV) equipment and installation services, which will provide the resources necessary to create a hybrid learning environment in the building's round lecture hall/classroom. This purchase includes:

- 2, 85" displays
- 2 Cameras
- 2 Microphones
- Speakers, controller, and related equipment
- Design and installation services

Equipment cost: \$43,287.73

Labor: \$21,335.00

Total: \$64,622.73

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 IT Technology Services within Fund 3.

Recommendation

It is recommended that the Board of Trustees approves the purchase of audiovisual equipment and installation services from ACP CreativIT of Green Bay, WI for \$64,622.73.



Clinton E. Gabbard  
President

Request to Purchase  
Luecht Auditorium Laser Projector

Information

The projection system in the Luecht Auditorium at MCC must provide an effective visual display that supports a variety of presenter needs, whether it is for teaching classes or hosting community presentations and events. The auditorium's current projector no longer performs effectively, as the noise level and projection quality detract from the audience's experience. We propose purchasing a new 4K laser projector to replace the current projector, which will be quieter, brighter, have sharper focus, and will be able to be installed with no required expensive retrofitting.

Total cost: \$62,139.43

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."

Recommendation

It is recommended that the Board of Trustees approves the purchase of a laser projector and related equipment from B&H of New York, NY for \$62,139.43.



Clinton E. Gabbard  
President

Request to Renew  
Ellucian Annual Support Services Fee

As part of operating the College's Ellucian Enterprise Resource Planning (ERP) system, and consistent with other major software systems, support services are a necessary component to ensure the system remains accessible and functional. The annual support services fee covers prioritized telephone and online vendor support for the product, rights to future upgrades and bug fixes, and expert-level custom support for any unique or unusual issues with the system. Without this support, the College would risk prolonged outages impacting the entire College in the event of unforeseen problems with the ERP software.

The Ellucian ERP annual support services fee is a yearly cost the College will incur as long as it uses the ERP software product, Colleague. The service covers 40 different integrated software components that comprise the overall Colleague ERP system. This also includes maintenance for Synoptix and the Business Objects/Web Intelligence software component, Ellucian's reporting software module.

This year's Colleague software support services fee is \$75,413.00 for the timeframe of July 1, 2024 to June 30, 2025.

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 FY 2024 IT DevOps account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of Ellucian ERP, Colleague, and Self-Service yearly support services fee for the timeframe of July 1, 2024 through June 30, 2025 for \$75,413.00.



Clinton E. Gabbard  
President

Request to Approve  
Sealing, Repair, and Striping of Parking Lots

Information

The College requires sealing and striping services for its Crystal Lake main campus parking lots. The asphalt requires repair and crack sealing, and in many areas, the paint marking the parking spaces has faded significantly. Sealing the asphalt will help extend the lifespan of parking lot surfaces and protect our investment. Additionally, the parking lots are overdue for this type of maintenance.

We request the approval of sealing, repair, and striping services for MCC parking lots. This work is scheduled to be completed in phases starting in July 2024.

A Request for Proposal (#05152024) related to the performance of sealing, repair, and striping was circulated and posted on May 2, 2024. The following two companies submitted sealed bids that were opened on May 15, 2024:

Bidder Name	Bid Proposal Total Per Year
Patriot Maintenance Inc.	\$169,716.00
Patriot Pavement Maintenance	\$189,161.32

This expense is budgeted in the Roads and Grounds Contract Maintenance Services Account in the Operations and Maintenance Fund (02).

Recommendation

It is recommended that the Board of Trustees approves the bid for parking lot sealing, repair, and striping from Patriot Maintenance Inc. of Mundelein, IL for \$169,716.00.



Clinton E. Gabbard  
President

Request to Purchase  
Foglia CATI Compressed Air System

Information

When the Foglia Center for Advanced Technology and Innovation (Foglia CATI) opens for Fall 2024 classes, the equipment used in the courses and programs will operate using compressed air. The College is requesting to purchase a compressed air system that will include air compressors, refrigerated driers, piping, hose reels, and hoses required for equipment operation.

The compressed air system will include duplexed 10 horsepower air compressors, refrigerated driers, piping, hose reels, and hoses required for equipment operation. This configuration will provide energy savings by only operating one compressor during low load operations. The equipment included in this order is the compressed air system in the Foglia CATI lab drawings and equipment plans. The cost for the compressed air system is \$225,640.00 and is provided by Delta Industries Inc. of Downers Grove, IL.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums.

This expense is budgeted in the following accounts: 1) Advance McHenry County Grant in the amount of \$75,640.00; 2) MCC match in the amount of \$150,000.00 (as required by the Advance McHenry County Grant) in Foglia CATI Fund 03.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a compressed air system from Delta Industries Inc. of Downers Grove, IL for \$225,640.00.



Clinton E. Gabbard  
President

Request to Purchase  
Foglia CATI Fabrication Lab Equipment

Information

MCC will offer Welding and Fabrication, as well as Heating, Ventilation, and Air Conditioning (HVAC) programs in the Foglia Center for Advanced Technology and Innovation (Foglia CATI) when it opens for classes in Fall 2024. The College is seeking to purchase fabrication equipment for use in the Foglia CATI Welding and Fabrication and HVAC labs. Students will learn to work with fabrication equipment and HVAC sheet metal in these programs. The tools and equipment that will be in these labs will provide hands-on experience in the equipment operation, design, and production of HVAC duct work and other fabrication projects developed in the Welding and Fabrication program.

The equipment included in this order are fabrication tables listed in Foglia CATI lab drawings and equipment plans. The fabrication equipment in this purchase includes a press brake, slip roll, seamer (Pittsburgh machine), and a metal shear as shown on the Foglia CATI equipment plan. The cost for the fabrication equipment and freight is not to exceed \$59,000.00 and is provided by MSC Industrial Supply Co. in Melville, NY.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums. Note: It is anticipated that additional purchases for the Foglia CATI may be made from MSC Industrial Supply Co. following the MCC purchasing guidelines.

This expense is funded by the Advance McHenry County grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of fabrication equipment, including freight from MSC Industrial Supply Co. of Melville, NY at a cost not to exceed \$59,000.00.



Clinton E. Gabbard  
President



Request to Purchase  
Foglia CATI HVAC Equipment Johnstone

Information

MCC will be launching the Heating, Ventilation, and Air Conditioning (HVAC) program in the Foglia Center for Advanced Technology and Innovation (Foglia CATI) when it opens for classes in Fall 2024. The College is seeking to purchase HVAC equipment and supplies for use in the Foglia CATI HVAC Lab. Students will learn to work with residential and commercial HVAC equipment in this program. The tools and equipment that will be in this lab will provide hands-on experience in the operation, troubleshooting, diagnosis and repair of residential and commercial HVAC equipment.

The equipment and supplies included in this order include supplies to build the refrigerant and electrical trainers, start-up supplies such as refrigerant, recovery tanks, copper tubing, flaring tools, and swaging tools indicated in Foglia CATI lab drawings and equipment and supply plans. The cost for these HVAC equipment and supplies is \$65,000.00 and is provided by Johnstone Supply – The Heartland Group of Cary, IL.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums. Note: This is not all the tools and equipment needed for this lab and it is anticipated that additional purchases for the HVC and other labs in the Foglia CATI may be made from Johnstone Supply following the MCC purchasing guidelines.

This expense is funded by the Advanced McHenry County grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of HVAC equipment and supplies from Johnstone Supply – The Heartland Group of Cary, IL. for a cost not to exceed \$65,000.00.



Clinton E. Gabbard  
President

Request to Purchase  
Foglia CATI Surface Grinders

Information

MCC will offer Precision Machining programs in the Foglia Center for Advanced Technology and Innovation (Foglia CATI) when it opens for Fall 2024 classes. The College is seeking to purchase surface grinders for use in the Foglia CATI Precision Machining lab. The surface grinders that will be in this lab will provide hands-on experience in the equipment operation, design, and production of precision machining and other fabrication projects developed in the Precision Machining program.

A surface grinder is a machine tool used to provide precision ground surfaces, either to a critical size or for the surface finish. The equipment included in this order are surface grinders listed in Foglia CATI lab drawings and equipment plans. The cost for these surface grinders is not to exceed \$78,000.00 and is provided by MSC Industrial Supply Co. in Melville, NY.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums. Note: It is anticipated that additional purchases for the Foglia CATI may be made from MSC Industrial Supply Co. following the MCC purchasing guidelines.

This expense is budgeted in the following funds: 1) \$60,000.00 from the Advance McHenry County grant; 2) \$6,229.29 from the Foglia CATI Fund 03 equipment account.

Recommendation

It is recommended that the Board of Trustees approves the purchase of surface grinders from MSC Industrial Supply Co. of Melville, NY at a cost not to exceed \$78,000.00.



Clinton E. Gabbard  
President

Request to Purchase  
Foglia CATI Workbenches and Storage Cabinets

Information

Beginning in Fall 2024, MCC will offer Welding and Fabrication, Precision Machining, Heating, Ventilation, and Air Conditioning (HVAC), Automation, Robotics, and Mechatronics, Engineering Technology, Architectural Design, and Construction Management programs in the Foglia Center for Advanced Technology and Innovation (Foglia CATI). The College is seeking to purchase workbenches and storage cabinets for use in Foglia CATI classrooms and labs. The workbenches will be used as work surfaces to perform student projects and assignments, and the storage cabinets will provide storage for tooling and supplies.

The workbenches and storage cabinet equipment included in this order are listed in the Foglia CATI lab drawings and equipment plans. The cost for workbenches and storage cabinets is \$142,545.48 and is provided by Uline of Pleasant Prairie, WI.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act for purchases made under State negotiated contracts and associated purchasing consortiums. Note: It is anticipated that additional purchases for the Foglia CATI may be made from Uline following the MCC purchasing guidelines.

This expense is budgeted in the following funds: 1) \$56,968.00 from the Advance McHenry County grant; 2) \$85,577.48 from the Foglia CATI Fund 03 equipment account.

Recommendation

It is recommended that the Board of Trustees approves the purchase of workbenches and storage cabinets to be used in the Foglia CATI from Uline of Pleasant Prairie, WI for \$142,545.48.



Clinton E. Gabbard  
President

Request to Renew  
LinkedIn Recruiter

Information

Earlier this year, the Human Resources (HR) department contracted with LinkedIn Recruiter to advertise open MCC job positions via job slots in LinkedIn. At a time when candidates typically have many options when looking for their next opportunity, MCC needs to take more proactive steps to attract and retain the best and brightest. Therefore, HR would like to upgrade its existing advertising with LinkedIn to include a Job Wrap tool and LinkedIn Recruiter functionality. With these enhancements, HR will have more extensive tools to actively reach out to candidates and build a pipeline of potential applicants for future positions.

For reference, Job Wrap is a tool that automatically feeds all MCC jobs into a dashboard that enables the LinkedIn Recruiter to swap jobs on and off the LinkedIn advertising platform with ease. This functionality allows for more strategic postings, including keeping an eye on job posting dates and candidate pools and highlighting jobs that need to attract a greater number of applicants.

Further, LinkedIn Recruiter functionality allows for highly targeted searches, sophisticated messaging tools, and a centralized candidate management system. LinkedIn Recruiter also has any number of analytical tools to measure program effectiveness, generate reports, and give insights to candidate responses and placement in the pipeline.

This additional functionality will boost MCC's hiring capabilities and visibility, as well as have a positive impact on metrics, such as Time to Fill and Cost per Hire.

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, under 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."

Recommendation

It is recommended that the Board of Trustees approves the renewal of a two-year LinkedIn agreement for an initial one-year cost of \$21,765.00, and a total two-year cost of \$43,530.00.



Clinton E. Gabbard  
President

Appointment of Replacement Administrator  
Director of Employee Development

Information

The departure of Luanne Mayorga created a vacancy for the full-time Director of Employee Development position. Ms. Kimberly Clarkson has been recommended to fill this position, effective June 3, 2024. Ms. Clarkson earned a Master of Science in Education, and a Certificate in Instructional Design and Technology, both from Northern Illinois University. In addition, she holds a Bachelor of Science degree in Special and Elementary Education from Western Illinois University, Malcolm, IL. Her experience is as follows:

November 2021 – Present	Instructional Designer – American Medical Technologists
August 2020 – October 2021	Instructional Technology Coach – Park Ridge – Niles CCSD64
August 2018 – July 2020	Innovation Media Specialist – Diamond Lake School District 76
December 2017 – February 2018	Teacher – Alexander Leigh Center for Autism

27 applications were received, 24 met the position minimum requirements, and the search committee interviewed 5 candidates.

Below is a summary of the Director of Employee Development position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A3	\$76,017.32	\$104,524.94	\$133,032.56	\$26,435.64	\$108,045.00	\$87,000.00

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

**Position Summary:** The Director of Employee Development provides leadership to the College’s learning and development initiatives. The Director will effectively interact with a wide range of stakeholders to develop or procure leadership, technical, compliance, skill, and professional development programs, and monitor their effectiveness. Incorporating the College’s Behaviors of Excellence, strategic values, diversity, equity, belonging, and inclusion (DEBI) principles, and a competency-based framework into learning outcomes will be a central focus. This is a hands-on role requiring planning, tracking, and detailed project organization and execution. This dynamic position has the responsibility of reimagining and redesigning the learning and development experience for staff and administrators, as well as providing new programs that expand the development of skills, leadership capacity, and overall employee engagement.

**QUALIFICATIONS:**

- Bachelor's degree from a regionally accredited institution
- Three years of demonstrable experience in adult education, training, organizational development and/or instructional design, ideally within a community college setting

**DESIRED QUALIFICATIONS:**

- Masters' degree from a regionally accredited institution
- APTD or CPTD Certification from Association for Talent Development (ATD) highly preferred, or certificates in training design and delivery, facilitation, instructional design, or performance improvement

Recommendation

It is recommended that the Board of Trustees approve the appointment of Kimberly Clarkson to the full-time administrative position of Director of Employee Development, effective June 3, 2024, with a 12-month salary of \$87,000.00.



Clinton E. Gabbard  
President

Request to Approve  
Custodial Services Contract

Information

The College identified the need to perform a public bid for custodial services. RJB Properties, Inc. has been the contracted company for many years, and the contract has been extended to its limit.

On March 5, 2024, a Notice of Request for Proposal (RFP) related to the performance of custodial services was circulated and posted in the College district. A mandatory pre-bid meeting and tour of campus was held on March 14, 2024. Following is the information and bid from the company we have vetted and with whom we would like to contract. Attached is the complete list of companies that submitted sealed bids, which were opened on March 29, 2024:

Item(s) or Detail of Project	Bidder/Company Name	Bid Proposal Total
Custodial Services	RJB Properties, Inc.	\$5,223,030.00

This contract would be for five (5) years to run from July 1, 2024 through June 30, 2029, with the option for the College to extend the contract up to an additional three years.

This expense is budgeted in the Custodial Maintenance Contract Maintenance Services Account in Fund 02.

Recommendation

It is recommended that the Board of Trustees approves the five-year contract for custodial services from RJB Properties Inc. of Chicago, IL for \$5,223,030.00.



Clinton E. Gabbard  
President

### GSF

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Des Plaines	Alberto Mendoza				*See other Info	5%						Did not quote # of staff per shift. Quoted Proposed: 2 Supervisors, 9 Custodians, 4 Day Porters
		\$36.22	\$36.22	\$36.22			\$882,287.71	\$928,723.91	\$977,604.11	\$1,029,056.97	\$1,083,217.86	

15 people      Rank  
\$3,923,286.45    \$ 261,552.43    4

### ABM

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Downers Grove	Victor Abrego				*See other Info	3%						Did not quote # of staff per shift. Quoted Proposed: 1 Supervisors, 9 Custodians, 7 Day Porters
		\$23.17	\$34.39	\$23.17			\$857,177.01	\$882,892.32	\$909,379.09	\$936,660.46	\$964,760.28	

17 people  
\$4,550,869.16    \$ 267,698.19    6

### Smith Maintenance Company

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Chicago	Estepan Aguilar				*See other Info	2%						Did not quote # of staff per shift. Quoted Proposed: 2 Supervisors, 11 Custodians, 2 Day Porters
		\$30.75	\$30.75	\$30.75			\$905,893.04	\$924,010.90	\$942,491.12	\$961,340.94	\$980,567.76	

15 people  
\$4,714,303.76    \$ 314,286.92    10

### Facilities 360

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Wayne, MI	Ray Awwad				*See other Info	3%						Did not quote # of staff per shift. Quoted Proposed: 2 Supervisors, 19 Custodians, 4 Day Porters
		\$26.00	\$30.00	\$26.00			\$902,606.00	\$929,684.00	\$957,575.00	\$986,302.00	\$1,015,891.00	

25 people  
\$4,792,058.00    \$ 191,682.32    1

### Alpha Building Maintenance

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Bridgeview	Luis Moreno				*See other Info	3%						Did not quote # of staff per shift. Quoted Proposed: 2 Supervisors, 9 Custodians, 4 Day Porters
		\$16.00	\$24.00	\$24.00			\$903,561.00	\$930,667.00	\$958,586.00	\$987,344.00	\$1,016,956.00	

15 people  
\$4,797,114.00    \$ 319,807.60    11

### HES

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Barrington	Proposed Dennis Mesic				*See other Info	3%						Did not quote # of staff per shift. Quoted Proposed: 5 Supervisors, 10 Custodians, 4.5 Day Porters
		\$37.00	\$37.00	\$26.00			\$937,168.68	\$965,283.74	\$994,242.25	\$1,024,069.52	\$1,054,791.60	

19.5 people  
\$4,975,555.79    \$ 255,156.71    3



**RJB**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Chicago	James Johnson				*See other Info	3%						Did not quote # of staff per shift. Quoted Proposed: 2 (PM & N Sup) Supervisors, 15.5 & 2.5 (Wknds) Custodians, 4 Day Porters
		\$18.51	\$18.51	\$27.78			\$965,673.00	\$1,016,162.00	\$1,047,451.00	\$1,080,118.00	\$1,113,626.00	

26 people  
\$5,223,030.00 \$ 200,885.77 2

**UG2**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Chicago					*See other Info <b>1<sup>st</sup> Shift</b> 1 Supervisors, 2 Custodians, <b>2<sup>nd</sup> Shift</b> 2 Custodians <b>3<sup>rd</sup> Shift</b> 1 Supervisor 10 Custodians <b>Weekend</b> 2 Custodians	3.50%						Quoted Proposed: 2 Supervisors, 11 Custodians, 6 Day Porters
		\$48.03	\$48.03	\$48.03			\$982,335.37	\$1,016,717.11	\$1,052,302.21	\$1,089,132.78	\$1,127,252.43	

19 people  
\$5,267,739.90 \$ 277,249.47 7

**Palacios Marine Industrial**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Oregon	TBD at time of award				*See other Info <b>1<sup>st</sup> Shift</b> 1 Supervisors, 2 Custodians, <b>2<sup>nd</sup> Shift</b> 2 Custodians <b>3<sup>rd</sup> Shift</b> 1 Supervisor 12 Custodians 2 Floor Techs <b>Weekend</b> 3 Custodians	3%						Quoted Proposed: 2 Supervisors, 16 Custodians, 4 Day Porters
		\$39.44	\$39.44	\$39.44			\$1,197,837.00	\$1,221,793.00	\$1,240,120.00	\$1,258,722.00	\$1,277,603.00	

22 people  
\$6,196,075.00 \$ 281,639.77 8

**EBM**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Schaumburg	TBD Day Shift				*See other Info 1 <sup>st</sup> Shift 1 Supervisors 3 Porters 2 <sup>nd</sup> Shift 2 Porters 3 <sup>rd</sup> Shift Night Cleaners 14 FTE 1 PTE Weekend 2 Custodians	3%						Quoted Proposed: 1 Night Supervisor, 14 FTE, 1 PTE Custodians 8 Day Porters
		\$16.50	\$16.50	\$38.00			\$1,176,221.28	\$1,211,507.92	\$1,247,853.16	\$1,285,288.75	\$1,323,847.41	

23.5 people  
\$6,244,718.52 \$ 265,732.70 5

**Harvard**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Elk Grove Village	Juan Soto				*See other Info	3.50%						Did not quote # of staff per shift. Quoted Proposed: 2 Supervisors, 15 Custodians, 4 Day Porters
		\$25.50	\$27.75	\$25.50			\$1,293,755.00	\$1,326,373.00	\$1,362,632.00	\$1,375,243.00	\$1,412,401.00	

21 people  
\$6,770,404.00 \$ 322,400.19 12

**BNB Networks, LLC**

Location	Project Mgr.	Hourly Emp Rate			# staff per Shift	Percent Increase	Yearly Cost (Quoted Monthly Costs)					Other
		Mon.-Fri.	Sat.-Sun.	Extra			Year 1	Year 2	Year 3	Year 4	Year 5	
Not Listed	Patty Rodgers				*See other Info	8%						Did not quote # of staff per shift. Quoted Proposed: 4 Supervisors, 18 Custodians, 6 Day Porters
		\$35.00	\$38.00	\$35.00			\$124,073.00	\$124,274.40	\$133,992.00	\$134,760.00	\$145,541.00	
		\$1,488,876.00	\$1,491,298.80	\$1,607,904.00			\$1,617,120.00	\$1,746,492.00				

28 people  
\$7,951,690.80 \$ 283,988.96 9

Authorization of FY 2024 Non-Mandatory  
Transfers of Funds

Information

In the FY 2024 Budget, approved by the Board of Trustees on September 28, 2023, there was a budgeted non-mandatory transfer of funds as follows:

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Amount</u>
Education Fund (01)	Operations & Maintenance Restricted Fund (03)	\$300,000
Education Fund (01)	Auxiliary Fund (05)	\$550,000
Working Cash Fund (07)	Operations & Maintenance Restricted Fund (03)	<u>\$1,260,717</u>
	Total of Transfers	\$2,110,717

The purpose of the initial budgeted transfer of \$2,110,717 is necessitated in order properly fund the annual payment for the University Center building (\$300,000), the support for Auxiliary Fund 05 (\$550,000), and renovation of the University Center (\$1,260,717).

The recommended transfer to the Board includes an increase of \$4,304,659 over the approved budgeted amount and the additional amount is illustrated and explained below.

<u>Transfer Out</u>	<u>Transfer In</u>	<u>Amount</u>
Education Fund (01)	Operations & Maintenance Restricted Fund (03)	\$3,744,358
Education Fund (01)	OPEB Liability Fund (17)	\$250,000
Working Cash Fund (07)	Operations & Maintenance Restricted Fund (03)	<u>\$22,776</u>
	Total of Transfers	\$4,017,134

The additional \$4,017,137 in transfers are due to one-time capital projects supported primarily from the equalization funding received in FY 2024. The additional transfer is to fund the following items:

- Library @ \$1,140,168
- Fire Tower @ \$1,000,000
- Backfill Renovations (D and E Buildings) @ \$1,604,190
- ~~Planetarium Projector (outstanding balance) @ \$287,525~~ (pulled due to fundraising)
- Fund 17 Support @ \$250,000

The additional \$22,776.00 from Working Cash Fund 07 is to sweep the full amount of accrued interest based on the FY 2023 audit. The backfill renovation project includes the approved \$257,825.00 for Architectural and Engineering cost from Board Meeting on March 28, 2024. The balance of the backfill amount is for renovation of the buildings (\$1,120,365.00) and a contingency amount (\$226,000.00).

The FY2024 budget is expected to perform well and will have the capacity this year to allow the full recommended transfer of \$6,127,851.00 due to the equalization funding received.

Recommendation

It is recommended that the Board of Trustees approves the following non-mandatory transfer of funds of \$6,127,851.00.

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

Clinton E. Gabbard  
President

Compensation Adjustment for Contingent Employees  
Academic Year 2024- 2025

Information

Contingent employees at McHenry County College include:

- Athletic coaches
- Part-time, non-unit teaching faculty and trainers
- Test facilitators
- Tutors
- Part-time, non-unit teaching Emergency Medical Service Trainers
- Part-time, non-unit teaching Paramedics

It is recommended that employees currently holding these positions receive a 3.0% increase to the base salary cell on the applicable salary matrix or their hourly rate, effective with the next Academic Year 2024-2025.

Recommendation

It is recommended that the Board of Trustees approves a 3.0% increase as detailed above, effective for the next Academic Year 2024-2025.



Clinton E. Gabbard  
President

Administrative Compensation Adjustment for FY 2025

Information

It is recommended that a flat percentage increase be applied for FY 2025, specifically:

- Administrators hired before April 1, 2024 and holding the positions listed on Board Report #24-57, Administrative Appointments for FY 2025 are considered “eligible administrators”.
- All eligible administrators will receive a 3.0% increase effective July 1, 2024.
- All salary ranges will increase by 3.4%, the December 2023 CPI-U rate.
- Eligible administrators who have been on a performance improvement plan or who have been on discipline during FY 2024 will not be eligible for a compensation increase.
- If the increase moves an eligible administrator over the top of his/her range, the overage becomes paid as a non-SURS eligible bonus throughout the year.

Recommendation

It is recommended that the Board of Trustees approves a 3.0% compensation adjustment for eligible administrators for FY 2025.



Clinton E. Gabbard  
President

Ring Road Repavement  
CDB Project 810-066-020

Information

On September 18, 2023, the Illinois Capital Development Board (CDB) awarded a contract for repaving of Ring Road project. Schroeder Asphalt Services was the lowest bidder at \$743,000. Schroeder Asphalt was also the only bidder on this project, and that amount came in under the budget of \$1,437,500. A trust was created for \$359,375, which is the 25% required local match. The State provided 75%, or \$1,078,125 of the project's cost. A contingency reserve is budgeted at \$514,700. It is not likely that the full contingency would even be required unless an event like soil condition(s) would require remediation before asphaltting.

This was a deferred maintenance project the College submitted to the State and approved. The project was handled by the CDB, bid out, and then approved by the State. Consequently, this report is merely for local record keeping and audit support.

This project has been approved as a capital project by the Board both in FY 2023 and FY 2024, but due to several delays in CDB approval and timing of this project, the start was postponed until this spring to avoid disruption to students and damage to roads during Foglia CATI construction.

Recommendation

It is recommended that the Board of Trustees approves the Trust and use of funds for record keeping and for audit support, the Trust and subsequent release of trust funds for the Ring Road Repavement Project, and the use of the 25% match of \$359,375 for CDB Project 810-066-020.



Clinton E. Gabbard  
President

Agreement Between the Board of Trustees of McHenry County College  
and the McHenry County College Staff Council

Information

The existing three-year McHenry County College Staff Council agreement, which took effect in July 2021, expires in June 2024. A team of five administrators and five Staff Council members met consistently, from January 2024 through early May 2024, to negotiate terms of a new contract. The attached contract incorporates all changes the two teams agreed to during the four months of negotiations. The new contract was ratified by the Staff Council membership.

If approved, the new contract will be effective July 1, 2024 and remain in effect until June 30, 2028.

Recommendation

It is recommended that the Board of Trustees approves the attached contract with the McHenry County College Staff Council, effective July 1, 2024 through June 30, 2028.



Clinton E. Gabbard  
President



**AGREEMENT**

**Between**

**BOARD OF TRUSTEES,  
MCHENRY COUNTY COLLEGE,  
COMMUNITY COLLEGE DISTRICT NO. 528**

**&**

**MCHENRY COUNTY COLLEGE STAFF COUNCIL  
LOCAL 1642, IFT/AFT, AFL/CIO**

**July 1, 2024 through June 30, 2028**

## Preamble

The College and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect. The parties agree that inappropriate behavior in the workplace does not promote the College's mission, employee well-being, or productivity. Inappropriate workplace behavior will not be tolerated.

If an employee believes they have been subjected to inappropriate workplace behavior, they should report the behavior in accordance with the College's Employee Harassment Procedures.

This Preamble is not subject to the grievance procedure in Article V – Grievance Procedure.

DRAFT

**Table of Contents**

Article I - Union Board Relations..... 6

    1.1 Recognition & Scope..... 6

    1.2 New and Modified Positions..... 6

    1.3 Integrity of the Unit ..... 6

    1.4 Voluntary Dues Check off ..... 7

    1.5 Union Meetings ..... 7

    1.6 Distribution of Union Material ..... 7

    1.7 Release Time for the Union ..... 7

    1.8 Release Time for Grievance and Contract Administration ..... 8

    1.9 Reporting ..... 8

    1.10 Records ..... 8

    1.11 College Council ..... 8

    1.12 Participation at Board Meetings..... 9

    1.13 Board Policies ..... 9

    1.14 No Strike ..... 9

    1.15 Non-Discrimination..... 9

    1.16 Notice of Employment Status..... 9

**Article II – Terms & Conditions of Employment..... 10**

    2.1 Workday ..... 10

    2.2 Workweek..... 10

    2.3 Breaks ..... 10

    2.4 Lunch ..... 10

    2.5 Summer Work Schedule ..... 11

    2.6 Overtime Break and Lunch ..... 11

    2.7 Overtime ..... 11

    2.8 Assignment Outside Position..... 11

    2.9 Additional Assignments ..... 12

    2.10 Seniority..... 12

    2.11 Seniority Lists..... 12

    2.12 Layoff or Reduction to Part-Time ..... 12

    2.13 Recall from Layoff..... 13

    2.14 Vacancies ..... 14

2.15	Performance Evaluation .....	14
2.16	Personnel File .....	15
2.17	Probationary Period.....	15
2.18	Discipline.....	15
2.19	Emergency/Scheduled Closing .....	16
2.20	Management Called Meetings .....	16
2.21	Job Review .....	16
2.22	Health and Safety .....	17
2.23	Automation and Reorganization .....	18
2.24	Job Descriptions.....	18
2.25	Uniformed Employees .....	18
2.26	Grant Funded Employees .....	19
2.27	Duration of Temporary Replacements .....	19
2.28	Telework Arrangement.....	19
<b>Article III</b>	<b>- Leaves, Vacation, Holidays.....</b>	<b>20</b>
3.1	Sick Leave.....	20
3.2	Sick Leave Pool.....	20
3.3	Personal Leave .....	22
3.4	Discretionary Unpaid Leave for Personal Health or Family Hardship .....	23
3.5	Illinois Family Bereavement Leave Act (FBLA).....	23
3.6	Jury Duty.....	24
3.7	Military Leave .....	24
3.8	Family and Medical Leave Act .....	24
3.9	Vacation.....	25
3.10	Holidays .....	26
3.11	Professional Meetings .....	27
3.12	Sponsored Leave.....	27
3.13	General Leave of Absence .....	28
3.14	Time Construction .....	28
3.15	Fitness for Duty.....	28

<b>Article IV - Wages</b> .....	29
4.1 Reclassification Compensation .....	29
4.2 Shift Differential.....	29
4.3 Call-Back Pay.....	29
4.4 Overtime Pay .....	29
4.5 Vision, Dental, Medical and Hospitalization Insurance .....	29
4.6 Life and Accidental Death & Dismemberment Insurance .....	31
4.7 Tuition Waiver .....	31
4.8 Reimbursement for Educational and Professional Learning .....	31
4.9 Flexible Schedule for Courses Taken During the Workday.....	31
4.10 Pay Periods/Direct Deposit.....	32
4.11 Tax-Sheltered SURS Payments.....	32
4.12 Salary .....	32
4.13 Educational and Professional Learning Monetary Awards.....	32
4.14 Retirement Benefits.....	34
<b>Article V - Grievance Procedure</b> .....	35
5.1 Objective.....	35
5.2 Definition of Grievance.....	35
5.3 Definition of Days .....	35
5.4 Time Limits for Filing.....	35
5.5 Pre-Grievance Consultation.....	35
5.6 Grievance Steps .....	35
5.7 Arbitration .....	37
5.8 Miscellaneous Provisions.....	38
<b>Article VI – Miscellaneous</b> .....	39
6.1 Severability .....	39
6.2 Distribution of the Agreement .....	39
6.3 Matters not Covered by this Agreement.....	39
6.4 Duration.....	39
6.5 Board Rights.....	39
<b>Appendix A</b> .....	40
<b>Appendix B</b> .....	41
<b>Appendix C</b> .....	45

## Agreement

**McHenry County College Staff Council,  
Local 1642, IFT/AFT/AFL-CIO  
&  
Board of Trustees of McHenry County College**

### Article I - Union Board Relations

#### 1.1 Recognition & Scope

The McHenry County College District 528 Board of Trustees (“Board”) recognizes the McHenry County College Staff Council, Local 1642, IFT/AFT/AFL-CIO (“Union”) as the sole and exclusive bargaining agent for wages, hours, and terms and conditions of employment for exempt and non-exempt staff, and whose positions are listed in Appendix B at the time of ratification of this contract, with tri-annual updates published on the employee portal.

EXCLUDED from the bargaining unit: Employees holding positions classified as Administrative, Confidential, Campus Police/Safety, Temporary/Contract, Student, Contingent (non-bargaining unit), and all other persons excluded by the terms of the Illinois Educational Labor Relations Act.

#### 1.2 New and Modified Positions

The Board shall notify the Union within ten (10) working days of Board or administrative approval to establish a new unit position. If the parties do not agree that the duties of the new position warrant its inclusion in the unit, they shall review such proposed position and attempt to reach agreement. Absent mutual agreement, either party may file a unit clarification petition with the Illinois Educational Labor Relations Board (IELRB). The Board shall set the rate of pay for such new position consistent with the rate of pay for positions with substantially similar duties and experience.

A new position is defined as an additional position where a majority of the job duties as set forth in the job description for such position are not currently being performed by a bargaining unit employee. The College’s Office of Human Resources shall notify the Union President about the newly created position in accordance with the procedures set forth in Section 2.14 of this Agreement.

Upon Board approval of a modified position, whose job duties are substantially similar to those performed by a current bargaining unit employee, the position shall be offered to the current employee if such employee possesses the necessary skills and qualifications for the modified position. An employee’s qualification shall be determined in accordance with the procedures set forth in Section 2.12 of this Agreement. Any employee who has been placed at Step 2 (Second Conference/Written Reprimand) or Step 3 (Suspension) in the College’s Progressive Disciplinary Procedures for Non-exempt and Exempt Employees within the past twelve (12) months is deemed not qualified for a modified position.

#### 1.3 Integrity of the Unit

Neither the Board nor administration shall meet, discuss, confer, or bargain with any other employee organization, its agents, or any individual over wages, hours, terms and conditions of employment, except as provided herein.

#### **1.4 Voluntary Dues Check off**

Upon receipt of a voluntary authorization in writing by an employee, the Union will notify Payroll and the Office of Human Resources, and the Board shall deduct from the employee's wages the amount of Union dues each pay period. The treasurer of the Union or designee shall designate the amount of such deductions to the Board in writing.

The Union may change the method or amount of such deductions upon written notice to the Board, via the Office of Human Resources provided such shall not be changed more than one (1) time each fiscal year. The dues and a list of employees from whose pay the dues have been deducted along with the amount deducted from each shall be forwarded to the Union not later than fourteen (14) days after such deductions were made.

Authorization shall be cancelable by the signer according to the terms of the authorization. Upon said cancellation by the signer, the Union will notify the Board to stop dues deductions, such to be effective no later than fifteen (15) calendar days following such cancellation.

The Union shall hold the Board harmless from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that arise out of or by reason of action taken by the Board for the purposes of complying with this section or in reliance on any list, notice, certification, affidavit, or assignment furnished under such section.

#### **1.5 Union Meetings**

- A. In accordance with applicable Board policy, the Union shall have the right (1) to use College services, provided the Union agrees to pay the standard rates for the services and supplies used, and (2) to the same access as other College organizations have to use College facilities for meetings. Use of such services and facilities shall be coordinated, scheduled and prioritized at such times and places that do not interfere with the operations of the College. The Union shall promptly reimburse the College for any expenses in connection with the preparation for or cleaning up subsequent to such meeting.
- B. The Union will be provided with an opportunity to hold a one (1) hour general membership meeting once during the Fall and once during the Spring semester. Reasonable notice shall be provided to the College. The College will not unreasonably prevent a member from attending.

#### **1.6 Distribution of Union Material**

The Board shall provide appropriate accessible resources to employees for use by the Union for the posting of its materials. The Union may distribute a reasonable amount of material through the regular College distribution system, provided it does not interfere with the operation of the College, and provided further that the Union shall pay any fees or charges required by the United States Postal Service or other agency mandated by law to do so. The Union Officers shall have the right to use College office equipment and Duplication Center services including College email system to distribute union materials provided it does not interfere with the operation of the College and provided further that the Union shall reimburse the Board for the reasonable cost of supplies for any extraordinary expenses incurred.

#### **1.7 Release Time for the Union**

The Board shall grant release time to the Union in the total amount of one hundred seventy six (176) hours per year, but not more than forty (40) hours per month without loss of pay or

compensatory time. Such release time shall be available for use by Staff Council Officers and Area Representatives. Such release time may be used as full days or fractions of days provided released time shall not be taken in increments of less than one-half (1/2) hour. The Union shall give advanced notice of twenty (24) hours to the employee's immediate supervisor or, if he/she is not available, to the Chief Human Resources Officer. In addition, the Union President shall be released from employment duties for one (1) hour per week to conduct Union Business. Any unused released time shall not be accumulated or carried over from week-to-week.

**1.8 Release Time for Grievance and Contract Administration**

The grievant and not more than two (2) Staff Council Officer(s) shall be given paid time off to participate in Step 1, 2, or 3 meetings as provided in Section 5.6, if the meetings are conducted during the employees' working time.

Paid time off is also accorded Officers when requested at any meeting by the College. The Officer shall notify his or her supervisor, or his or her supervisor's designee, prior to leaving the department.

**1.9 Reporting**

The Secretary of the Staff Council Union will provide a monthly report in a format provided by the College to the Chief Human Resources Officer that includes all hours used for release time.

**1.10 Records**

Upon written request by a Union Officer, within seven (7) working days, the Board shall deliver to the Union public records which are necessary to permit the Union to fulfill its responsibility as bargaining agent. The Union shall reimburse the Board for the reasonable cost of copying such materials.

A time extension may be requested of the Union President by the Board.

**1.11 College Council**

During the term of this contract, the College shall undertake the formation of the College Council. The College Council will represent shared responsibility between the staff and the college community. Through this council, the Staff shall have the right and responsibility to participate in shared planning in the areas of Strategic Planning, Policy and Procedure development, Issue Management, Campus Communication, and any other topics related to college-wide issues. Staff will have a voice in identifying, reviewing and addressing college needs and priorities, and will provide information and make recommendations to ensure the unity of purpose and efficiency of operations supporting student success.

The Union President or Union Executive Board may recommend to the President of the College, Staff unit representatives to serve on the College Council. It will be at the discretion of the College President, in collaboration with the Union President, to make the final selection of the Staff representative and to determine the number of appointees to the College Council.

While the intent is to create a positive and effective College Council and foster a climate of trust and respect, it is important to operate with the understanding agreement in decision making may not always be reached, the process of utilizing College Council may not be required at all



times, and ultimate responsibility for College decisions resides with the President and Board of Trustees.

**1.12 Participation at Board Meetings**

The Union President or designee shall be accorded the privilege of addressing Board meetings for a reasonable period of time allocated by the Board upon request prior to the Board meeting. Collective bargaining, grievances, or other subjects which are appropriately discussed by the Board in Executive Session, shall not be discussed by the Union during their presentation.

**1.13 Board Policies**

The Board shall deliver one (1) copy of its official policies, rules, regulations, and handbooks, and all subsequent additions, deletions, and amendments to the Union President or designee at such time they become available.

**1.14 No Strike**

During the term of this agreement, neither the Union nor its officers or agents, nor any of the employees covered by this agreement, will authorize, institute, engage, sponsor, or participate in any strike against McHenry County College including sympathy strike, picketing, concerted refusal to work, concerted refusal to follow reasonable work instructions, or any other concerted interruption of the operations of the College. Any or all employees who violate this provision during their scheduled working hours may be subject to the College's progressive disciplinary process. The Board agrees that for the duration of this agreement it will not engage in a lockout of employees.

**1.15 Non-Discrimination**

Neither the Board nor the Union shall discriminate against any employee as per Board Policy. The Union agrees that the Board may take any action necessary to comply with anti-discrimination laws. Except for alleged discrimination for Union activities, the employee or Union who chooses to seek relief from any legal entity for such alleged discrimination agrees not to pursue such relief through the Grievance Procedure..

**1.16 Notice of Employment Status**

The Board, through the Office of Human Resources, shall notify the Union President or designee of the hiring, termination or change in employment status of bargaining unit employees within ten (10) working days.

## Article II – Terms & Conditions of Employment

### 2.1 Workday

The regular full-time employee workday shall be eight (8) hours, as the job position requires, except as provided in Section 2.5 regarding summer hours. By agreement between the employee and supervisor, a flexible workday may be scheduled on an as needed basis. If the intent is more than “as needed” the request must be approved by the Office of Human Resources, Staff Council, and supervisor as department operations allow.

### 2.2 Workweek

The regularly scheduled full-time workweek shall be forty (40) hours for five (5) consecutive days, beginning on Sunday and ending on Saturday, except as provided in Section 2.5 (Summer Work Schedule).

By agreement between the employee and immediate supervisor, a flexible workweek may be scheduled on an as needed basis. If the intent is more than “as needed” the request must be approved by the Office of Human Resources, Staff Council, and supervisor as department operations allow. This may also apply during the week of Spring Break or other weeks of non-instruction.

As college and/or department operations warrant, any scheduled assignment changes, such as evening or weekends, shall be determined on a rotating seniority basis among the employees of a particular office/department who are fully qualified to perform the available work.

The Board shall reasonably accommodate for domestic hardship or the tenets of a recognized religion of the employee’s faith.

Exempt employees shall from time to time work in excess of or less than the regular work week or on a weekend in order to complete necessary duties.

### 2.3 Breaks

Each full-time employee shall have two (2) paid, uninterrupted fifteen (15) minute breaks per workday. Part-time employees shall have one (1) paid, uninterrupted fifteen (15) minute break for each four (4) hour period of work.

### 2.4 Lunch

#### ***Full-Time Employees***

Each full-time employee shall have one (1) uninterrupted, unpaid one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. This lunch period shall be taken after not more than five (5) hours of work.

#### ***Part-Time Employees***

Each part-time employee who works less than a seven and one-half (7 ½) hour day may choose to take a one (1) uninterrupted, unpaid one-half (1/2) hour lunch period, which shall not be considered part of the regular workday. If the part-time employee chooses to take this lunch period, it shall be taken after not more than five (5) hours of work.

## **2.5 Summer Work Schedule**

The regular workweek shall be reduced during the summer to four (4) days. Full-time employees shall work thirty-two (32) hours during such four (4) day weeks with the College remaining closed on Fridays. Full-time employees shall be paid for forty (40) hours. . . Vacation/leave days taken during such summer schedule by full-time employees shall be counted as eight (8) hours or thirty-two (32) hours for a full work week. Such employees shall not be required to work more than four (4) days during any such week, unless business circumstances arise.

Vacation/leave days for part-time non-exempt employees working their total regularly scheduled weekly hours in four (4) days rather than five (5) will be calculated based upon the actual number of hours missed. Such employees shall not be required to work more than four (4) days during any such week, unless business circumstances arise.

Flexible hours may be arranged between the employee and his/her supervisor. The official work schedule shall be filed in the Office of Human Resources.

This section shall be reviewed for continuation at the termination of this contract.

## **2.6 Overtime Break and Lunch**

Any employee on overtime shall have one (1) paid, uninterrupted fifteen (15) minute break within each four (4) hours of overtime and one (1) unpaid, uninterrupted one-half (1/2) hour lunch after not more than five (5) hours of overtime.

## **2.7 Overtime**

Overtime shall be performed only with the prior approval of the employee's supervisor. Overtime shall be offered on a rotating basis among the unit employees of a particular office/department on a seniority basis among those on the same shift who are fully qualified to perform the available work. Except as unusual circumstances shall require, overtime shall not be mandatory if fully qualified employees volunteer for such work. This Section shall not be applicable to employees who are exempt under the Fair Labor Standards Act.

## **2.8 Assignment Outside Position**

An employee in the bargaining unit assigned to temporarily perform the essential duties of another bargaining unit position, in addition to their own duties, shall receive a five percent (5%) adjustment of their current hourly or weekly pay for essential duties performed in a higher position, or up to a three percent (3%) adjustment of their current hourly or weekly rate for essential duties performed in an equal or lower position, after eleven (11) working days for that portion of work performed in such temporary assignment. The employee given this assignment shall be compensated with the adjustment beginning on the twelfth (12<sup>th</sup>) working day. The adjustment to the current hourly or weekly pay rate does not apply when an employee is simply working additional hours in their current position.

Part-time employees working a full-time schedule will be entitled to accrue vacation and sick leave at the full-time employee level for each month during which they begin such work on or before the fifteenth (15<sup>th</sup>) of the month. This additional leave time will be credited to their account in accordance with Sections 3.1 Sick Leave and 3.9 Vacation.

**2.9 Additional Assignments**

Part-time employees and non-exempt full-time employees may not hold multiple assignments across the College. Employees who work full-time in an exempt position may be assigned a part-time assignment in addition to their full-time position.

All assignments must be made in consultation with the supervisor.

Additional assignments will not conflict with the employee’s primary duties, work hours, or responsibilities. If such a conflict becomes apparent, the College may discontinue the part-time assignment.

Any work related to the part-time assignment will not be conducted during the work hours of the employee’s primary position.

**2.10 Seniority**

Seniority is defined as the length of continuous service at the College performing work in the bargaining unit. Periods of leaves of absence, whether paid or unpaid, shall not constitute a break in continuous service. Periods of layoff or unpaid leaves of absence in excess of one hundred eighty (180) calendar days shall not be considered in computing seniority. For part-time employees, length of continuous service shall be computed by the percentage equal to the total number of hours employed divided by 2080 for each fiscal year.

Seniority shall be applied as provided herein.

**2.11 Seniority Lists**

The development of the seniority list, separating full and part-time employees shall follow this schedule:

- |         |   |
|---------|---|
| March 1 | Draft seniority list for positions effective through the previous December 31 <sup>st</sup> , provided by Office of Human Resources to Staff Council President or designee. |
| April 1 | Staff Council President or designee requests for changes, on behalf of the employees due to Office of Human Resources.  |
| May 1   | Final seniority list provided by Office of Human Resources to Staff Council President or designee.  |

This provision shall be applied consistent with Section 2.12.

**2.12 Layoff or Reduction to Part-Time**

- A. In the event a layoff, the elimination of a position or department, the outsourcing of a department, or reduction from full-time to part-time becomes necessary, the College shall negotiate with the Union as required by law. The employee(s) so affected and the Union shall:
  - 1. be given notice in-person or via certified mail at least thirty (30) calendar days prior to the effective date of such layoff or reduction to part-time
  - 2. be subject to layoff with the least senior employee(s) in the specific position affected first.

Probationary employees shall have no seniority rights with respect to layoff or reduction to part-time and shall be laid-off or reduced to part-time before any regular such employee within the affected department(s) are laid off or reduced to part-time. Temporary workers currently filling positions that will be eliminated will not be allowed to continue in the position over a staff council member.

- B. An employee whose position is eliminated by the College, excluding probationary employees, may be eligible to receive a severance package, as offered by the College, and approved by the Board of Trustees.
- C. An employee whose position is eliminated by the College may apply for any and all open positions for which they qualify. Affected employees must apply for open position(s) within five (5) working days of their notification date. They will receive full consideration as would be accorded internal candidates. Seniority will be a consideration for reviewing candidates for any open positions. Further, affected employees who apply for open positions with the College will be notified whether or not they will be hired prior to the expiration of a severance package offer, if applicable. If an employee accepts an offer of reemployment, the offer of a severance package will be rescinded.
- D. If an employee does not qualify for any open positions or if there are no open positions, the affected employee may apply for any and all positions held by probationary employees for which they qualify. Affected employees must apply for positions held by probationary employees within five (5) working days of their notification date. Seniority will be a consideration for reviewing candidates for any positions held by probationary employees. Further, affected employees who apply for positions held by probationary employees will be notified whether or not they will be hired prior to the expiration of a severance package offer, if applicable. If an employee accepts an offer of reemployment, the offer of a severance package will be rescinded.
- E. Employee qualifications/eligibility shall be determined by the College as follows:
  - 1. An employee is deemed qualified in any position in which he/she has had experience at the College and the employee meets the position's current job qualifications and skills.
  - 2. An employee may submit a claim of qualification for an available position and such claim shall not be arbitrarily denied, but the College may in its sole discretion and without precedential effect, test the employee in such manner as it deems feasible, provided testing shall be at the College's expense.
  - 3. Any employee who has been placed at Step 2 (Second Conference/Written Reprimand) or Step 3 (Suspension) in the College's Progressive Disciplinary Procedures for Non-Exempt and Exempt Employees within the past twelve (12) months are deemed not qualified for a reassigned position.
- F. Affected employees who are reemployed in a position will be placed in the new salary range at the percentage equivalent to their former salary range placement, per pay grades listed in Appendix A. Employees currently at or above the salary range maximum will be placed at ninety-five percent (95%) of the new salary range. Employees who are reemployed in a position in a salary grade the same as their current position will retain their current salary.

Affected employees will be eligible for the same fiscal year increases as other employees if they assume their new position by July 1.

### **2.13 Recall from Layoff**

Unit employees on layoff or employees whose position has been eliminated shall be placed on a recall list by seniority (if eligible as defined in Section 2.11) for a period of twelve (12) months

from the first day the employee is off the College payroll. Such list shall be delivered to the Union President and kept updated.

The following options shall be available:

- A. Should an employee's originally-held position become available within twelve (12) months from the first day the employee is off the College payroll, the employee shall have the right to return to that position. The College will contact the employee using the address and telephone number on file in the Office of Human Resources. The laid-off employee shall have the responsibility to inform the College of any change in address or telephone number.
- B. If another position an employee is qualified for becomes available, within twelve (12) months from the first day the employee is off the College payroll, the employee may apply for and receive consideration as an internal candidate. It is the employee's responsibility to contact the Office of Human Resources to let them know that they have submitted an application. If the laid-off employee returns to work in a different position and his, her or their last held position becomes vacant within the original twelve (12) month recall period, such employee shall have a right to return to the previously held position.

If an employee is offered a position at any time during this process and does not accept, they will be removed from the recall list.

#### **2.14 Vacancies**

The Union President will be notified of vacancies in existing or newly created positions, their job descriptions and pay range. Provided there is no unit employee qualified to fill such vacancy on the recall list, the vacancy will be distributed by the Union and posted on the College's employment portal. Qualified internal candidates must apply via the College's applicant tracking system within the initial five (5) working days to be given full consideration prior to external candidates. Internal candidates are qualified if they have successfully completed the probationary period in Section 2.17, are not on disciplinary action per Section 1.2, and satisfy the minimum qualification requirements. Qualified internal applicants will be interviewed and given full consideration prior to external candidates. If not selected for the position, the internal candidate may request a meeting with Human Resources to gain perspective on the hiring decision.

#### **2.15 Performance Evaluation**

New employees serving their probationary period shall receive feedback on their performance on or about the thirtieth (30<sup>th</sup>), sixtieth (60<sup>th</sup>) and ninetieth (90<sup>th</sup>) calendar day. Employees who are no longer in their probationary period will receive performance feedback from their immediate supervisor on an annual basis. Such supervisor shall have knowledge of the employee's performance. The evaluations shall consider the performance of the duties assigned to the employee utilizing the official job description on file in the Office of Human Resources.

The College and the Staff Council will mutually agree upon the performance evaluation process and format. This process will include mutual goal setting, periodic check-ins, and annual written evaluation. Check-ins are intended to be coaching in nature, as well as an opportunity to review and adjust goals as department or College needs evolve.

Performance Improvement Plans (PIP) may be used to provide employees with clear and reasonable expectations and time limits with measurable outcomes with which the employee

must comply to avoid progressive disciplinary action. PIP's may be used as an outcome of the annual performance evaluation process or at any time that the employee's performance is evaluated as needing improvement.

**2.16 Personnel File**

The Office of Human Resources shall maintain one (1) official personnel file for each employee. This file shall include all written materials concerning discipline but not contain a supervisor's notes and records relating to grievances and arbitrations. Materials to be placed in a personnel file by the appropriate supervisor shall bear that supervisor's name and shall be dated upon the date of placement. Copies of materials so placed in a personnel file shall be appropriate when delivered to the affected employee and concurrently received.

Employees shall have the right, upon written request, to review the contents of their own personnel file and may, when they deem it appropriate, submit statements concerning any material contained in such file, provided such shall be submitted within twenty (20) working days of the receipt by the employee of the original material. Any statements so submitted by an employee shall be made part of the file for so long as the material giving rise to the employee's response remains in the file. A copy of the response shall be served upon the appropriate supervisor or other person who originally placed the material in the file which gave rise to the occurrence. A representative(s) of the Staff Council may be requested, by the employee, to accompany the staff member to such review.

**2.17 Probationary Period**

New employees shall be on probationary status for ninety (90) calendar days of active employment (active employment excludes breaks in service for military leave, sick, maternity, etc.). The probationary status may be extended by up to sixty (60) calendar days with mutual agreement between the College and Staff Council. For purposes of determining the length of a regular part-time employee's probationary period, the employee's regularly scheduled hours shall be considered a full workday.

During the probationary period, personal leaves and vacation shall accrue, but shall not be available to the employee until the conclusion of the probationary period. Accrued sick leave shall be available for use during the probationary period. Such benefits shall be extinguished if the employee is terminated or resigns prior to the expiration of the probationary period.

Employees on probationary status are not eligible to apply for vacancies in bargaining unit positions as posted under Section 2.14.

**2.18 Discipline**

Employees shall not be suspended or dismissed without reasonable cause, provided such shall not be applicable to any action with respect to a probationary employee or to reduction in staff of any employee. Employees shall not be suspended or dismissed without being provided written documentation.

The Board shall adopt a progressive discipline standard and denote which infractions are subject to which penalties. Except as specifically noted (e.g., assault, theft, inebriation on the job, sexual harassment, etc.), warnings shall be given and an opportunity rendered to remediate any deficiency noted.

Suspension with pay shall not be treated as evaluation of the employee's work performance.

An arbitrator shall have the authority to order the restoration of employment of a dismissed employee if accompanied by a finding of a violation of such employee's substantive rights. The Board shall have the burden of proof to establish the existence of reasonable cause. The Union shall have the burden of proof to establish any lack of reasonable opportunity by the employee to mitigate any back pay awarded by securing other employment and/or unemployment compensation. The arbitrator shall reduce any back pay awarded by any compensation which was received or which might reasonably have been available to the employee.

**2.19 Emergency/Scheduled Closing**

When the College is closed due to an emergency, the Board shall pay all employees for the period of time they were normally scheduled to work. If an employee is on pre-approved leave when a closure occurs, emergency closing pay shall not apply. Any such employee who does work shall receive equal compensatory time off. Work on an emergency closing day shall be performed only with approval of the employee's supervisor. This section also applies to any off-campus facilities that are closed due to an emergency.

**2.20 Management Called Meetings**

Mandatory meetings called by management for unit employees shall take place during the employee's regularly scheduled workday.

**2.21 Job Review**

Reclassification requests for a position shall be submitted by the employee with the immediate supervisor's approval only after an employee has been in the position for one (1) year and the job responsibilities have significantly changed. In the event that the supervisor does not support the reclassification request, the employee may appeal to the next-level supervisor. A rationale, (i.e., a completed position questionnaire and updated job description) shall accompany such request and be submitted to the Chief Human Resources Officer. Both the Office of Human Resources and the Staff Council shall mutually approve any proposed change to the position questionnaire. A request for reclassification request shall be submitted for any individual employee's position and shall be processed according to the following schedule:

- |               |  |
|---------------|--|
| March 1       | File with Office of Human Resources.   |
| 20 Days Later | College Job Review Committee reviews and makes a recommendation.   |
| 15 Days Later | If the employee is dissatisfied with the decision of the College Job Review Committee, the Union Job Review Committee may file an appeal on the employee's behalf.     |
| 10 Days Later | Job Appeal Committee reviews the documentation that was previously submitted to the College Job Review Committee and provides their decision to the College President. |



15 Days Later                                      College President reviews and submits decision to Union President.

May 1    If reclassification is approved, adjusted compensation, job description and/or position title becomes effective.

The College Job Review Committee will consist of the Chief Academic Officer (CAO), the Chief Financial Officer (CFO) and the Chief Human Resources Officer (CHRO).

The College Job Review Committee will interview both the supervisor and employee in a joint meeting. Both must be prepared to present their rationale for reclassification. The employee may request one (1) Union representative to be present.

The Union shall have access to the point system and the total point values attributed to each position.

If the employee who participates in a reclassification is dissatisfied with the recommendation of the College Job Review Committee, the employee may submit his, her or their rationale to the Union Job Review Committee, which shall consider the request. If the Union Job Review Committee supports the appeal, it shall be submitted to the Job Appeal Committee, which shall consist of three (3) appointees of the College President (Administrative appointees other than the members of the College Job Review Committee and excluding the employee's supervisor), and three (3) appointees of the Union President (staff council members and excluding departmental co-workers of any position submitted for appeal). The employee, whose job review is being appealed, may choose to be present during the Job Appeal meeting. The Chief Human Resources Officer shall serve as a non-voting resource in this process and attend these meetings. The decision of the Job Appeal Committee and its reasons therefore shall be forwarded by the Chief Human Resources Officer to the College President or designee, who shall act on the committee's determination. The College President's decision shall be in his, her or their sole discretion and non-precedential. If the College President disagrees with the recommendation of the Job Appeal Committee, his, her or their shall submit his, her or their reasons in writing to the committee. Nothing contained herein shall prevent the College President from appointing different cabinet-level administrators from time to time, to the College Job Review Committee, excluding the Chief Human Resources Officer.

Any employee whose position is reclassified to a higher salary range shall receive a salary adjustment as indicated in Section 4.1 Reclassification Compensation.

Annual salary or hourly compensation as indicated in Section 4.12 Salary, shall be calculated on the new reclassification compensation.

## **2.22 Health and Safety**

### **A. Applicability**

No employee shall be required to work under conditions which are unsafe or hazardous. However, unless the work is a clear and present danger to the employee's safety, the employee shall perform the work as required or directed and may grieve the requirement to perform unsafe work.

B. Access to Information and Records

The Board agrees that the Union may have access to current data compliance reports filed by the Board under applicable law.

C. Protective Equipment

Upon the express understanding that employees are required to wear and use personal protective equipment and worksite safety equipment provided by the Board, the Board agrees to provide employees, where appropriate, with the necessary protective equipment including, but not limited to, safety glasses, work shoes, and hard hats.

D. Health and safety training and testing that is required as a condition of continued employment at MCC will be paid for by the College.

**2.23 Automation and Reorganization**

When changes in operations due to technological innovations or other process improvements occur, the Board shall give first consideration to the utilization of affected employees in the changed operations.

If the affected employees do not possess the requisite skills or knowledge to perform the required work in the new operation, the Board shall provide the necessary training to such employees during work hours at the Board's expense. However, such training and acquisition of skills must be attainable within twenty (20) work days, or within the period specified by the supplier of the equipment or machinery as the time period within which the skills should be attainable. When the supplier's time period for the acquisition of such training or skills is more than twenty (20) work days, then the supplier's time period shall prevail.

If an employee does not sufficiently complete the training or acquire the skills in the time periods herein specified, then, in that event, the Board shall fill the positions in the newly implemented operations as otherwise provided in this Agreement.

**2.24 Job Descriptions**

The official job description for each unit position shall be maintained in the Office of Human Resources. All official changes to job descriptions as a result of reclassification or evaluations shall be implemented by the Office of Human Resources. Any subsequent revisions will be reviewed by the employee, the supervisor and the Office of Human Resources. A copy will be issued to the individual employee in the position and the employee's supervisor. A copy of each official job description and any subsequent revision shall be forwarded to the Staff Council President electronically.

**2.25 Uniformed Employees**

The College will provide and replace, as necessary, uniform clothing for all regular full-time and part-time employees who work as custodians, maintenance personnel, groundskeepers or food service workers. It may be deemed appropriate by the College, in conjunction with the Union, that additional positions wear uniforms. Employees shall clean and maintain their uniforms properly at all times, and shall be responsible for their replacement if damaged or destroyed through the employee's own negligence. Upon leaving a position for which uniforms are provided, the employee shall return all uniform clothing in good condition, less normal depreciation in the course of employment.

**2.26 Grant Funded Employees**

The Board and the Union recognize that as a condition of employment, employees who are being paid out of the restricted funds are hired only for the duration of the grant for which they work. Therefore, it is agreed that these employees shall enjoy all the rights and benefits of this Agreement except Section 2.10 Seniority, during the duration of the grant for which they currently work.

Any salary increase above and beyond the conditions of the grant will only apply to the percentage of salary funded by the College through unrestricted funds.

**2.27 Duration of Temporary Replacements**

Temporary replacements for full-time or part-time bargaining unit positions(s) will not exceed six (6) months. However, if at the sixtieth (60<sup>th</sup>) day prior to the end of this term the position will not be filled with a permanent employee, the CHRO in conjunction with the supervisor, shall discuss reasons for extending the temporary positions(s) with the Union President.

**2.28 Telework Arrangement**

Telework eligibility will be determined by the Office of Human Resources and supervisor for staff positions based on job description, as college and/or department operations warrant. Job descriptions shall designate eligibility as: ineligible for telework; eligible but not regularly scheduled; or regularly scheduled telework. By agreement between the employee and supervisor, episodic telework may be scheduled on an as-needed basis for telework eligible employees. Because telework decisions are discretionary, the decision to grant, deny, or revoke teleworking arrangements may not be grieved.

The official telework procedure shall be maintained, and changes shall be implemented by the Office of Human Resources. Any changes to a position's telework status will be reviewed by the employee, the supervisor, the Office of Human Resources, and Staff Council.

## Article III - Leaves, Vacation, Holidays

### 3.1 Sick Leave

#### ***Full-time Employees***

All full-time employees shall be credited with ninety-six (96) sick leave hours per year, which shall 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.

#### ***Part-time Employees***

Part-time employees shall be granted sick leave at the following rate:

Employed at least ten (10) and less than twenty (20) hours per week: shall be credited with two (2) hours per month regularly scheduled to work, unlimited accumulation;

Employed at least twenty (20) and less than thirty (30) hours per week: shall be credited with four (4) hours per month regularly scheduled to work, unlimited accumulation;

#### ***Part-Time Grandfathered Employees (as listed in Appendix C)***

Part-time Grandfathered Employees shall be granted sick leave at the following rate:

Employed at least twenty (20) hours per week: shall be credited with six (6) hours per month regularly scheduled to work, unlimited accumulation.

#### ***All Employees***

All employees are required to notify their supervisor or designee 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 illness is required after an absence of five (5) consecutive work days due to illness.

When it becomes necessary to establish an employee's ability to perform job duties, the administration may request a physician's certification (at college expense) to return to work.

### 3.2 Sick Leave Pool

Full-time employees may elect to contribute eight (8) sick leave hours into the Sick Leave Pool each year. Part-time employees may elect to contribute the number of hours equivalent to their monthly accrual according to Section 3.1 Sick Leave. Participants may draw from the pool in the event an employee's illness requires absence from work in excess of accumulated sick leave.

#### **Conditions of Sick Leave Pool**

- A. Initial participation is open to any full-time employee with an accumulation of a minimum of sixty four (64) hours of sick leave time. Participation is open to any part-time employee with the following accumulations of sick leave time:

**Part-time Employees:**

Employed 10 - 19 hours with a minimum of 8 hours accumulated  
Employed 20 - 29 hours with a minimum of 16 hours accumulated

**Part-time Grandfathered Employees (as listed in Appendix C):**

Employed at least twenty (20) hours with a minimum of twenty four (24) hours accumulated

- B. Notification of participation in the pool must be received by the Sick Leave Pool Committee and forwarded to the Office of Human Resources by July 1<sup>st</sup> of each year.
- C. Part-time employees who move to full-time roles shall retain part-time sick leave pool benefits until they reach the accumulation of sixty-four (64) hours of sick leave time, at which time they shall receive full-time sick leave pool benefits.
- D. Employees who do not have the minimum accumulated sick hours will be notified when they have accumulated the required hours. They will have two (2) weeks to join the pool for that fiscal year. If the employee does not choose to join at that time, he, she or they will not be eligible until the following July 1<sup>st</sup>.
- E. To withdraw hours from the pool, an employee must have contributed during the fiscal year that the withdrawal is requested, unless fully vested.
- F. The hours placed in the pool may not be withdrawn, except in accordance with the purpose of the pool and will accumulate if not used. All hours contributed are not refundable.
- G. Should the hours in the pool be depleted during the year, request for additional hours may be made by the Union. Response to this request will be voluntary. If no additional hours are contributed, the pool will not be used until it is built up again at the beginning of the next fiscal year.
- H. The following schedule will determine the number of hours a member may draw from the pool:

<b>PART-TIME EMPLOYEES</b>			
<b>Years of Participation</b>	<b>Non-Exempt Employees</b>		<b>Grandfathered Employees (as listed in Appendix C)</b>
	<b>Regularly Scheduled Weekly Hours</b>		
	<b>10-19</b>	<b>20-29</b>	<b>20 or more</b>
<b>1-5</b>	40	80	120
<b>6-11</b>	50	100	150
<b>12 or more</b>	60	120	180

<b>FULL-TIME EMPLOYEES</b>	
<b>Years of Participation</b>	<b>Hours That May Be Withdrawn</b>
1-5	160
6-11	200
12 or more	240

After a full-time employee has contributed one hundred twenty (120) hours to the pool, the employee will be fully vested, meaning the employee is no longer required to contribute days to the pool. Part-time employees are fully vested at the following levels:

**Part-time Employees:**

Employed 10 – 19 hours: 30 hours contributed

Employed 20 – 29 hours: 60 hours contributed

**Part-time Grandfathered Employees (as listed in Appendix C)**

Employed at least twenty (20) hours: ninety (90) hours contributed

- I. Extended illness is defined as an employee’s illness that causes an employee to be absent from work more than five (5) work days.
- J. Sick Leave Pool may be used only after accumulated sick leave hours are exhausted. The number of hours withdrawn from the pool for employee use shall equal the number of hours the employee is absent from their position. Any unused hours will be returned to the Sick Leave Pool.
- K. The Union will administer the pool.
- L. Physician’s certification of extended illness must be provided to the Office of Human Resources before hours are withdrawn from the pool.
- M. Employees who receive benefits from the State Universities Retirement System (SURS) disability or who are absent due to a work related injury compensable under the Illinois Workers Compensation Act, may not avail themselves of any benefits of the Sick Leave Pool.
- N. All accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) work days, must be used before using the Sick Leave Pool for a second time within ninety (90) days after a return to work.
- O. When the continuous use of the Sick Leave Pool crosses over two (2) fiscal years, the employee shall be eligible to withdraw from the Sick Leave Pool the total number of hours they have available on the first day of their leave. The employee must then use all accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) days, before being eligible to withdraw from the Sick Leave Pool the remaining hours they are eligible for in the second fiscal year. In no case shall an employee be eligible for more than their total allocation in any one (1) fiscal year.

**Example:** Employee A works twenty (20) hours per week and is eligible to withdraw up to one hundred (100) hours from the Sick Leave Pool each fiscal year. Employee A begins withdrawing from the Sick Leave Pool on June 15, and uses forty (40) hours prior to June 30 (the end of fiscal year one). In fiscal year two, Employee A then uses the remaining sixty (60) hours that they were eligible for on the first day of their leave. Employee A must then use all accumulated vacation leave hours, save for the equivalent of the number of hours regularly worked in five (5) work days (20 hours). Employee A is then eligible to withdraw the remaining 40 hours they are eligible for in fiscal year two.

**3.3 Personal Leave**

***Full-Time Employees***

Each full-time employee shall be granted sixteen (16) personal leave hours without loss of pay or benefits per year.

***Part-time 9/12 Month Employees***

Part-time employees who are scheduled to work 10-19 hours a week shall be granted four (4) hours personal leave without loss of pay or benefits per year.

Part-time employees who are scheduled to work 20-29 hours a week shall be granted eight (8) hours personal leave without loss of pay or benefits per year.

Such days shall be credited to each employee on July 1 of each year. New employees hired before January 1 of a fiscal year shall have one hundred percent (100%) of the above allotment for the fiscal year, and new employees hired after January 1 shall have fifty percent (50%) of the above allotment for the fiscal year. Personal days may be taken for any personal reason at the discretion of the employee with at least three (3) working days notification to their immediate supervisor, or in an unplanned situation, as soon as practical. Unused personal leave hours shall convert to sick leave at the end of each fiscal year.

The requirements of the Illinois Paid Leave for All Workers Act (PLAWA) are waived.

### **3.4 Discretionary Unpaid Leave for Personal Health or Family Hardship**

An unpaid leave of absence may be granted for good cause, to an employee who has completed one (1) year of service to the College related to the restoration of health or the alleviation of a hardship associated with the immediate family. Such leave shall not exceed one (1) year, and shall only be granted after the employee has exhausted all applicable Family Medical Leave Act (FMLA leave), sick leave and vacation time. Written application for such leave should be submitted to the Office of Human Resources who will transmit the request to the Board of Trustees for consideration. The written application must state specific reasons for the requested leave, and if the request is for the employee's personal health reasons, the College may require a physician's statement indicating the nature and expected duration of the medical disability. Action of the Board in granting any such leave shall be within its sole discretion and shall be non-precedential. Except as otherwise provided by law, and with consent of the carrier, an employee on such leave may maintain health insurance benefits by making timely payments of all premiums for such coverage to the College.

### **3.5 Illinois Family Bereavement Leave Act (FBLA)**

Each full-time and part-time employee shall be entitled to use a maximum of ten (10) work days of bereavement leave consisting of five (5) paid and an optional five (5) unpaid workdays, to: (1) attend the funeral or alternative to a funeral of an immediate family member; (2) make arrangements necessitated by the death of the immediate family member; (3) grieve the death of the immediate family member; be absent from work due to (4) a miscarriage; an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; a failed adoption match or an adoption that is not finalized because it is contested by another party; a failed surrogacy agreement; a diagnosis that negatively impacts pregnancy or fertility; or a stillbirth. 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 employee. In addition, each employee may take one (1) bereavement leave of up to five (5) days for a person not on the above list during their employment at MCC.

Bereavement leave must be completed within sixty (60) days after the date on which the employee receives notice of the death of the immediate family member, or the date on which an event listed under reason #4 occurred.

An employee shall provide the College at least forty-eight (48) hours advance notice of intention to take bereavement leave, unless providing such notice is not practicable.

Reasonable documentation will be requested by HR. An employee using the benefit for an event listed in reason #4, will submit documentation via an FBLA form, to be completed by a health care practitioner. The FBLA Act does not create a right for an employee to take unpaid leave that exceeds or is in addition to unpaid leave permitted by the Family and Medical Leave Act (FMLA).

If an employee chooses to use more than five (5) bereavement days, the employee may substitute accrued paid leave to cover up to five (5) unpaid bereavement workdays. Sick leave pool may not be used for bereavement.

### **3.6 Jury Duty**

An employee called for jury duty, shall be granted special leave with pay to fulfill such duty. Employees are expected to report to work those days that they are not required to report for jury duty. If an employee is required to report to the courthouse for jury duty on a College holiday, the employee will be entitled to take the holiday on a different date.

An employee subpoenaed to testify as a witness on behalf of the College or in a criminal court matter, shall be granted special leave with pay to fulfill such duty.

### **3.7 Military Leave**

A. A full-time employee of the College shall be granted a leave of absence for any period actively spent in military service, including:

1. Basic training;
2. Special advanced training;
3. Annual training; and
4. Any other training or duty required by the United States Armed Services.

During a leave of absence, the employee's seniority and other benefits shall continue to accrue. During leaves for basic training, leaves of up to sixty (60) days for special or advanced training, or any other training or duty required by the United States Armed Forces, the employee shall receive the same regular compensation as the employee was receiving on the day prior to leave, minus the amount of his or her base pay for military service.

B. Any employee of the College who is a member of any reserve component of the United States Armed Services or the National Guard and who is mobilized to active military duty as a result of an order of the President of the United States shall be granted a leave of absence for the duration of active duty. During a leave of absence, the employee's seniority and other benefits shall continue to accrue and the employee shall receive the same regular compensation as the employee was receiving on the day prior to leave, minus the amount of his or her base pay for military service.

### **3.8 Family and Medical Leave Act**

The College will comply with the Family and Medical Leave Act of 1993 (FMLA) and all applicable regulations. FMLA is administered through the Office of Human Resources.



During an unpaid Family and Medical Leave, an employee is responsible for their portion of the biweekly premium amount for healthcare and life insurance. Once the employee exhausts Family and Medical Leave, sick, vacation, personal banked days, and if applicable, sick leave pool days, they are responsible for one hundred percent (100%) of their healthcare and life insurance premiums.

### 3.9 Vacation

Employees shall be entitled to accrue vacation hours as follows:

FULL-TIME EMPLOYEES						
Years of Service	Non-Exempt			Exempt and Grandfathered (as listed in Appendix C)		
	Monthly Accrual	Annual Accrual	Accumulated Cap	Monthly Accrual	Annual Accrual	Accumulated Cap
0-3	8	96	160	14	168	240
4-10	12	144	192	14	168	240
11-19	14	168	240	14	168	240
20+	16	192	240	16	192	240

PART-TIME EMPLOYEES						
Scheduled Weekly Hours	Non-Exempt			Grandfathered (as listed in Appendix C)		
	Monthly Accrual	Annual Accrual	Accumulated Cap	Monthly Accrual	Annual Accrual	Accumulated Cap
10-19	4	48	72			
20-29	6	72	108	6	72	120

Accumulated vacation hours for employees shall be compensated for by the College upon termination at the employee's rate of pay at the time of termination.

Employees who begin work on or before the fifteenth (15<sup>th</sup>) of the month shall receive vacation leave credit for a full month. Employees who begin work after the fifteenth (15<sup>th</sup>) of the month shall receive vacation leave credit effective the first day of the following month.

The beginning date of employment shall be used to calculate years of employment. When part-time employees move to full-time employment, the beginning date of such employment shall be used to calculate years of employment. Upon termination of employment, unused vacation hours shall be paid at the employee's current rate.

When an employee reaches the maximum allowable accumulated vacation leave hours, the excess hours shall convert to sick leave hours. The employee shall not receive compensation upon termination as otherwise provided in Section 3.9 for any excess unused vacation leave hours converted to sick hours.

Unused vacation leave hours may be carried over into the following fiscal year(s) up to the accumulated cap.

Whenever a holiday falls within the time an employee is on vacation, such employee may either accrue the hours or add it to the period of current vacation.

Children's Learning Center teachers may apply for vacation leave not to exceed five (5) work days per semester, with two (2) weeks prior approval and the availability of qualified replacement staff.

**REQUESTING AND SCHEDULING USE OF ACCRUED EMPLOYEE VACATION TIME.**

The employee shall request the use of accumulated vacation time with their direct supervisor, at least fifteen (15) working days in advance of the first vacation date when the request is for five (5) days or more (four (4) days on summer schedule), when possible. The employee may submit as many alternate schedules as desired. The supervisor may withhold approval of such employee's proposed vacation schedule(s) pursuant to the standard described herein; but, if approval is withheld of such scheduled time once, such supervisor shall state the reasons therefore in writing.

The employee's vacation schedule(s) need not be in consecutive days and need not be submitted concurrently unless the employee desires them to be considered concurrently. If the supervisor withholds approval (which withholding shall occur not more than five (5) working days after receipt of the employee's vacation leave request), the employee may appeal in the following manner:

One (1) Union designee and one (1) administration designee (neither of which shall be the supervisor or employee involved) shall consider the appeal from the employee, solicit input from the supervisor, and attempt to resolve the matter within two (2) working days from receipt of the appeal. Any such resolution shall be binding upon the supervisor and employee.

**3.10 Holidays**

- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- The Thursday of Spring Break
- The Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- \*Election 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

\*In compliance with Illinois law, the College will provide Election Day as a holiday in even-numbered years.

Full-time employees regularly scheduled to work Tuesday through Saturday shall observe the holiday on Tuesday if one of the holidays falls on Monday.

1. Part-time employees employed at least twenty (20) hours a week shall receive holiday pay equal to the amount of hours the employee would have been scheduled to work if the day was not a paid holiday as listed in Section 3.10 above, according to the official work schedule on file in Human Resources.
2. Paid holidays are granted to probationary employees who work at least twenty (20) hours a week.
3. Any holiday leave other than those listed above may be granted by the Board.
4. Religious holidays may be taken as a part of personal leave.
5. If one of the 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 Monday, Friday will be observed for the Sunday holiday.
6. Employees who terminate their employment at MCC must be at work the day before and the day after a holiday in order to be paid for the holiday.

### **3.11 Professional Meetings**

Employees may be granted leave with or without pay to attend special programs, workshops, or conferences with prior approval of their immediate supervisor.

### **3.12 Sponsored Leave**

After four (4) years of full-time employment, an employee may request a sponsored leave for the purpose of obtaining a baccalaureate or higher degree for up to and including one-half (1/2) year at one-half (1/2) salary or up to and including one (1) year at one-third (1/3) salary. Such leave requests for this grant shall not be unreasonably denied. The beginning date of full-time employment shall be used as a basis for calculating years of service.

Application for a sponsored leave grant must be made by January 1 of a given year to become effective July 1, or by July 1 of a given year to become effective January 1 of the following year.

Sponsored leaves of absence are to be approved by the Board upon recommendation by the President. Priority will be given to persons requesting leave for purposes directly relating to their positions or responsibilities at the College.

An employee who completes a sponsored leave must agree:

- to return to the College for one (1) year for each one-half (1/2) year of sponsored leave
- must successfully complete the degree or
- show successful advancement toward obtaining the degree

Failure will result in full repayment of the grant. The foregoing shall be guaranteed by the execution of a promissory note in acceptable legal form.

When an employee is on a sponsored leave, the employee will continue to receive life insurance, medical and hospitalization insurance, dental insurance and vision insurance.

**3.13 General Leave of Absence**

Upon written application of an employee to the Office of Human Resources, the Board may grant leave of absence without pay upon such terms and conditions as it may set to an employee who has been employed on a full-time basis for two years for up to one (1) year for purposes agreed upon between the employee and Office of Human Resources other than those provided elsewhere in this Agreement. Application for such leave must be submitted sixty (60) days before the beginning date of proposed leave.

**3.14 Time Construction**

Accrued leave time shall be used in thirty (30) minutes increments.

**3.15 Fitness for Duty**

If there is any question concerning an employee's fitness for duty, the College may require, at its expense that the employee submit to an examination by a medical provider at the College's current occupational health clinic. When the College requests a fitness for duty exam, the employee will immediately be placed on Administrative Paid Leave, with no loss of pay or benefits pending the results of the fitness for duty medical exam. The results of any such examination shall be made available to the College and the employee.

An employee deemed fit for duty may immediately return to work. An employee deemed unfit for duty may elect to use sick leave if available or may be placed on a leave of absence consistent with either section 3.4 or 3.8 of this agreement, or other applicable leave. An employee deemed unfit for duty may choose to seek a second opinion from a medical provider of their choice, to submit to the College for consideration.

## Article IV - Wages

### 4.1 **Reclassification Compensation**

Any employee whose position is reclassified to a higher salary range shall receive a salary adjustment of the 25<sup>th</sup> percentile of the new range or an eight (8%) percent salary increase, whichever is the greater.

Effective July 1<sup>st</sup>, annual salary or hourly compensation shall be calculated on the new classification as indicated in Section 4.12.

### 4.2 **Shift Differential**

An employee who works one-half (1/2) or more of their regularly scheduled hours after 11 p.m. shall receive a shift differential rate of eighty cents (\$0.80) per hour for all hours worked on the shift.

### 4.3 **Call-Back Pay**

If a non-exempt employee is contacted during non-scheduled time to resolve a work related issue, and the employee resolves the issue remotely, he/she will be paid in increments of fifteen (15) minutes for the total time spent on the matter at the appropriate hourly rate.

A non-exempt employee called back to work during non-scheduled time shall receive a minimum of two hours pay at the appropriate hourly rate.

### 4.4 **Overtime Pay**

The Board and the Union agree that authorized overtime employment shall be compensated for as follows:

- A. For all hours worked in excess of forty (40) hours in a workweek, time and one-half (1 1/2) of the employee's straight-time hourly rate; and
- B. Double time shall be paid for hours worked on Sundays and holidays if such days are not regularly scheduled work days within that employee's work week.
- C. Non-exempt employees may be required to work overtime or requested to utilize flexible scheduling to allow for deviations from their regular schedules. Periodic flexible scheduling may not span more than one (1) workweek and may not exceed a total of forty (40) hours worked per workweek.
  1. In determining compensation herein, the parties expressly agree that overtime shall be compensated for the number of hours actually worked in excess of forty (40) hours within a workweek.
  2. This Section shall apply only as required by law.

### 4.5 **Vision, Dental, Medical and Hospitalization Insurance**

- A. The Board agrees to offer health/major medical, dental, and vision insurance.
- B. All full-time employees, who are assigned a full-time workday and workweek under Sections 2.1 and 2.2 may choose to participate in any combination of the offered insurance plans by contributing the following percentages for medical, dental, and vision insurance coverage:

	Calendar Year 2025- Calendar Year 2028
<b>Health Insurance Plan 1 (PPO Network)*</b>	
Employee	17.00%
Employee +	19.00%
<b>Health Insurance Plan 2 (PPO)</b>	
Employee	15.00%
Employee +	17.00%
<b>Health Insurance Plan 3 (HMO)</b>	
Employee	15.00%
Employee +	17.00%
<b>Vision 24 month Plan</b>	
Employee	25.00%
Employee +	25.00%
<b>Vision 12 month Plan</b>	
Employee Employee +	100% Additional Premium
<b>Dental Plan</b>	
Employee	25.00%
Employee +	25.00%

\*This plan is only available to full-time employees who are assigned a full-time workday and workweek under sections 2.1 and 2.2 as of March 26, 2015.

- C. Full-time employees who earn \$29,000 or less gross annualized wage and elect to have employee plus coverage will pay the same premium percentage as single coverage.
- D. Through the duration of this agreement, part-time employees who work at least twenty (20) hours per week may participate in the plan(s) by paying the full premium(s), so long as they are currently enrolled in a plan and maintain continuous participation as of the ratification date of this agreement.
- E. The College will continue the flexible spending accounts (FSA) for full-time employees in compliance with applicable IRS regulations.
- F. Insurance coverage shall be available immediately upon commencement of employment or as soon as the insurance carrier shall allow.
- G. Future increases become effective with the first pay period of January of each year.

**4.6 Life and Accidental Death & Dismemberment Insurance**

The Board shall pay for a life insurance policy at benefit levels of \$50,000 for full-time exempt and full-time non-exempt employees.

**4.7 Tuition Waiver**

The Board shall waive tuition and fees for any full-time employee 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.

Part-time employees shall receive such benefit as follows:

Employed at least twenty (20) hours per week: waiver of tuition and fees for a maximum of nine (9) MCC credit hours per semester taken with prior approval of the Office of Human Resources. The credit hours may be taken by the employee and/or by his/her spouse and dependent children under the age of twenty (26). The employee, spouse, and eligible dependents will receive a tuition and fees waiver.

Tuition and fees waiver is not available for credit for prior learning (e.g., Dante, CLEP or any proficiency tests).

**4.8 Reimbursement for Educational and Professional Learning**

Tuition, registration, fees, course materials, and book costs shall be reimbursed at 100% out of pocket costs to a maximum of \$4,000 for full-time and \$2,000 for part-time employees per fiscal year for the supervisor approved educational and professional learning taken at a regionally accredited institution or other organizations as approved by the College, with prompt payment upon successful completion ("C" or better, if applicable).

In order to qualify for reimbursement, an educational action plan must be completed by the employee and preapproved by the supervisor. The activity must be directly related to the employee's current job at the College, or must be related to the advancement of the employee's professional or future career interests and be of benefit to the College. If the activity is not directly related to the employee's current job at the College, the employee shall indicate in the educational action plan how it will advance his, her or their professional or future career interests and be of benefit to the College. The application for reimbursement shall not be arbitrarily denied.

To be eligible for reimbursement the employee must be employed by MCC on the date of completion of the course.

To receive reimbursement, the employee must submit a completion report to the Office of Human Resources within sixty (60) calendar days from the completion of the activity.

**4.9 Flexible Schedule for Courses Taken During the Workday**

When directed by the College, the employee may take classes during working hours without loss of pay or benefits.

**4.10 Pay Periods/Direct Deposit**

Employees will be paid through direct deposit every other week.

**4.11 Tax-Sheltered SURS Payments**

Employee contributions to the State Universities Retirement System (excluding percentage contributions for retirees insurance) shall be tax deferred and not reported as income in the tax year in which they are paid subject to applicable law and IRS rules and regulations.

**4.12 Salary**

A. The percent used to calculate annual salary increases shall be as follows:

<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>
3%	3%	3%	3%

- B. Any employee whose current salary exceeds the maximum salary of the position range as listed in Appendix A, shall receive a bonus equal to the annual increase percentage until such time that their salary drops below the maximum salary of the position as listed in Appendix A.
- C. Any employee whose salary after application of the annual salary increase exceeds the maximum salary of the position range in any given fiscal year as listed in Appendix A, shall receive the full annual increase for the first year. If the employee’s salary remains above the maximum salary of the position for subsequent years, a bonus will be awarded as reference above.
- D. An employee must be employed at the College in their currently held position before April 1 of a given year to be eligible for an annual increase.

**4.13 Educational and Professional Learning Monetary Awards**

Monetary awards will be awarded to a staff member (exempt or non-exempt), upon the successful completion of the following steps and guidelines. Awards will be paid as a bonus. A maximum of \$5,500 for full-time staff and \$3,500 for part-time staff may be received each fiscal year in educational and professional learning monetary awards.

The staff member must have:

- Completed their probationary period;
- Received pre-approval from their supervisor through the completion of an Educational Action Plan (EAP) and an Educational and Professional Learning Award (EPLA) application prior to the start of the course/activity;
- Submitted the pre-approved EAP and EPLA application to the Office of Human Resources before the start of the course/activity;
- Received final authorization and approval from the Office of Human Resources and
- Submitted official completion documentation to the Office of Human Resources within sixty (60) days of the completion of the activity.



Education and Professional Learning Awards are earned by:

- Successfully completing an Educational and Professional Learning activity. Monetary awards are listed after each type of activity.

**Credit:**

- Certificate (7-19 credit hours) - \$750
- Certificate (20+ credit hours) - \$1,000
- Associate Degree - \$2,000
- Bachelor's Degree – \$3,000
- Master's Degree - \$4,000
- Doctorate Degree/Juris Doctor - \$5,500

A staff member may receive a maximum of \$5,500 in monetary awards for completion of credit programs annually.

**Non-Credit:**

- Non-Credit Professional Certifications or Licensures issued by an accrediting body - \$750 - \$1,000
- Non-Credit Micro credentials and Certificates of Completion - \$250
  - Micro-credentials must reach 24 hours seat time. Micro credentials can be combined.

A staff member may receive a maximum of \$1,500 in monetary awards for completion of non-credit programs annually.

Additional Guidelines:

- A. The Educational Action Plan must verify the activity benefits the employee's employment at MCC and/or the employee's professional development.
- B. The Office of Human Resources will maintain a list of pre-approved micro-credentials for employees to complete.
- C. Employees are able to request approval for an activity not listed. The monetary award will be determined by the type of activity
- D. Participation in Professional and Educational Learning for a monetary award cannot take place during work hours. Approval for coursework/activities is not an approval for release-time for the employee to participate in the activity during normal work hours. The employee is responsible for securing pre-approval from their immediate supervisor to do this, either through a flexible work schedule or the use of paid vacation or personal leave time.

When the above conditions have been met, a monetary award will be paid in the form of a bonus within the next possible pay-period.

If a staff member is actively pursuing a salary adjustment as of July 1, 2024, they have until December 31, 2024 to earn the necessary credit hours/CEUs (15 college credit hours/22.5 CEUs) to qualify them for a salary adjustment of \$1,350. One salary adjustment may be earned for the remainder of calendar year 2024, after which time, the practice of salary adjustments will be discontinued.

#### **4.14 Retirement Benefits**

An MCC College retiree is defined as an employee who has served the College as an employee for five (5) or more years and is eligible to retire through the State Universities Retirement System (SURS).

Irrevocable, written notification of intent to retire shall be provided simultaneously to the employee's immediate supervisor and the Office of Human Resources. This notification must be received at least six (6) weeks prior to the proposed last date of employment.

The following benefits will be available to retirees who have served the College as a full-time employee:

- Tuition waiver for credit classes offered by MCC.
- Invitations to College functions and will be kept on the College mailing list.
- Employee rate at the MCC Fitness Center.

Additional benefits as defined in Board Policy 3.6 Emeritus/Legacy Program may be awarded to qualified full-time employees.

The following benefits will be available to retirees who have served the College as a part-time employee:

- 50% tuition waiver for credit classes offered by MCC.
- Invitations to College functions and will be kept on the College mailing list.
- 50% of the published rate at the MCC Fitness Center.

## Article V - Grievance Procedure

### 5.1 Objective

It is the declared objective of the Union and the Board to encourage the prompt resolution of the grievances and complaints of staff members covered by this Agreement as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances and complaints.

### 5.2 Definition of Grievance

A grievance shall mean a complaint by an employee, a group of employees, or the Union that there has been a violation or misinterpretation of the terms of this Agreement.

### 5.3 Definition of Days

Working days shall mean that period of time when the College Office of Human Resources is normally open.

### 5.4 Time Limits 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. Such failure shall act as a bar to any further action thereon with regard to the subject matter of that grievance as it is related to that grievant in that grievance only.

### 5.5 Pre-Grievance Consultation

The Board and the Union agree that a number of potential grievances may be avoided if the affected employee and the appropriate supervisor are able to discuss and resolve problems by these means. There may be occasions, however, when the employee believes that, although the defined problem might be resolved by such discussions, when the employee 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 employee may contact either the Union President or the Grievance Chair to set forth the problem area. Thereupon the Union representative shall contact either the employee's immediate supervisor or the administrator in charge of the implementation and enforcement of this Agreement as designated by the President of the College.

If the potential grievance is not resolved by this procedure, then in that event, the filing of a grievance in Step 1 shall commence. Such consultation is optional.

### 5.6 Grievance Steps

All grievances shall be processed as follows:

**STEP 1** - An employee covered by this Agreement or the Union shall submit the grievance in writing to the immediate supervisor within fifteen (15) working days. The supervisor shall

arrange for a meeting with the grievant and Union designated representative within ten (10) working days of receipt of the written grievance to fully discuss the subject matter thereof. The supervisor shall provide a written answer to the employee within ten (10) working days after such meeting.

**STEP 2** - If the grievance is not settled in Step 1 and the grievant or the Union wishes to appeal, the grievance may be referred by the grievant, in writing, to the next level supervisor (or to any other person designated by the Board) within ten (10) working days after the answer in Step 1. Such grievance shall be signed by both the individual grievant or the Union representative, normally the Grievance Chair.

The next level supervisor, or an appointed designee, shall discuss the grievance within ten (10) working days with the grievant, the Union and the College, at a time mutually agreeable to the parties. If a settlement is reached pursuant to the provisions of this Step, the next level supervisor shall issue a written agreement signed by the grievant, the next level supervisor and the Union representative.

If no settlement is reached, the next level supervisor or the duly appointed designee shall give a written answer to the grievant and the Union within ten (10) working days following their meeting.

**STEP 3** - If the grievance is not settled in Step 2 and the grievant or the Union desires to appeal, it shall be referred in writing by the grievant or the Union to the President of the College, or a selected designee, within ten (10) working days after the department head's answer in Step 2. The President, or the duly appointed designee, shall, within fifteen (15) working days, discuss the grievance with the grievant and the Union representative at a time mutually agreeable to the parties.

If a settlement is reached pursuant to the provisions of this Step, the President, or the duly appointed designee, shall issue a written agreement signed by the grievant, the President or designee and the Union representative.

If no settlement is reached, the President, or the duly appointed designee, shall give a written answer to the grievant and the Union within ten (10) working days following their meeting.

**STEP 4** - If the Union is not satisfied with such response, it shall, if it desires, proceed to binding arbitration by notifying the President or designee not later than twenty (20) working days from the receipt of the Board's written response. No individual or organization other than the Union shall have the right to proceed to binding arbitration. If the demand for arbitration is not filed within the prescribed time limits or if there has been no mutual agreement to extend such time limits, the grievance shall be deemed withdrawn.

Any time limits herein may be extended by mutual agreement of the parties.

The parties shall appoint a panel of arbitrators mutually approved by the legal representatives of each party. The names of such arbitrators shall be listed numerically by lot and shall be in the possession of each party.

Each arbitrator in turn shall be contacted by the parties until one is available to participate in the grievance arbitration case pursuant to the conditions set forth herein.

Before the same arbitrator shall be used in cases in the same district in any twelve (12) month calendar period, the parties shall first proceed through the entire rotation of arbitrators. If none is available and if either party objects to the use of the same arbitrator during such twelve (12) month period, the parties shall attempt to agree on an alternate arbitrator. If the parties cannot agree, the arbitrator shall be selected by the Federal Mediation and Conciliation Service (FMCS) in accordance with its rule. The fees and expenses of the arbitrator and the arbitration process (including court report fees) shall be shared equally by the parties.

Such panel of arbitrators shall continue for at least two (2) years. At the request of either party any name(s) shall be deleted from such panel after two (2) years and replaced by any mutually approved arbitrator(s) or added to the end of the list if it is expanded. No pending case shall be delayed as the result of the deletion for any reason of an arbitrator from the list.

Once the arbitrator has been selected, every effort shall be made to schedule the hearing within thirty (30) calendar days of the date of appeal to arbitration. If the hearing cannot be scheduled within sixty (60) calendar days of such appeal, the next available arbitrator shall be selected unless the parties otherwise mutually agree.

Briefs if required shall be due within thirty (30) calendar days of the completion of the hearing. Briefs shall be submitted in duplicate directly to the arbitrator, who upon receipt shall submit one (1) copy to each party.

The arbitrator's decision shall be due within thirty (30) calendar days of his/her receipt of both briefs.

Failure of either or both parties to comply with any of the rules incorporated herein shall result in enabling either or both parties to implement Federal Mediation Conciliation Service procedures to (a) select an arbitrator for any pending grievance arbitration case and (b) resolve any dispute over failure to comply with these rules.

These rules shall become effective upon agreement of the arbitrators included herein to serve on such panel. Until such agreement is reached, the Federal Mediation Conciliation Service shall be used.

## **5.7 Arbitration**

- A. The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. His/her authority shall be strictly limited to deciding only the issue or issues presented to him/her by the Board and the Union, and his/her decision must be based solely upon his/her interpretation of the meaning or application of the express, relevant language of this Agreement.
- B. The arbitrator is empowered to include in his/her award such remedies as shall be within his lawful authority.
- C. Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the Federal Mediation and Conciliation Service (FMCS) shall be divided equally between the parties.

- D. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, or the arbitrator requests a transcript, the cost thereof shall be divided equally between the parties.

**5.8 Miscellaneous Provisions**

- A. Nothing contained in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.
- B. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- C. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses, resource people required by either party and legal counsel for the parties. These meetings shall be scheduled at a time and place mutually agreeable to the College and the Union. No employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.

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## Article VI – Miscellaneous

### 6.1 Severability

Any article, section, provision, sentence or clause of this Agreement held to be illegal will not be deemed valid, except to the extent permitted by law. However, the remainder of this Agreement shall remain in full force and effect for the entire term of the Agreement.

### 6.2 Distribution of the Agreement

Within thirty (30) days following ratification and execution of this Agreement by both parties, the Board will provide three signed copies of this Agreement to the Union President and will also post a copy of the Agreement electronically.

### 6.3 Matters not Covered by this Agreement

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 from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth in this Agreement. Therefore, the Board and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, referred to or covered in this Agreement, including the impact or effects of the Board's exercise of its rights as set forth herein on salaries, fringe benefits or terms and conditions of employment, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

### 6.4 Duration

This Agreement shall be effective July 1, 2024 except where specified in this Agreement, and shall remain in full force and effect through June 30, 2028.

### 6.5 Board Rights

Except as otherwise expressly provided by the terms of this Agreement, the College reserves and retains full rights, authority, and discretion in the proper discharge of its duties and responsibilities, including but not limited to, the right to control, supervise, evaluate, discipline and manage the College and its personnel including members of the Staff Council bargaining unit; to determine and administer educational policy; to operate the College and direct the members of the Staff Council bargaining unit; and otherwise retain all rights, authority, and discretion which are exclusively invested in the College's Board of Trustees or the College's President under governing federal and state law, ordinance, rules, and regulations, as well as the policies of the Board of Trustees, and applicable common law. The parties agree that the College is not required to bargain over matters of inherent managerial authority, including, but not limited to, matters related to curriculum, budget, organizational structure and selection of employees.

## Appendix A

### Pay Grade Ranges

The minimum of the pay grade ranges shall be adjusted by 1.5% annually. The maximum shall be 185% of the minimum of each respective range. For grades 1-3 the College will not hire below the Illinois mandate minimum wage of \$15 per hour.

Grade	FY25 Pay Rates						FY26 Pay Rates					
	Non-Exempt			Exempt			Non-Exempt			Exempt		
	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
1	\$14.21	\$20.24	\$26.28	29,546.68	42,104.02	54,661.36	\$14.42	\$20.55	\$26.67	29,989.88	42,735.58	55,481.28
2	\$14.46	\$20.61	\$26.76	30,085.30	42,871.55	55,657.81	\$14.68	\$20.92	\$27.16	30,536.58	43,514.63	56,492.67
3	\$14.71	\$20.97	\$27.22	30,607.17	43,615.22	56,623.27	\$14.94	\$21.28	\$27.63	31,066.28	44,269.45	57,472.62
4	\$15.04	\$21.43	\$27.82	31,282.21	44,577.15	57,872.09	\$15.27	\$21.75	\$28.24	31,751.44	45,245.80	58,740.17
5	\$16.11	\$22.96	\$29.81	33,511.92	47,754.49	61,997.05	\$16.35	\$23.30	\$30.25	34,014.60	48,470.80	62,927.01
6	\$17.86	\$25.45	\$33.05	37,154.52	52,945.19	68,735.86	\$18.13	\$25.84	\$33.54	37,711.84	53,739.37	69,766.90
7	\$18.61	\$26.51	\$34.42	38,699.86	55,147.30	71,594.74	\$18.88	\$26.91	\$34.94	39,280.36	55,974.51	72,668.66
8	\$20.23	\$28.83	\$37.42	42,077.55	59,960.50	77,843.46	\$20.53	\$29.26	\$37.99	42,708.71	60,859.91	79,011.11
9	\$21.85	\$31.14	\$40.43	45,455.23	64,773.71	84,092.18	\$22.18	\$31.61	\$41.04	46,137.06	65,745.31	85,353.56
10	\$23.48	\$33.46	\$43.43	48,832.91	69,586.89	90,340.88	\$23.83	\$33.96	\$44.08	49,565.40	70,630.70	91,695.99
11	\$25.10	\$35.77	\$46.44	52,210.60	74,400.10	96,589.60	\$25.48	\$36.31	\$47.13	52,993.75	75,516.10	98,038.45
12	\$26.73	\$38.08	\$49.44	55,588.28	79,213.30	102,838.32	\$27.13	\$38.65	\$50.18	56,422.11	80,401.50	104,380.90
13	\$28.35	\$40.40	\$52.45	58,965.96	84,026.49	109,087.02	\$28.77	\$41.00	\$53.23	59,850.45	85,286.89	110,723.33
14	\$29.97	\$42.71	\$55.45	62,343.64	88,839.69	115,335.74	\$30.42	\$43.35	\$56.28	63,278.80	90,172.29	117,065.78
15	\$31.60	\$45.03	\$58.45	65,721.33	93,652.90	121,584.46	\$32.07	\$45.70	\$59.33	66,707.15	95,057.69	123,408.23
16	\$33.22	\$47.34	\$61.46	69,099.01	98,466.09	127,833.16	\$33.72	\$48.05	\$62.38	70,135.49	99,943.08	129,750.66

Grade	FY27 Pay Rates						FY28 Pay Rates					
	Non-Exempt			Exempt			Non-Exempt			Exempt		
	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max	Min	Mid	Max
1	\$14.63	\$20.85	\$27.07	30,439.73	43,376.61	56,313.50	\$14.85	\$21.17	\$27.48	30,896.32	44,027.26	57,158.20
2	\$14.90	\$21.23	\$27.57	30,994.63	44,167.35	57,340.06	\$15.12	\$21.55	\$27.98	31,459.55	44,829.86	58,200.16
3	\$15.16	\$21.60	\$28.05	31,532.27	44,933.49	58,334.71	\$15.39	\$21.93	\$28.47	32,005.26	45,607.49	59,209.73
4	\$15.49	\$22.08	\$28.66	32,227.71	45,924.49	59,621.27	\$15.73	\$22.41	\$29.09	32,711.13	46,613.36	60,515.59
5	\$16.60	\$23.65	\$30.71	34,524.82	49,197.87	63,870.91	\$16.85	\$24.01	\$31.17	35,042.69	49,935.83	64,828.98
6	\$18.40	\$26.22	\$34.04	38,277.52	54,545.46	70,813.41	\$18.68	\$26.62	\$34.56	38,851.68	55,363.64	71,875.61
7	\$19.17	\$27.31	\$35.46	39,869.56	56,814.13	73,758.69	\$19.46	\$27.72	\$35.99	40,467.61	57,666.34	74,865.07
8	\$20.84	\$29.70	\$38.56	43,349.34	61,772.81	80,196.28	\$21.15	\$30.14	\$39.13	43,999.58	62,699.40	81,399.22
9	\$22.51	\$32.08	\$41.65	46,829.12	66,731.49	86,633.87	\$22.85	\$32.56	\$42.28	47,531.55	67,732.46	87,933.37
10	\$24.19	\$34.47	\$44.75	50,308.88	71,690.16	93,071.43	\$24.55	\$34.98	\$45.42	51,063.52	72,765.51	94,467.51
11	\$25.86	\$36.85	\$47.84	53,788.66	76,648.84	99,509.02	\$26.25	\$37.40	\$48.56	54,595.49	77,798.57	101,001.66
12	\$27.53	\$39.23	\$50.94	57,268.44	81,607.52	105,946.61	\$27.95	\$39.82	\$51.70	58,127.46	82,831.64	107,535.81
13	\$29.21	\$41.62	\$54.03	60,748.20	86,566.19	112,384.18	\$29.64	\$42.24	\$54.84	61,659.43	87,864.68	114,069.94
14	\$30.88	\$44.00	\$57.13	64,227.98	91,524.87	118,821.77	\$31.34	\$44.66	\$57.98	65,191.40	92,897.75	120,604.09
15	\$32.55	\$46.39	\$60.22	67,707.76	96,483.56	125,259.35	\$33.04	\$47.08	\$61.12	68,723.37	97,930.81	127,138.24
16	\$34.22	\$48.77	\$63.32	71,187.53	101,442.22	131,696.92	\$34.74	\$49.50	\$64.27	72,255.34	102,963.86	133,672.38



## Appendix B

### MCC Staff Council Positions/Ranges

The listing below reflects the part-time and full-time Staff Council positions at the time of the ratification of this contract. Tri-annual updates of this listing will be published on the employee portal.

Table updated on 5-15-24.

Position	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Dishwasher, Warewashing & Sanitation	H01000	1	P9	NE
Dishwasher, Warewashing & Sanitation	H01002	1	P12	NE
Cashier/Food Preparation - Service	H03003	3	P9	NE
Cashier/Food Preparation - Service	H03004	3	P12	NE
Food Production/Server-General	H03005	3	P9	NE
Food Production/Server-General	H03006	3	P12	NE
Preschool Teacher Assistant	H03007	3	P9	NE
Adult Education Enrollment and Assessment Processor	H04004	4	P12	NE
Athletic Assistant for Events and Special Projects	H04009	4	P9	NE
Career Resource Assistant	H04010	4	P12	NE
Office Assistant II (Arts and Humanities)	H05006	5	P12	NE
Office Assistant II (Adult Education)	H05009	5	P12	NE
Scheduling Assistant	H05001	5	P12	NE
Bookstore Buyer	C06104	6	F12	NE
Bookstore Website Specialist	H06008	6	P12	NE
Court Program Assistant	H06030	6	P12	NE
Enrollment & Assessment Generalist	H06031	6	P12	NE
Enrollment & Assessment Generalist	C06123	6	F12	NE
Food Production/Service-Grill Cook	C06106	6	F12	NE
Groundskeeper	C06116	6	F12	NE
Horticulture and Entrepreneurial Agriculture Assistant	C06122	6	F12	NE
Instructional Media Technician	C06105	6	F12	NE
Instructional Media Technician II	C06107	6	F12	NE
Laboratory Assistant - Biology	H06005	6	P12	NE
Library Circulation Assistant	H06025	6	P9	NE
Library Circulation Assistant	C06111	6	F12	NE
Mail/Shipping/Receiving Technician	C06100	6	F12	NE
Office Assistant III (Admissions & Recruitment)	C06117	6	F12	NE
Office Assistant III (Business Affairs)	C06114	6	F12	NE
Office Assistant III (Workforce Development)	H06017	6	P12	NE
Office Assistant III (SHAH Center/ISBDC)	C06115	6	F12	NE
Office Assistant III (Upward Bound)	H06018	6	P12	NE
Office Assistant III (Campus Police)	H06026	6	P12	NE
Safety and Security Officer - Shah Center	C06102	6	F12	NE
Testing Center Assistant	H06023	6	P12	NE
Academic Support Coach	H07011	7	P12	NE
Academic Support Coach	H07099	7	P12	NE
Accounting Assistant	H07002	7	P12	NE
Administrative Assistant I (Access & Disability)	C07013	7	F12	NE

Position	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Administrative Assistant I (Academic Advising)	C07010	7	F12	NE
Administrative Assistant I (Career Services)	C07012	7	F12	NE
Administrative Assistant I (Financial Aid)	C07014	7	F12	NE
Business Services Specialist	C07016	7	F12	NE
Court Program Specialist	M07030	7	F12	E
Financial Aid & Scholarship Specialist	D07034	7	F12	NE
Financial Aid Loan Specialist	D07035	7	F12	NE
Financial Aid Specialist – State Programs	C07020	7	F12	NE
Fire Science Training Coordinator	H07014	7	F12	NE
Health & Fitness Specialist	C07032	7	F12	NE
Help Desk Specialist	C07029	7	F12	NE
Human Resources Assistant II	C07027	7	F12	NE
Lead Groundskeeper	C07007	7	F12	NE
Library Services Specialist	C07021	7	F12	NE
Librarian Specialist	C07035	7	P12	NE
Maintenance Generalist II	H07000	7	P12	NE
Military Benefit Specialist and Student Employment	C07025	7	F12	NE
Pathways to Success Program Associate	C07034	7	F12	NE
Preschool Teacher	J07004	7	P9	NE
Preschool Teacher	H07004	7	P9	NE
Preschool Teacher	C07033	7	P9	NE
Testing Center Assistant	C07030	7	F12	NE
Academic Advisor	M08039	8	F12	E
Accounts Payable Specialist	C08027	8	F12	NE
Administrative Assistant II (Adult Ed)	C08009	8	F12	NE
Administrative Assistant II (Allied Health)	C08004	8	F12	NE
Administrative Assistant II (Athletics)	C08014	8	F12	NE
Administrative Assistant II (Arts and Humanities)	C08008	8	F12	NE
Administrative Assistant II (College and Career Readiness)	C08005	8	F12	NE
Administrative Assistant II (Community Education)	C08007	8	F12	NE
Administrative Assistant II (Manufacturing & Advanced Technology)	C08006	8	F12	NE
Administrative Assistant II (Facilities Management)	C08012	8	F12	NE
Administrative Assistant II (Math, Science, and Health Services)	C08010	8	F12	NE
Administrative Assistant II (Business, Social Sciences and Public Services)	C08003	8	F12	NE
Administrative Assistant II (Enrollment Services)	C08011	8	F12	NE
Bookstore Textbook Specialist	D08007	8	F12	NE
Coordinator, Career & Technical Education Lab	C08023	8	F12	NE
Coordinator Catering & Culinary Support	M08050	8	F12	E
Coordinator Events	M08051	8	F12	E
Development Specialist	C08017	8	F12	NE
Dual Credit Outreach & Advising Specialist	M08052	8	F12	E
Dual Credit Advising & Transfer Specialist	M08053	8	F12	E
New Student Enrollment Coach	M08043	8	F12	E
New Student Enrollment Coach – Undocumented Liaison	M08046	8	F12	E
Registration and Records Specialist	C08021	8	F12	NE

Position	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Student Accounts Specialist	C08021	8	F12	NE
Sous Chef, Food Production	C08000	8	F12	NE
Talent Acquisition Specialist	M08049	8	F12	E
Upward Bound Advisor	M08037	8	F12	E
Accountant	M09051	9	F12	E
Applications Technician	M09059	9	F12	E
Art Gallery Curator	M9065	9	F12	E
Benefits & Leave Administration Specialist	M09064	9	F12	E
Content Marketing Writer	M09031	9	F12	E
Coordinator of Admissions	M09063	9	F12	E
Coordinator of Academic Support Services	M09072	9	F12	E
Coordinator for Articulation and Transfer	M09037	9	F12	E
Coordinator Center for Agrarian Learning	C09007	9	F12	NE
Coordinator of Credentials Evaluation	M09047	9	F12	E
Coordinator of Enrollment Processing	C09003	9	F12	NE
Coordinator of Events and Outreach, Workforce Development	M09041	9	F12	E
Coordinator of Facilities	C09000	9	F12	NE
Coordinator of Financial Aid	M09034	9	F12	E
Coordinator of Health & Fitness	M9068	9	F12	E
Coordinator Laboratory, Chemistry	M09073	9	F12	E
Coordinator of P-20 Educational Partnerships	M09054	9	F12	E
Coordinator of Professional Development - Technology	M09056	9	F12	E
Coordinator of Student Athlete Success/Head Baseball Coach	M09070	9	F12	E
Coordinator of Student Diversity & Inclusion	M09052	9	F12	E
Coordinator of Tutoring	M09038	9	F12	E
Coordinator Workforce Development Programs	M09067	9	F12	E
Desktop Engineer	M09048	9	F12	E
Desktop Technician	D09023	9	F12	NE
Desktop Technician	C09001	9	F12	NE
Grants Specialist	M09062	9	F12	E
Graphic Designer	M09030	9	F12	E
Learning and Retention Specialist	M09024	9	F12	E
Network Specialist	C09006	9	F12	NE
Network Technician	M09049	9	F12	E
Research & Compliance Associate	M09069	9	F12	E
Student Success Coach	M09042	9	F12	E
Data Analyst	M09071	9	F12	E
Telecom/Network Technician	C09008	9	F12	NE
Administrative Assistant III (Advancement & Development)	C10001	10	F12	NE
Administrative Assistant III (Business/Academic Affairs)	C10005	10	F12	NE
Administrative Assistant III (Information Technology)	C10002	10	F12	NE
Coordinator of Accommodations	M10036	10	F12	E
Coordinator of Adult Education Curriculum & Instruction	M10041	10	F12	E
Coordinator of Career Services	M10014	10	F12	E
Coordinator of Career Training Programs	M10013	10	F12	E
Coordinator of Community Education Programs	M10037	10	F12	E
Coordinator of Curriculum & Academic Operations	M10030	10	F12	E

Position	Position ID	Pay Grade	Pay Type	Exempt or Non-Exempt
Coordinator IT Help Desk	M10008	10	F12	E
Coordinator of Laboratory-Biology	M10040	10	F12	E
Coordinator of Marketing Traffic	M10012	10	F12	E
Coordinator of Operations and Compliance	M10042	10	F12	E
Coordinator of Orientation & Academic Advisor	M10035	10	F12	E
Coordinator of Payroll	M10038	10	F12	E
Coordinator of Purchasing	M10043	10	F12	E
Coordinator of Scholarships & Outreach, FMCCF	M10027	10	F12	E
Coordinator of Student Life	M10022	10	F12	E
Coordinator of Student Accounts	M10032	10	F12	E
Coordinator of Student Advocacy	M10033	10	F12	E
Coordinator of Student Success	M10034	10	F12	E
Coordinator of Student Records and ERP Applications	M10025	10	F12	E
Coordinator of Testing Center	M10039	10	F12	E
Coordinator of Web Strategy	M10011	10	F12	E
Digital Media Specialist	M10031	10	F12	E
Network Information Security Analyst	M10023	10	F12	E
Programmer Analyst	M10020	10	F12	E
Senior Programmer/Analyst	M10018	10	F12	E
Web Designer	M10024	10	F12	E
Building Maintenance Specialist, Electrician	C11003	11	F12	NE
Building Maintenance Specialist, HVAC	C11004	11	F12	NE
Coordinator of Shah Center Operations	M11001	11	F12	E
Coordinator of Student Wellness	M11009	11	F12	E
Coordinator of the University Center at MCC	M11011	11	F12	E
Development Coordinator	M11005	11	F12	E
Farm Production Manager & Practicum Lead	M11008	11	F12	E
Senior Network Information Security Analyst	M12013	12	F12	E
Senior Software Engineer	M12010	12	F12	E
Enterprise Applications Systems Engineer	M13000	13	F12	E
Senior Network Engineer	M14000	14	F12	E
IT Systems Architect	M14001	14	F12	E

## Appendix C

### MCC Staff Council Grandfathered Employees

The employees in their positions listed below will receive the benefits defined in Sections 2.10 Seniority, 3.1 Sick Leave, 3.2 Sick Leave Pool, and 3.9 Vacation for grandfathered employees so long as they remain in the stated position. Grandfathered employees who choose to apply for and are hired into a new or different position, forfeit their grandfathered status and receive the benefits of the new or different position.

Last Name	First Name	Position Held	Full/Part Status	# of Months	Regularly Scheduled Weekly Hours
Folliard	Irene	Desktop Technician	F	12	40
Funk	Jennifer	Preschool Teacher	P	9	20-29
Marks	Aaron	Maintenance Generalist II	P	12	20-29
Melone	Susan	Bookstore Textbook Specialist	F	12	40

**Agreed and Attested to Upon Ratification by Both Parties**

Date of Ratification by McHenry County College Staff Council  
Local 1642, IFT/AFT/AFL-CIO  
Month/Date 2024

Date of Approval by the Board of Trustees of McHenry County College  
Community College District No. 528  
Month/Date, 2024

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

**For the McHenry County College  
Staff Council IFT Local 1642**

**By:** \_\_\_\_\_  
Suzanne Hoban  
Chairperson, Board of Trustees

**By:** \_\_\_\_\_  
David Behrens  
MCCSC President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	3/6/2024	Valeria Perez	Administrative Assistant II – Business, Social Sciences and Public Services	R
STA	5/6/2024	Jean Gaspari	Coordinator of the University Center at MCC	N/T
STA	5/6/2024	Joanna Romano	Administrative Assistant II – Enrollment Services	N
ADJ	5/11/2024	Erin Balgeman	Instructor of Nursing	A
CON	5/13/2024	Vickesh Gildharry	Upward Bound – Instructor	S
CON	5/13/2024	Chrysanthemum Gorospe	Upward Bound – Instructor	S
CON	5/13/2024	Kelly Sindelar	Upward Bound – Instructor	S
CON	5/13/2024	Anne Marie Peterson	Upward Bound – Instructor	S
CON	5/13/2024	Tera Thompson	Upward Bound – Instructor	S
CON	5/13/2024	Joseph McLachlan	Upward Bound – Instructor	S
CON	5/13/2024	Estrella Alanis	Upward Bound – Instructor	S
CON	5/13/2024	Ryan Lee	Upward Bound – Instructor	S
CON	5/13/2024	Jonathan Weger	Upward Bound – Instructor	S
CON	5/13/2024	Robert Hodill	Upward Bound – Instructor	S
CON	5/22/2024	David Aquino	Upward Bound – Instructor	S
CON	5/22/2024	Nora Nava-Bernal	Upward Bound – Class Assistant	S
CON	5/22/2024	Daniel Castellanos	Upward Bound – Class Assistant	S
CON	5/22/2024	Natalie Gutierrez	Upward Bound – Class Assistant	S
CON	5/22/2024	Abigail Howell	Upward Bound – Class Assistant	S
CON	5/22/2024	Yadira Placencia	Upward Bound – Class Assistant	S

CON	5/22/2024	Shantal Urbina	Upward Bound – Class Assistant	S
CON	5/22/2024	Ellie Celia Marie Lighthall	Upward Bound – Class Assistant	S
CON	5/22/2024	Taylor Blake	Upward Bound – Class Assistant	S
ADM	6/3/2024	Kimberly Clarkson	Director of Employee Development	R
STA	6/3/2024	Wei Fu	Enrollment and Assessment Generalist	N
ADJ	6/6/2024	Ali Malik	Instructor of Mathematics	R
ADJ	6/6/2024	Olivia Hackman Baker	Instructor of Spanish	R
ADM	6/10/2024	Jared List	Executive Director of Adult Education	R
STA	6/10/2024	Edith Gonzalez	Enrollment and Assessment Generalist	T

**Through May 20, 2024**

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

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



Employee Resignations and Retirement Notifications

Information

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

<b>Classification</b>	<b>End Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
ADJ	4/15/2024	Michael Storer	Instructor – Arts & Humanities
CON	4/29/2024	Ashley Mercuri	Reference Librarian – Part-Time
CON	4/30/2024	Mark Dzwonkiewicz	EMS Trainer
STA	5/3/2024	Paige Nagy	Executive Administrative Assistant – Academic Affairs
STA	5/8/2024	Michael Kaczorowski	Coordinator of Financial Aid
CON	5/9/2024	Mary Byrne	Reference Librarian – Part Time
ADM	5/31/2024	Mark Piekos	Manager of the Illinois Small Business Development Center

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

<b>Classification</b>	<b>Retirement Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
FAC	5/11/2024	Pauline Halgas	Instructor of Accounting
ADJ	5/11/2024	Donna Davis	Instructor of Math, Science, and Health Services
STA	5/23/2024	Andy Locascio	Campus Police Officer

***Through May 15, 2024***

## Friends of MCC Foundation Update

### **Fall 2024 Scholarship Update**

Scholarship applications for the Fall 2024 semester closed on April 3 with a record number of 607 submitted applications. All applications have been reviewed, and the Foundation team is awarding over 400 scholarships. Thank you to the 100 volunteers who helped review scholarship applications. MCC students will be notified of scholarship awards in June.

### **New Scholarships**

**The Northern Illinois Beekeepers Association established a new Agricultural and Horticultural Scholarship.** This \$500 scholarship will be awarded in the Fall and Spring semesters to a student who is studying Horticulture, Entrepreneurial Agriculture, or similar programs that include biological or environmental sciences that focus on plants or agriculture.

### **Program Support**

The Friends of MCC Foundation supported the FY 2025 mini-grant program through its Technology Endowment, Faculty Enrichment Endowment, and College Programs funds. A total of 13 applications were submitted to the Grants Department, and eight applications were approved for a total funding of \$20,917. Mini-grant applicants will be notified at the beginning of June about their grant awards. \$5,833 dollars remain to fund a second round of applications that will support projects beginning in January 2025.

### **Education to Empowerment**

Education to Empowerment (E2E) held its Spring Member and Sponsor meeting on Monday, April 29 in the MCC Scot Room. Over 60 members, sponsors, and E2E scholarship recipients enjoyed an evening that included appetizers and drinks, a plated meal, reports from E2E committees, and inspiring updates from our E2E scholarship recipients. Lively and meaningful conversations continued long into the evening with several E2E members commenting that this was one of the best E2E events ever. The positive energy and gratitude from our E2E recipients continue to drive this program to new heights.

On Friday, May 10, the Foundation had the honor of notifying ten new students of their selection as an E2E scholarship recipient for the coming academic year. Hearing the joy and appreciation in the voices of these students when receiving this news only reinforces the passion for living our mission every day. The 10 new E2E scholarship recipients will be announced at the Summer E2E Scholarship Event on Wednesday, July 31 at the Courthouse Square (upper-level event space) in Woodstock. Members, sponsors, and guests will be invited to attend this incredibly special evening.

### **Friends of MCC Foundation Golf Invitational**

The Friends of MCC Foundation Golf Invitational will be held on Monday, June 10, 2024 at Bull Valley Golf Club. The Invitational includes 18 holes with cart along with all-inclusive food and drink. There will also be a silent auction, mystery boxes, and a new Champion's Trophy presentation. Registration and sponsor information is available at [www.mchenry.edu/supportmcc/golf](http://www.mchenry.edu/supportmcc/golf). The event has 110 registered golfers. A few more golfers and sponsors are needed.

Sponsors for the Golf Invitational include: Foglia Family Foundation, Demonica Kemper Architects, Robbins Schwartz, Old National Bank, AptarGroup, Pepper Construction/365 Equipment & Supply, Coilcraft, Crystal Lake Bank & Trust, HR Green, LeCoque Family Foundation, Miller Verchota CPAs, MLCV Investments, Scot Forge, Kishwaukee Brewing, Snap-on, The Harvard State Bank, 20/10 Engineering, American Community Bank & Trust, Pavement Solutions, Northern Trust Bank, Lakeshore Recycling Systems, Alliance Contractors, Associated Electrical Contractors, Chicago Title, FirstMid Bank, Harvard Ford, Home State Bank, and Old Second National Bank.

The Foundation continues to seek unique donations for the silent auction. It's not too late to donate! Items could include travel packages or destinations, personal services, tickets (concert or sporting event), beer or spirits, or VIP connections. If you have access to any of these items and would like to contribute to this fun event, please contact Brian DiBona at [bdibona@mchenry.edu](mailto:bdibona@mchenry.edu) or (815) 790-8273.

**Save the Date – MCC Community Block Party**

The second annual MCC Community Block Party will take place on Sunday, July 28, 2024 at Sew Hop'd Brewery in Huntley. Save the date now for this community event, which will feature MCC alumni and raise awareness and funds for the Friends of MCC Foundation. The event will feature live music, food trucks, family activities, and more. Bands for the day will include local favorites The Double Standard, Shukin and The Ramblers, and Hillbilly Rockstarz. Additional information will be released soon. If you are interested in being a sponsor for this fun event, please contact the Foundation office at (815) 455-8721.

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
Small Business Development Center	This grant provides operating support for the Small Business Development Center. The SBDC is an advocate and resource for small businesses in McHenry County and offers no-cost counseling to small business owners as well as noncredit courses designed to help business owners succeed.	\$80,000	Mark Piekos, Manager of Illinois Small Business Development Center
Community College Collaborations with Early Adopters of College and Career Pathway Endorsements Currency Project	This project, supported by the Education Systems Center at Northern Illinois University, offers funding for secondary and postsecondary collaborations so students who earn a college and career pathway endorsement (CCPE) in high school also receive “currency” at the postsecondary level, such as targeted financial support or another incentive.	\$20,000	Cara Schultz, Director of College and Career Readiness
U.S. Department of Labor Strengthening Community Colleges Training Grant	MCC is part of a consortium with Rock Valley Community College and Highland Community College focusing on advanced manufacturing. This grant is designed to build capacity at community colleges to meet the skill development needs of employers and equitably support students in obtaining good jobs in in-demand industries.	\$1.1 million over four years. MCC’s year one award is \$266,510	Catherine Jones, Associate Vice President of Workforce Development
U.S. Department of Education Title III/V eligibility	Eligibility for Title III/V is required for certain grant applications through the Department of Education, mainly for grants with a focus on serving marginalized students. Because MCC is not automatically eligible (based on our percentage of Pell recipients), a waiver application was necessary.	N/A	N/A

**PENDING APPLICATIONS**

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
ICCB Taking Back the Trades	This grant is designed to provide access and strengthen pathways to careers in the trades for young adults aged 16-24. This is the second round of funding; MCC will expand its previous project supporting career exploration and work-based learning opportunities for Architecture/Construction students to include those in Healthcare and Manufacturing as well.	\$173,050	Pending	June
ICCB Adult Education and Family Literacy (AEFLA)	This grant provides operational support for MCC’s Adult Education program, including classes in Adult Basic Education, Adult Secondary Education, High School Equivalency, and English as a Second Language classes.	\$708,827	Pending	June
Adult Volunteer Literacy – Illinois Secretary of State	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$80,312	Pending	July
Motorola Solutions Foundation	MCC was invited to submit a full application for a fourth year of funding to provide scholarships for marginalized students in MCC’s Criminal Justice, Fire Science, and Emergency Medical Services programs. A final funding decision is expected in August.	\$35,000	Pending	August
Mexican Consulate of Chicago IME Becas	This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to students of Mexican origin. Scholarships will be based on financial need, with preference given to students who are previous Adult Education or Upward Bound participants.	\$10,000	Pending	August
Illinois Department of Agriculture Resilient Food Systems Infrastructure Program	This initiative offers funding for the middle of the food supply chain – aggregation, processing, storing, and other activities to support the distribution of local and regional food products. MCC submitted an application to establish a shared kitchen and storage	\$593,975	Pending	September

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	space for small farmers in the area.			
Illinois State Library Open Educational Resources	Funding will support the development and/or revision of Open Educational Resources (OER), including texts and ancillary course materials, to reduce student costs while increasing academic success. This project will be led by the library and faculty and supported by the expertise of others across the College.	\$117,323	Pending	September
Congressionally Directed Spending – Senator Duckworth	Congressionally Directed Spending allows elected representatives to support projects to benefit their constituents. MCC requested funding for the required training equipment for new healthcare programs in Respiratory Therapy and Radiologic Imaging.	\$1,495,000	Pending	October
Community Project Funding – Congressman Foster	MCC submitted an additional request for the required training equipment for new healthcare programs in Respiratory Therapy and Radiologic Imaging to Congressman Foster.	\$1,495,000	Pending	October
Congressionally Directed Spending – Senator Durbin	Congressionally Directed Spending to support projects located within their district/state that will benefit their constituents. MCC requested funding to extend water/sewer lines with the goal of developing a public safety training facility in the future.	\$1,485,000	Pending	October

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Perkins/Career and Technical Education Postsecondary Grant	The Perkins Career and Technical Education Improvement Act improves the academic performance of CTE students by funding program development, tutoring, training equipment, and supplies.	TBD – determined by ICCB formula	In development	May 17
ICCB Integrated English Literacy and Civics Education (IELCE)	This grant provides operational support for Spanish language instruction and citizenship preparation classes and is designed to support successful entry into the United States workforce.	TBD – determined by ICCB formula	In development	May 29

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
IRS Volunteer Income Tax Assistance (VITA)	The VITA grant provides funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents, ensuring county taxpayers receive the refunds to which they are entitled.	\$50,000	In development	May 31
U.S. Department of Education Foglia CATI	MCC's previous request for funding for Foglia CATI equipment was supported by Senator Durbin and Congressman Foster and included in the federal government budget. To receive the award, MCC must now complete a full grant application for the U.S. Department of Education, which will administer the award.	\$1,060,000	In development	May 31
ICCB Pipeline for the Advancement of the Healthcare Workforce (PATH)	This project is designed to support and expand healthcare training opportunities by helping marginalized individuals enroll in and successfully complete training, while also addressing the shortage of healthcare workers caused by the COVID-19 pandemic.	TBD – determined by ICCB formula	In development	June 10
IBHE Illinois Cooperative Work Study Program	The Illinois Cooperative Work Study program helps underwrite the cost of wages for students completing internships. Funding allows a broad range of employers to participate, providing students with the opportunity for career-based work experience.	\$50,000	In development	June 14
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.	\$25,000	Under consideration	June 21
U.S. Department of Education Student Support Services	The Student Support Services program provides academic and other support to help increase the number of low-income college students, first-generation college students, and college students with disabilities who successfully complete a postsecondary program of study.	\$273,000 per year for five years	In development	July 15

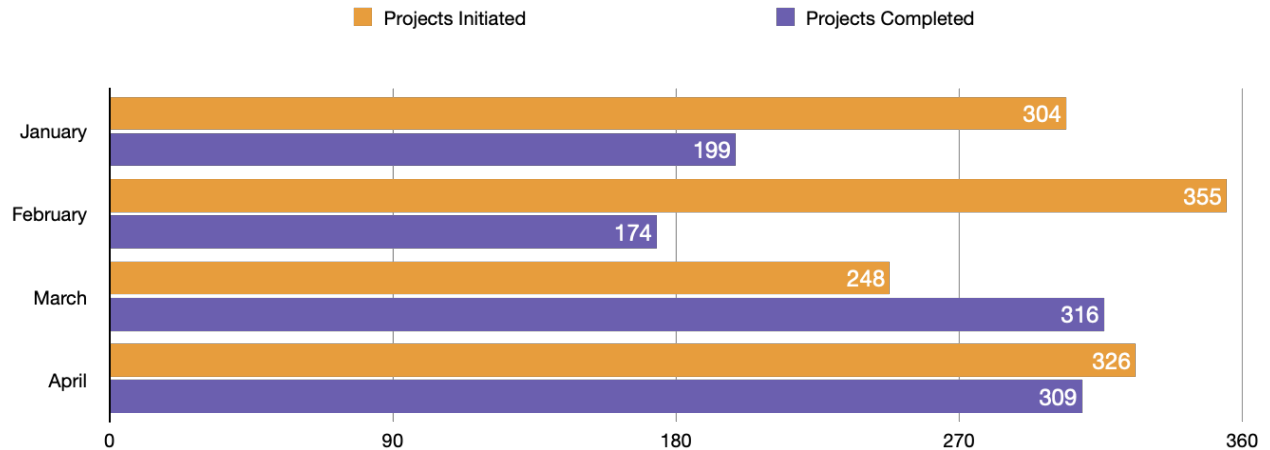
**APPLICATIONS DENIED:** None.

**Office of Marketing and Public Relations Update**

The goal of the McHenry County College Office of Marketing and Public Relations (OMPR) is to grow MCC’s student enrollment, strengthen MCC’s identity in the community, and share MCC’s stories. Services that OMPR provides to the College include:

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

**Marketing Project Statistics**



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

- Spring 2024 Commencement promotion, video capture, and support
- Foglia Center for Advanced Technology and Innovation (CATI) and Programs of Study promotion, video, and recruitment efforts
- Liebman Institute for Science Innovation (LISI) branding, promotion, and special event support
- University Center at MCC branding, promotion, and recruitment support
- Registration promotion and support for Summer and Fall 2024
- Foundation Golf Invitational and Education to Empowerment event promotions and support
- FY 2025 media campaign development



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

The following releases and feature stories were submitted to local and regional media outlets from April 16, 2024—May 14, 2024.

- McHenry County College Releases New Schedule of Community Education Courses
- McHenry County's Official 2024 Green Guide Now Available
- MCC Nursing Assistant Students Receive High Marks on Certification Exams
- McHenry County College Art Gallery to Feature Student Exhibit Now - June 6
- Are Insects a Farmer's Friend or Foe? Find Out at MCC's May 16 Speaker Series
- MCC's Liebman Institute for Science Innovation Offers Winetasting Event May 17
- McHenry County College Hosts Area High School Students for Academic Challenges
- McHenry County College Recognizes Spring 2024 Graduates in Commencement Ceremony

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

## Center for Agrarian Learning (CAL) Update

### **CAL Launches New “Technical Workshop” Series**

While the MCC Student Farm has been a place for demonstrating (and thus teaching) organic vegetable production methods for four years, the addition of fruit trees, small fruit, and other specialty crops two years ago is only now reaching a level of maturity that supports running full CAL workshops on the farm.

Offered this summer:

- Focus on Trellising, Sunday June 23 (1–4 p.m.)  
*Fruit trees, raspberries, blackberries, hops, tomatoes (indoor and outside), cucumbers*
- Tomato Care for Higher yields, Sunday August 11 (1–4 p.m.)  
*Pest and disease mitigation, irrigation, trellising, varietal selection, harvest*
- Season Extension Up Close, Sunday, October 6 (1–4 p.m.)  
*Detailed exploration of our two high tunnels, features, dos and don'ts, building advice*

### **CAL Hosts First of 15 State-wide Listening Sessions with ISA**

On Monday May 13, 55 people attended a farmer listening session facilitated by the Illinois Stewardship Alliance. CAL staff organized the gathering at Duke's Inferno (new farm-to-table restaurant in Woodstock, IL). The ISA is celebrating its 50<sup>th</sup> anniversary and leveraging the achievement by developing policy priorities at the state level. They work extensively on direct-market regulations, pesticide drift, food safety, and other issues that are important to farm viability.

### **Partnerships and Community Work**

- Routes 2 Farm  
*CAL is a member of this regional alliance of farmer training organizations, which meets monthly to identify potential redundancy in educational offerings, potential collaborations, and best practices in serving the farming community. Monthly meetings are ongoing. This alliance has proven incredibly helpful to shaping CAL programs.*
- MC Farm Stroll  
*Planning is well underway for the 2024 McHenry County Farm Stroll in late September. The MCC Student Farm will again be a featured stop on the stroll, and CAL staff serve on the executive committee, as well sponsoring the design and printing of the brochure (@ \$900 expense).*

### **Entrepreneurial Agriculture – Graduates and Student Farm Updates**

This May, one student graduated with an AAS in Entrepreneurial Agriculture, and one student completed their Entrepreneurial Agriculture Production Certificate.

There currently are 16 students enrolled in the degree program.

Entrepreneurial Agriculture and Horticulture Department Chair Garrett Beier and CAL Director of Innovation Sheri Doyel are meeting monthly this summer, and then with the Advisory Committee, to fine tune proposed changes to the degree that will reduce redundancy in business/marketing course requirements and clarify the capstone Advanced Agriculture Internship.

## Sustainability Center Update

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

“MCC Updates” was the featured topic for April’s Green Drinks at Duke’s Alehouse and Kitchen in Crystal Lake. Sheri Doyel, Director of Innovation for the Center for Agrarian Learning (CAL) at MCC, provided an overview of CAL events and activities. Julia Baser, Career and Technical Education Development Coordinator, spoke about the Foglia Center for Advanced Technology and Innovation (Foglia CATI). Kim Hankins, Director of Sustainability, spoke about energy efficiency initiatives on campus and in the Foglia CATI building. Leslie Krebs from the College’s advising team shared the latest information and partner schools for the University Center at MCC in Woodstock.

Director Hankins attended the American Association of Community Colleges (AACC) annual conference in Louisville, KY. During the conference, she presented “Sustainability and Community Colleges: It’s More Than Just Recycling”, and also participated in the “Building a Sustainable Future” symposium hosted by the Community College Research Center.

IGEN held its annual conference on April 10-11 at Heartland Community College’s Agricultural Complex in Normal, IL. IGEN liaisons from over 20 colleges gathered, networked, and enjoyed a variety of presentations on incentives, solar programs, electric vehicle curricula, and charging station installation opportunities. Director Hankins also led an interactive session with over 50 participants on barriers and opportunities in sustainability programs in community colleges.

Director Hankins and Kate Kramer, Earth Science Department Chair and MCC Sustainability Committee member, launched a survey focused on finding sustainability within the curriculum at the Academic Council meeting on April 9, 2024. Data collected will be analyzed and shared with students that are interested in the topic.

The Environmental Club took a field trip to several thrift stores on April 12, 2024. In addition to reuse shopping, some students spoke with store managers about the donation and sorting process.

Director Hankins was a guest judge for the Skyway STEM Competition at Morton College in Cicero, IL on April 19, 2024. Students from 15 community colleges in IL presented their original research papers and posters on renewable energy and other sustainability related topics.

McHenry County celebrated Earth Day on April 20, 2024, at the McHenry County Conservation District Prairieview Education Center. Both the Sustainability Center and the Center for Agrarian Learning had displays with giveaways, activities, and information.

As part of the College’s 2024 Earth Month events, the Sustainability Center hosted a Careers in Conservation zoom event with Sarah Michel. Ms. Michel is a Community Ecologist with the Land Conservancy of McHenry County and Vice President of the Board of Commissioners for the Crystal Lake Park District. Students from the Environmental Action Club and several employees enjoyed her presentation and discussion.

The Sustainability Center tabled at the Ridgefield Crystal Lake Presbyterian Church Green Living Fair on April 21, 2024. Twenty local organizations shared information and activities with the church community. Along with fifteen other organizations, the Sustainability Center also tabled at the First Congregational Church's first eco-fair on April 28, 2024.

The 2024 Green Guide Recycling Directory is complete and is currently in distribution to every municipality and library in McHenry County and by request. Copies are also available by emailing [sustainability@mchenry.edu](mailto:sustainability@mchenry.edu) or visiting [www.mchenry.edu/recycling](http://www.mchenry.edu/recycling) to download a copy.

The ReUse It Corner repurposed approximately \$991.16 worth of gently used office and school supplies in April 2024. Sixty-one people found uses for over 273 items this month.

The MCRide/MCC partnership had 594 riders in April 2024.

## Workforce Development Update

May is filled with several national recognition events, such as Small Business Week, Economic Development Week, Public Service Recognition Week, and National Nurses Week. Throughout the month, MCC's Workforce Development division supported and promoted these recognition events through partnerships and special activities.

**Community Connection Classes - Celebrating Small Business**

Open the front cover of the quarterly Community Education catalog and you'll find a new feature – Community Connection Classes. These Personal Development classes are created in partnership with local small business owners and provide a new opportunity for community members to expand their horizons. Imagine an evening at Heady Cup Coffee Roasters in McHenry that begins with learning about the origins of coffee, the unique climates and economic conditions of growing regions around the world, how coffee is roasted to bring out the unique attributes of the beans, that then culminates in experiencing the cupping process used to evaluate a coffee. Other opportunities include Candle Making with Selena Scents, Mastering Vinyl Records with the Records Department, Introduction to Clay with Clayworkers Guild, World of Tea: Discover. Learn. Taste with Casting Whimsy, and Craft Brewing: History, Process and Styles with Kishwaukee Brewing.

**Entrepreneurship Pitch Night – Celebrating Economic Development**

Entrepreneurship Pitch Night (EPN) is the culmination of a school years' worth of ideation, development, and product testing all performed by high school students in MCC's Dual Credit Business 160 - Introduction to Entrepreneurship course. Aligned with [INCubatoredu](#), student teams were invited to pitch to a panel of community partner judges at the county-wide pitch held in the Luecht Auditorium on May 6<sup>th</sup>. A collaborative effort between the Business Department, the College and Career Readiness Department and the Illinois Small Business Development Center (ISBDC) at MCC, EPN is in its third year. The judges heard pitches from Marian Central Catholic High School, McHenry High School, and Prairie Ridge High School. From products that help you know if your mail has arrived, to blankets repurposed as stylish hoodies, to keeping your feet dry during a rainy day on the football field, the student's ingenuity, and entrepreneurial spirit shone bright on the stage.

An audience poll resulted in the People's Choice Award, with the award presented to "Retrofitters," a team from McHenry High School who challenged the audience to rethink donating that old blanket in the attic. The judges decided Prairie Ridge's wet sock solution [Dry Stride](#) was the winner. Students Joe Gola, Avery McAllister, Peyton Barr, and Dom Creatore were each awarded gold medals and a certificate for a 3-credit MCC course. Their teacher, Bryan Peckhart, was given a \$250 cash award. Students and their families in attendance received information on the ISBDC at MCC, MCC's Entrepreneurship Certificate, and information about the College's dual credit program.



### **MCMRMA Training – Celebrating Public Service**

McHenry County Municipal Risk Management Agency (MCMRMA) is a governmental self-insurance pool whose members include the municipalities of Village of Fox River Grove, City of Woodstock, Village of Spring Grove, City of McHenry, Village of Island Lake, and Village of Algonquin. Board member Mike Nugent connects with the Public Works Departments at participating municipalities to determine the training topics needed by their employees and then partners with MCC Workforce Training to coordinate, facilitate and host customized programs. Each municipality sends appropriate staff. Often, the selected programs are necessary for certification renewals (Flagger or First Aid CPR AED) and others are offered to remain OSHA compliant. Recent OSHA trainings include: OSHA 10hr, Electrical Safety, Ladder Safety, Heat Stress, Back Safety, Personal Protective Equipment, and Lock Out Tag Out.

### **Healthcare Industry Forum – Celebrating Nurses and Healthcare Workers**

On May 1, MCC held the 4<sup>th</sup> annual Healthcare Industry Forum, bringing together healthcare professionals, educators, students, and community partners to network and hear updates from the College, including information about the Pipeline for the Advancement of the Healthcare Workforce (PATH) grant. This grant expands opportunities for individuals to enter and advance careers in the healthcare industry. Current MCC healthcare students had the opportunity to attend and speak directly with future potential employers.

Catherine Jones, Associate Vice President of Workforce Development, facilitated a panel discussion on *Workforce Challenge: Empathy, Engagement, and Retention*. Panelists Kelly Howard and Michael Blaser from Mercyhealth, Elizabeth Rios from Cultivating Health Ministries, and Elizabeth DePouw from Northwestern Medicine shared best practices in modeling, teaching, and celebrating empathy along with reflections on practical ways to increase retention through stronger engagement. In addition, Health Information Management, Nursing, Basic Nursing Assistant/CNA, Occupational Therapy Assistant, and Physical Therapy Assistant, and Emergency Medical Services programs held Advisory Committee meetings and encouraged interested attendees to participate.

