

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

Thursday, August 28, 2025
Regular Board of Trustees Meeting
6:00pm



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

AGENDA

- . CALL TO ORDER
- . ROLL CALL
- . PLEDGE OF ALLEGIANCE
- . COLLEGE MISSION STATEMENT
- . ACCEPTANCE OF AGENDA
- . ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, June 26, 2025
- . OPEN FOR RECOGNITION OF VISITORS
- . ***Three (3) minutes per person or less.***
- . PRESIDENT’S REPORT: Dr. Clinton Gabbard
- . COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Mr. Matt Hamater
 - C. Staff Council Report: Mr. David Behrens
 - D. Attorney Report
- . APPROVAL OF CONSENT AGENDA
 - For Approval**
 - A. Executive Summary and Financial Statements
 - 1. Informational Only, Draft June Statements, No Board Action
 - 2. Treasurer’s Report, Board Report #25-105
 - 3. Ratification for Accounts Payable June Check Register, Board Report #25-106
 - 4. Ratification for Accounts Payable July Check Register, Board Report #25-107
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 - 1. FY 2026 Sign Language Interpretation Services, Board Report #25-108
 - 2. Jostens Graduation Supplies, Board Report #25-109
 - 3. Library Online Database Services, Board Report #25-110
 - 4. KnowBe4, Board Report #25-111
 - 5. Radiology Support Device (RSD) – Take-Apart PIXY Phantom from Universal Medical, Board Report #25-112
 - 6. National Healthcareer Association Testing and Instructional Materials, Board Report #25-113
 - 7. Radiology Final Equipment Purchase from Philips Healthcare, Board Report #25-114
 - 8. Online Tutoring Platform Contract, Board Report #25-115
 - 9. Illinois Community College Risk Management Consortium, Board Report #25-116
 - 10. FY 2026 Printing and Mailing Services, IMPACT Course Catalog and Community Enrichment Catalog, Board Report #25-117
 - 11. Print Overage Costs in FY 2025, Board Report #25-118
 - 12. Transportation Services for Athletics, Board Report #25-119
 - C. Personnel
 - 1. Approval of Replacement Administrator, Assistant Vice President of Academic Affairs, Board Report #25-120
 - 2. Ratification of Hires, New Faculty Appointment, Board Report #25-121
 - . ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

12. COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE AND THE METROPOLITAN ALLIANCE OF POLICE (MAP) MCHENRY COUNTY COLLEGE CHAPTER #399, Board Report #25-122
13. REQUEST TO GRANT TITLE AND BENEFITS OF FACULTY EMERITUS TO BONNIE GABEL, Board Report #25-123
14. REQUEST TO GRANT TITLE AND BENEFITS OF FACULTY EMERITUS TO JIM BLAZ, Board Report #25-124
15. REQUEST TO GRANT TITLE AND BENEFITS OF FACULTY EMERITUS TO MARLA GARRISON, Board Report #25-125
16. REQUEST TO GRANT HONORARY LEGACY STATUS TO PATTY DOMIN, Board Report #25-126
17. FOR INFORMATION
 - A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Friends of McHenry County College Foundation Update
 - D. Grants Office Update
 - E. Office of Marketing and Public Relations Update
 - F. Sustainability Update
 - G. Workforce Development Update
 - H. Grants Office Year-End Report FY 2025
18. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
19. CLOSED SESSION
 - A. 120/2(c), Exception #21, Review of Closed Session Minutes
 - B. Other matters as pertain to the exceptions of the Open Meetings Act
20. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of June 26, 2025

A handwritten signature in black ink, appearing to read "Suzanne Hoban". The signature is fluid and cursive, with the first name "Suzanne" written in a larger, more prominent script than the last name "Hoban".

Suzanne Hoban
Chair

INFORMATIONAL ONLY
Draft June Statements
NO ACTION

Information

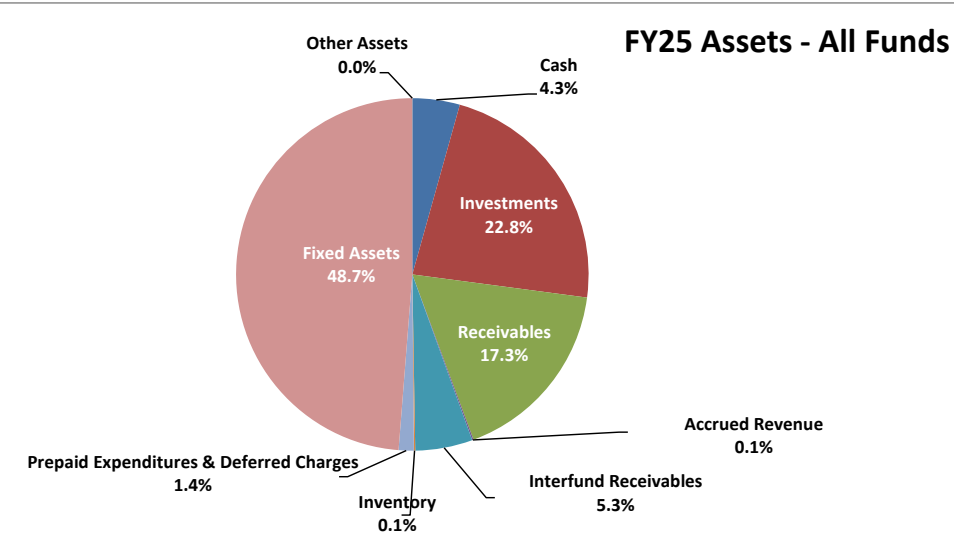
Attached is the draft copy of financial information with year-to-date results for FY 2025 through June 30, 2025. First quarter results will not be final until the June 2025 can be closed for the Fiscal Year 2025 audit.

All Funds Statement of Net Position (Balance Sheet)
June 30, 2025

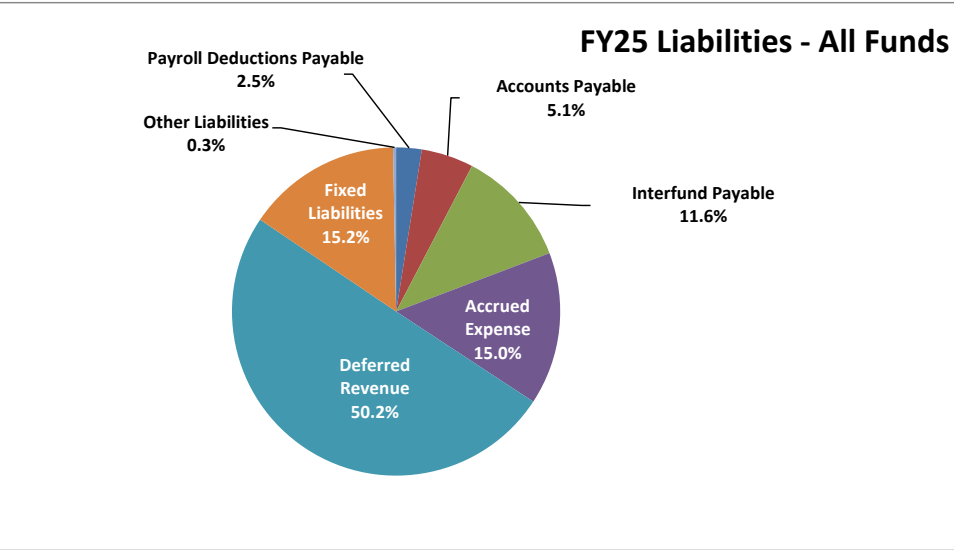
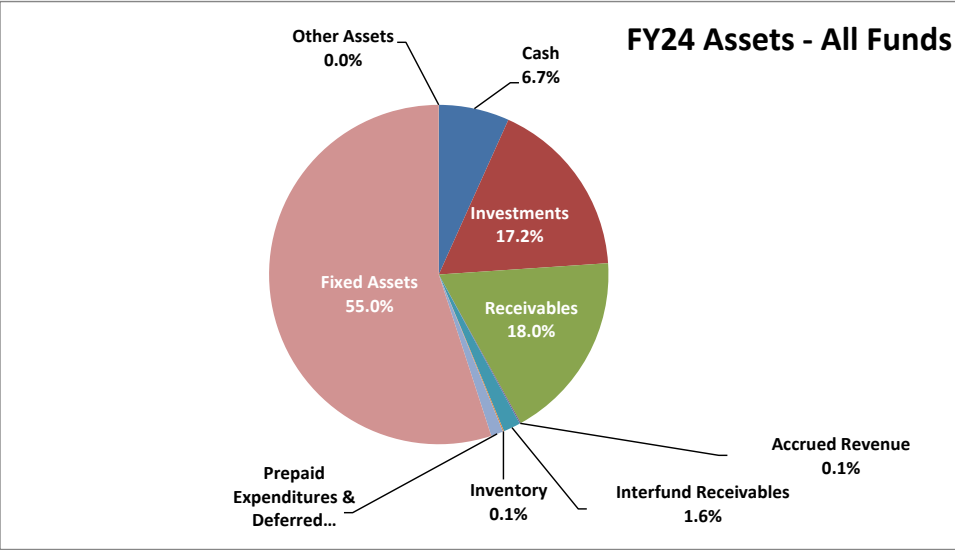
Funds Statement of Net Position (Balance Sheet)		01	02	03	04	05	06	07	08	09	10	11	12	17
June 30, 2025														
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Assets														
Cash	6,802,739	(0.00)	(0)	2,239,116	982,111.00	759,255	1,465,710	-	-	-	408,418	48,130	-	900,000
Investments	35,613,535	19,769,795	5,940,032	4,188,659	-	-	-	3,340,621	-	-	-	-	2,374,427	-
Receivables	27,019,895	24,535,626	1,186,573	-	-	9,661	890,364	-	-	-	-	43,896	353,775	-
Accrued Revenue	195,547	88,264	26,269	45,473	-	-	-	19,585	-	-	-	-	15,956	-
Interfund Receivables	8,223,881	1,032,278	417,923	8,424,460	0	0	(1,696,032)	-	-	-	45,253	0	0	-
Inventory	190,571	-	-	-	-	190,571	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,171,408	1,200,401	31,735	-	-	4,176	58,350	-	-	155,489	-	-	26,248	695,009
Fixed Assets	76,310,307	-	-	-	-	-	-	-	76,310,307	-	-	-	-	-
Other Assets	8,119	-	-	-	-	-	-	-	-	8,119	-	-	-	-
Total Assets	156,536,004	46,626,365	7,602,532	14,897,707	982,111	963,663	718,392	3,360,207	76,310,307	163,609	453,671	92,026	2,770,406	1,595,009
Liabilities														
Payroll Deductions Payable	1,787,490	1,537,662	47,289	-	-	203,195	(656)	-	-	-	-	-	-	-
Accounts Payable	3,655,231	2,641,695	430	929,657	-	3,215	79,819	242	-	-	-	-	172	-
Interfund Payable	8,223,881	5,166,133	53,215	-	-	-	-	1,187,847	-	-	-	-	1,816,687	-
Accrued Expense	10,695,025	1,540,245	-	-	-	-	-	-	-	118,049	-	-	-	9,036,731
Deferred Revenue	35,704,838	20,672,796	1,215,772	35,302	329,487	264,752	621,256	-	-	-	-	45,000	362,444	12,158,030
Fixed Liabilities	10,843,796	-	-	-	-	-	-	-	-	10,843,796	-	-	-	-
Other Liabilities	212,085	47,475	-	-	-	164,610	-	-	-	-	-	-	-	-
Total Liabilities	71,122,347	31,606,007	1,316,705	964,959	329,487	635,772	700,419	1,188,088	-	10,961,845	-	45,000	2,179,303	21,194,761
Designated Fund Balance	85,413,657	15,020,357	6,285,827	13,932,748	652,625	327,891	17,972	2,172,118	76,310,307	(10,798,236)	453,671	47,026	591,103	(19,599,752)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	20,831,764	18,810,977	2,020,787											
Other Designated Reserves	0													
Capital Improvement/Investment in Capital Assets	90,243,054			13,932,748	0				76,310,307					
Liabilities, Protection, and Settlement	-29,852,446									-10,843,796			591,103	-19,599,752
Working Cash/Other Restricted	2,268,670						17,972	1,750,000			453,671	47,026		
Remaining Unassigned Balance	1,922,615	-3,790,620	4,265,041	0	652,625	327,891	0	422,118	0	45,560	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
June 30, 2025

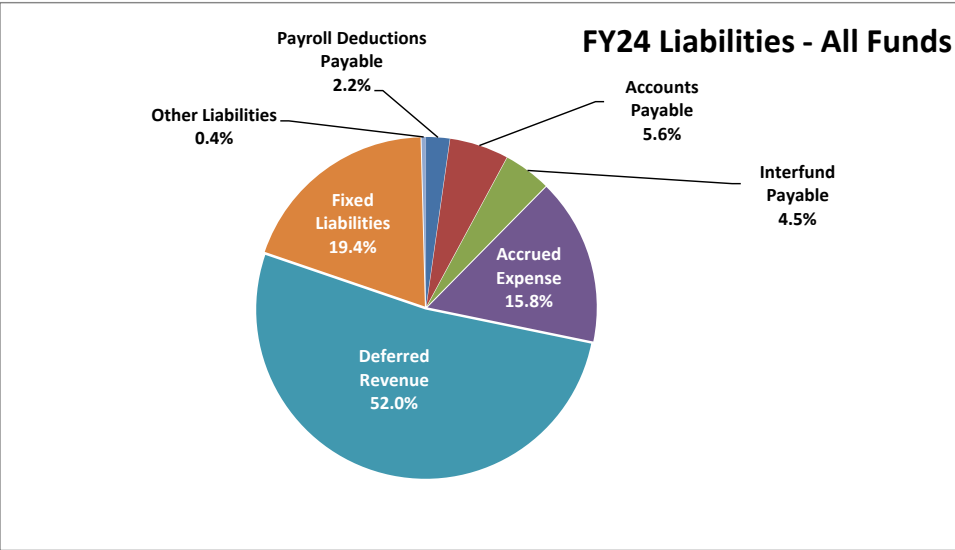
Total Assets = \$ 156,536,004



Total Assets = \$ 179,642,996



Total Liabilities = \$ 71,122,347



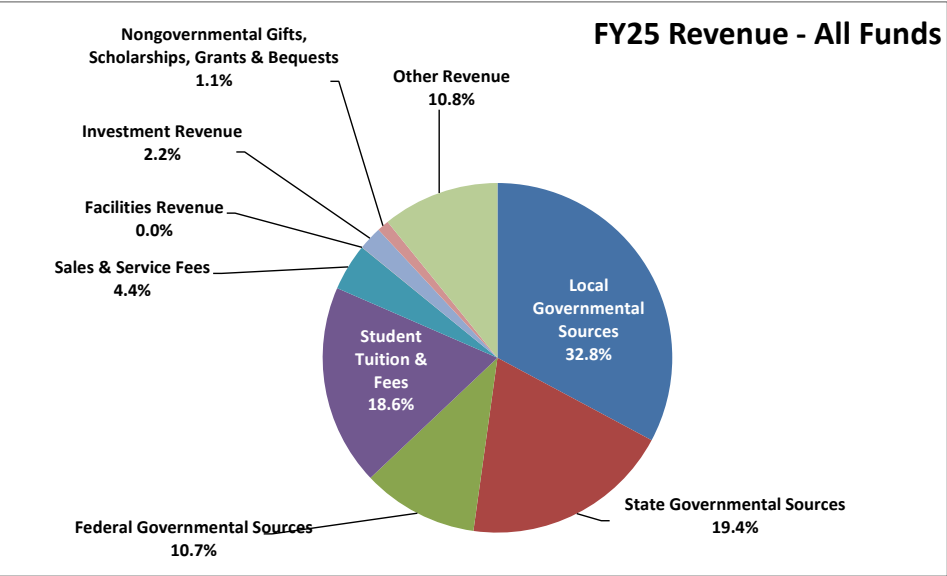
Total Liabilities = \$ 65,456,892

All Funds Statement of Activities (Income Statement)
June 30, 2025

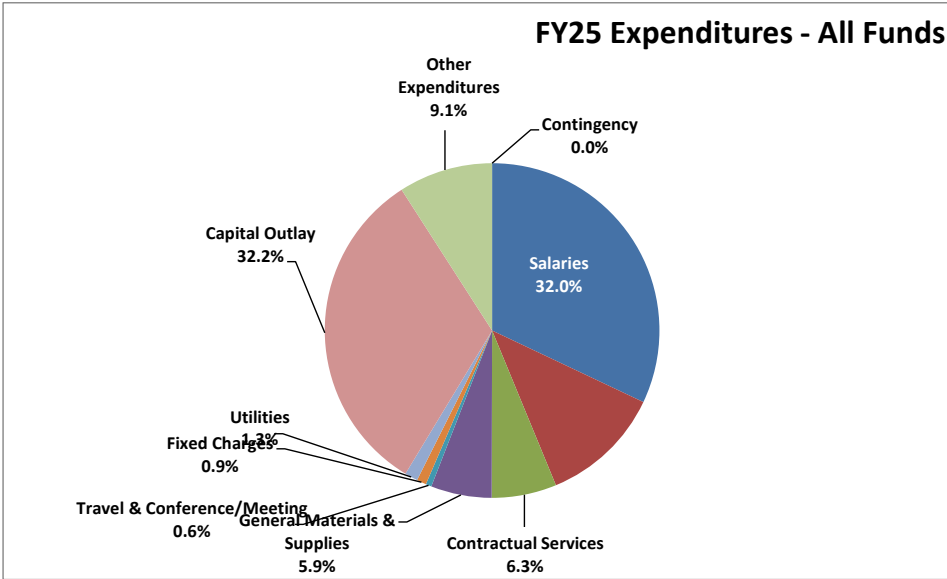
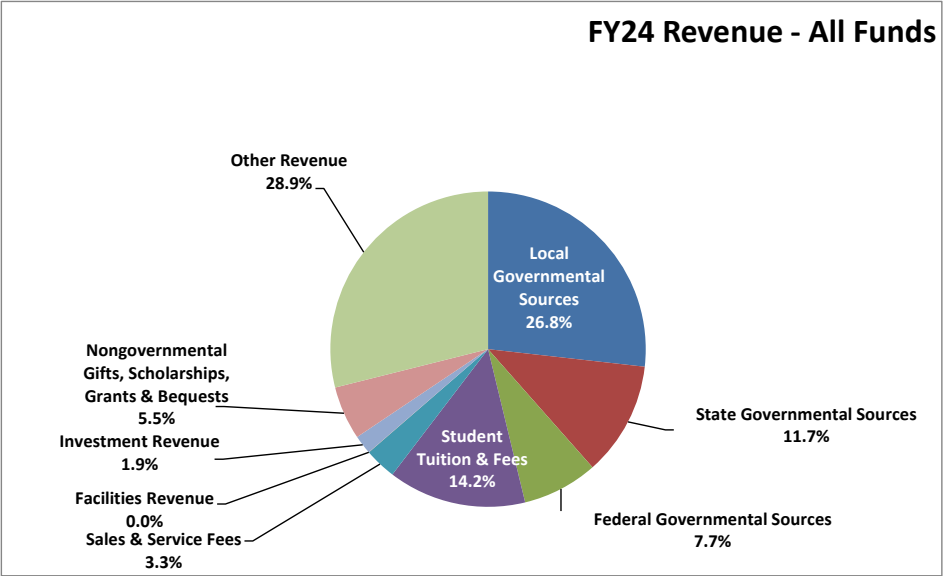
		01	02	03	04	05	06	07	08	09	10	11	12	17
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue														
Local Governmental Sources	29,622,714	26,258,707	2,564,944	-	-	-	5,516	-	-	-	-	82,256	711,292	-
State Governmental Sources	17,496,088	13,326,355	1,359,094	-	-	-	2,810,639	-	-	-	-	-	-	-
Federal Governmental Sources	9,703,126	2,224	-	-	-	-	9,700,902	-	-	-	-	-	-	-
Student Tuition & Fees	16,769,203	13,235,693	1,792,463	79,674	743,638	917,735	-	-	-	-	-	-	-	-
Sales & Service Fees	3,932,709	266,989	-	-	-	3,665,720	-	-	-	-	-	-	-	-
Facilities Revenue	12,516	11,766	-	-	-	750	-	-	-	-	-	-	-	-
Investment Revenue	1,970,907	793,362	384,511	422,425	-	-	-	216,556	-	-	-	-	154,053	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	993,720	444,642	-	-	-	-	426,683	-	-	-	122,395	-	-	-
Other Revenue	9,767,401	6,675,760	455	1,788,992	-	14,654	-	-	1,203,835	-	83,704	-	-	-
Total Revenue	90,268,384	61,015,499	6,101,467	2,291,091	743,638	4,598,859	12,943,739	216,556	1,203,835	-	206,099	82,256	865,345	-
Expenditures														
Salaries	38,197,039	33,317,947	818,914	-	-	2,447,366	1,612,812	-	-	-	-	-	-	-
Employee Benefits	14,001,171	12,340,412	203,294	-	-	358,534	287,340	-	-	28,099	-	-	783,492	-
Contractual Services	7,475,899	3,087,047	2,504,462	83,216	-	854,642	877,131	-	-	-	-	69,400	-	-
General Materials & Supplies	7,009,632	3,040,673	740,454	1,062,095	-	1,549,240	617,170	-	-	-	-	-	-	-
Travel & Conference/Meeting	664,236	474,664	25,514	-	-	90,702	73,356	-	-	-	-	-	-	-
Fixed Charges	1,104,999	1,847,365	72,035	10,144	624,600	13,105	57,600	-	-	(1,634,732)	-	-	114,881	-
Utilities	1,500,216	214,580	1,240,898	42,312	-	2,426	-	-	-	-	-	-	-	-
Capital Outlay	38,449,386	352,348	449,234	12,861,855	-	-	1,096,748	-	23,689,202	-	-	-	-	-
Other Expenditures	10,844,164	2,379,658	-	-	-	1,254	8,276,778	-	-	-	186,474	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	119,246,742	57,054,693	6,054,806	14,059,622	624,600	5,317,271	12,898,934	-	23,689,202	(1,606,633)	186,474	69,400	898,372	-
Excess/(deficit) of revenues over expenditures	(28,978,359)	3,960,806	46,661	(11,768,532)	119,038	(718,412)	44,805	216,556	(22,485,366)	1,606,633	19,625	12,856	(33,027)	-
Operating transfers in	11,059,267	-	-	10,329,267	-	730,000	-	-	-	-	-	-	-	-
Operating transfers out	11,059,267	11,059,267	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	114,186,103	22,419,627	5,939,166	15,372,012	533,586	316,303	(47,392)	1,955,562	98,803,448	(12,598,804)	434,046	34,170	624,131	(19,599,752)
Ending Fund Balance	85,207,744	15,321,166	5,985,827	13,932,747	652,624	327,891	(2,587)	2,172,118	76,318,082	(10,992,171)	453,671	47,026	591,104	(19,599,752)

All Funds Statement of Activities (Income Statement)
June 30, 2025

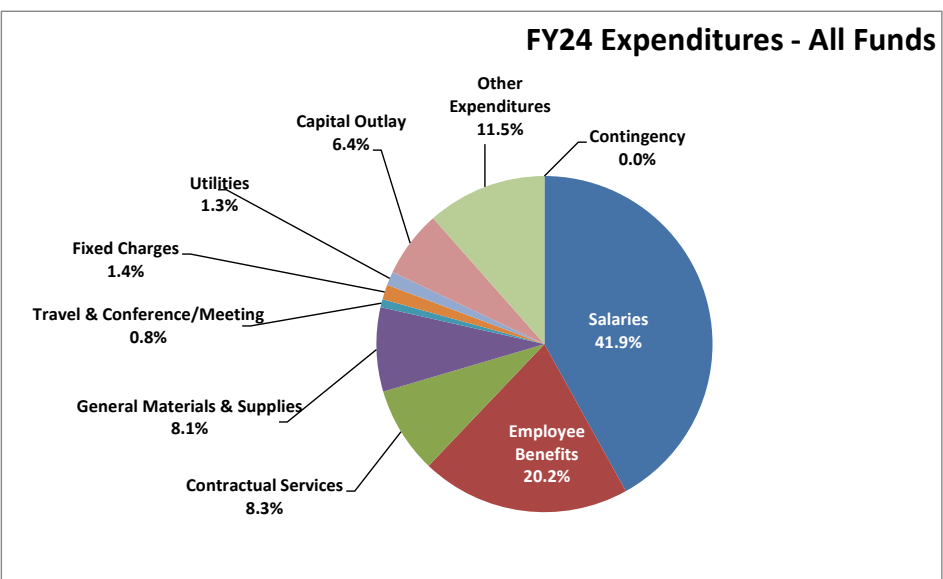
Total Revenue = \$ 90,268,384



Total Revenue = \$ 109,970,082



Total Expense = \$ 119,246,742



Total Expense = \$ 81,185,460

Operating Funds
Net of SURS/Investments

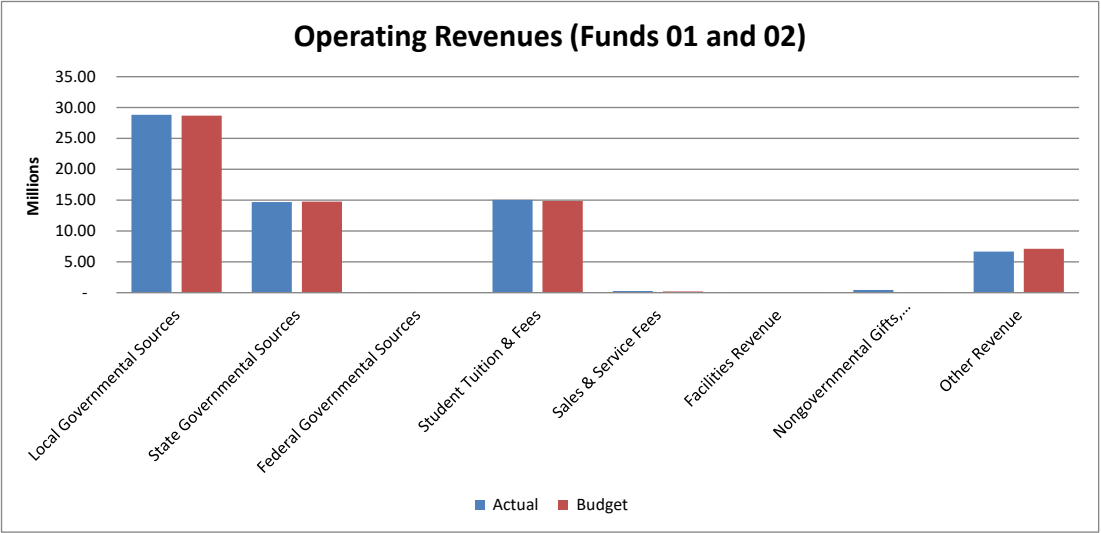
Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)

June 30, 2025

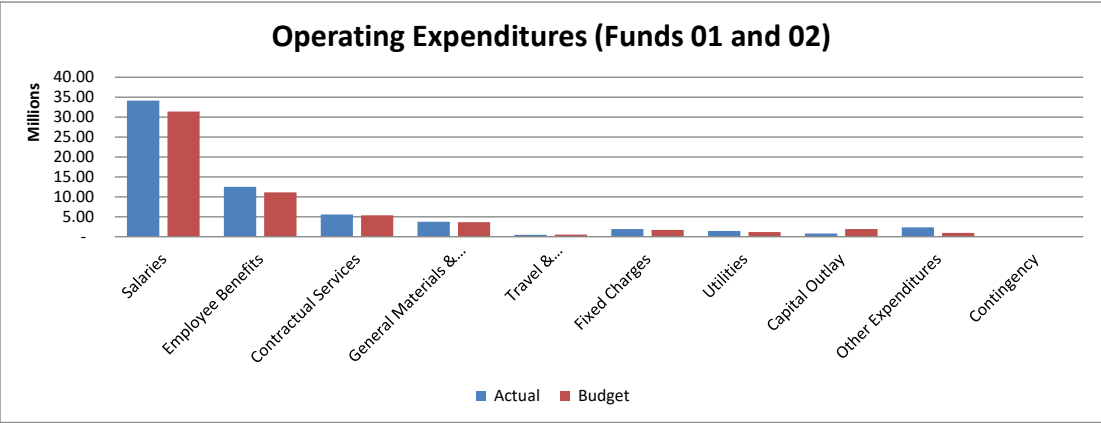
	FY25			FY24		FY24			FY25 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:		YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.	Full Bud.				FY24 Act.	
Revenue										
Local Governmental Sources	\$ 28,823,651	\$ 28,587,539	\$ 28,685,710	100.8%	100.5%	\$ 28,666,711	\$ 28,700,710	99.9%	\$ 156,940	0.5%
State Governmental Sources	14,685,449	14,688,519	14,738,960	100.0%	99.6%	9,834,702	10,509,134	93.6%	\$ 4,850,747	49.3%
Federal Governmental Sources	2,224	-	-	0.0%	0.0%	1,776	-	0.0%	\$ 448	25.2%
Student Tuition & Fees	15,028,156	14,850,663	14,850,663	101.2%	101.2%	13,890,816	14,360,846	96.7%	\$ 1,137,340	8.2%
Sales & Service Fees	266,989	192,838	193,500	138.5%	138.0%	188,532	175,000	107.7%	\$ 78,457	41.6%
Facilities Revenue	11,766	18,901	18,966	62.3%	62.0%	11,766	18,966	62.0%	\$ -	0.0%
Nongovernmental Gifts	444,642	10,962	11,000	4056.1%	4042.2%	41,256	11,000	375.1%	\$ 403,385	977.8%
Other Revenue	6,676,215	7,097,428	7,121,801	94.1%	93.7%	17,616,711	11,669,393	151.0%	\$ (10,940,496)	-62.1%
Total Revenue	\$ 65,939,092	\$ 65,446,849	\$ 65,620,600	100.8%	100.5%	\$ 70,252,270	\$ 65,445,049	107.3%	\$ (4,313,178)	-6.1%
Expenditures										
Salaries	\$ 34,136,861	\$ 31,306,277	\$ 31,413,785	109.0%	108.7%	\$ 30,410,366	\$ 29,280,648	103.9%	\$ 3,726,495	12.3%
Employee Benefits	12,543,706	10,161,935	10,196,832	123.4%	123.0%	22,585,806	10,837,800	208.4%	\$ (10,042,099)	-44.5%
Contractual Services	5,591,509	5,373,602	5,392,055	104.1%	103.7%	5,047,030	5,055,087	99.8%	\$ 544,479	10.8%
General Materials & Supplies	3,781,127	3,642,677	3,655,186	103.8%	103.4%	3,540,162	3,498,244	101.2%	\$ 240,965	6.8%
Travel & Conference/Meeting	500,178	509,287	511,036	98.2%	97.9%	405,538	433,806	93.5%	\$ 94,640	23.3%
Fixed Charges	1,919,400	1,693,202	1,699,017	113.4%	113.0%	3,053,971	1,619,985	188.5%	\$ (1,134,571)	-37.2%
Utilities	1,455,478	1,185,210	1,189,280	122.8%	122.4%	1,033,096	1,197,780	86.3%	\$ 422,381	40.9%
Capital Outlay	801,582	1,897,090	1,903,605	42.3%	42.1%	383,966	1,553,805	24.7%	\$ 417,616	108.8%
Other Expenditures	2,379,658	966,581	969,900	246.2%	245.4%	2,283,655	965,000	236.6%	\$ 96,003	4.2%
Contingency	-	91,640	91,955	0.0%	0.0%	-	67,225	0.0%	\$ -	0.0%
Total Expenditures	\$ 63,109,499	\$ 56,827,502	\$ 57,022,651	111.1%	110.7%	\$ 68,743,589	\$ 54,509,380	126.1%	\$ (5,634,091)	-8.2%
Surplus/(deficit)	\$ 2,829,594	\$ 8,619,348	\$ 8,597,949			\$ 1,508,680	\$ 5,660,136		\$ 1,320,913	87.6%
Net Transfers Out/(In)	\$ 11,059,267		\$ 11,059,267			\$ 4,844,358	\$ 850,000		\$ 6,214,909	128.3%
Net Operating Funds Surplus/(Deficit)	\$ (8,229,673)	\$ 8,619,348	\$ (2,461,318)			\$ (3,335,678)	\$ 4,810,136		\$ (4,893,996)	146.7%
Beginning Fund Balance	28,358,793	28,358,793	28,358,793			30,873,031				
Net Operating Funds Surplus/(Deficit)	(8,229,673)	8,619,348	(2,461,318)			(3,335,678)				
Add: Contingency (assumption is it is not used)			91,955							
Calculated YTD Ending Fund Balance (b)	\$ 20,129,120	\$ 36,978,141	\$ 25,989,430			\$ 27,537,353				

Operating Funds - Statement of Activities
June 30, 2025

	Actual	Budget
Revenue		
Local Governmental Sources	28,823,650.74	28,685,710.00
State Governmental Sources	14,685,449.10	14,738,960.00
Federal Governmental Sources	2,224.00	-
Student Tuition & Fees	15,028,156.20	14,850,663.00
Sales & Service Fees	266,989.03	193,500.00
Facilities Revenue	11,766.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	444,641.74	11,000.00
Other Revenue	6,676,215.43	7,121,801.00
Total Revenue	65,939,092.24	65,620,600.00



Expenditures		
Salaries	34,136,861.06	31,413,785.00
Employee Benefits	12,543,706.11	11,139,811.00
Contractual Services	5,591,509.08	5,392,054.95
General Materials & Supplies	3,781,126.82	3,655,186.00
Travel & Conference/Meeting	500,178.03	511,036.05
Fixed Charges	1,919,400.15	1,699,017.00
Utilities	1,455,477.71	1,189,280.00
Capital Outlay	801,581.66	1,903,605.00
Other Expenditures	2,379,657.99	969,900.00
Contingency	-	91,955.00
Total Expenditures	63,109,498.61	57,965,630.00
Excess/(deficit) of revenues over expenditures	2,829,593.63	7,654,970.00



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

Treasurer's Report

Information

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

Recommendation

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

A handwritten signature in black ink, appearing to read 'C. Gabbard', is written over a horizontal line.

Clinton E. Gabbard
President

**McHenry County College
Treasurer's Report
For the Month of June 2025**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Credit Cards	\$223,426.46	\$514,275.37	\$476,078.81	\$261,623.02
Crystal Lake Bank & Trust Direct Pay	\$577,552.43	\$11,161,607.92	\$10,532,607.86	\$1,206,552.49
Crystal Lake Bank & Trust Employee Benefits	(\$6,305.36)	\$43,564.45	\$40,431.20	(\$3,172.11)
Crystal Lake Bank & Trust Federal Student Loan	\$10,000.00	\$785,656.20	\$777,739.20	\$17,917.00
Crystal Lake Bank & Trust Funds Holding	\$2,711,365.69	\$18,532,076.18	\$16,313,163.72	\$4,930,278.15
Crystal Lake Bank & Trust Operations	\$906,709.02	\$2,538,609.11	\$3,068,926.58	\$376,391.55
Crystal Lake Bank & Trust Payroll	\$10,446.40	\$2,781,383.01	\$2,783,973.04	\$7,856.37

McHenry County College
June 30, 2025

Investments

College Fund	Financial Institution	06/30/25	05/31/25	06/30/25	Interest	No. of Days	Maturity
		Investments	Investments	% of Total Investments			
Education	Illinois Funds	\$577,635	\$1,328,984	2%	see below	N/A	On Demand
Education	PFM Investments	16,780,425	9,706,134	50%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,966,301	5,925,861	18%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,818,639	1,806,312	5%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	1,866,464	2,172,402	6%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	143,195	141,902	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	405,833	404,383	1%	see below	N/A	Various
Working Cash	PFM Investments	3,360,207	3,337,431	10%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,390,383	2,374,181	7%	see below	N/A	Various
	Total	\$33,309,082	\$27,197,590	100%			

Investment Revenue

Investment Revenue

College Fund	Jun-25	Fiscal YTD
Education	\$79,976	\$789,256
Operations & Maintenance	\$40,881	389,844
Operations & Maintenance (Restricted)	\$12,461	118,832
Operations & Maintenance (Restricted CDB Projects)	\$9,952	298,680
Working Cash	\$23,024	219,560
Liability, Protection and Settlement	\$16,379	156,190
Total	\$182,674	\$1,972,361

Illinois Fund Rates - June 30, 2025

Annualized rate - Money Market	
Low	4.402%
High	4.475%
Average	4.428%

PFM Investment Rates - June 30, 2025

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	4.440%	4.360%	-	-
At Market	4.350%	4.180%	-	-

*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 month of June in the amount of \$2,992,450.16. Please note that the expenses are not segregated into the respective funds.

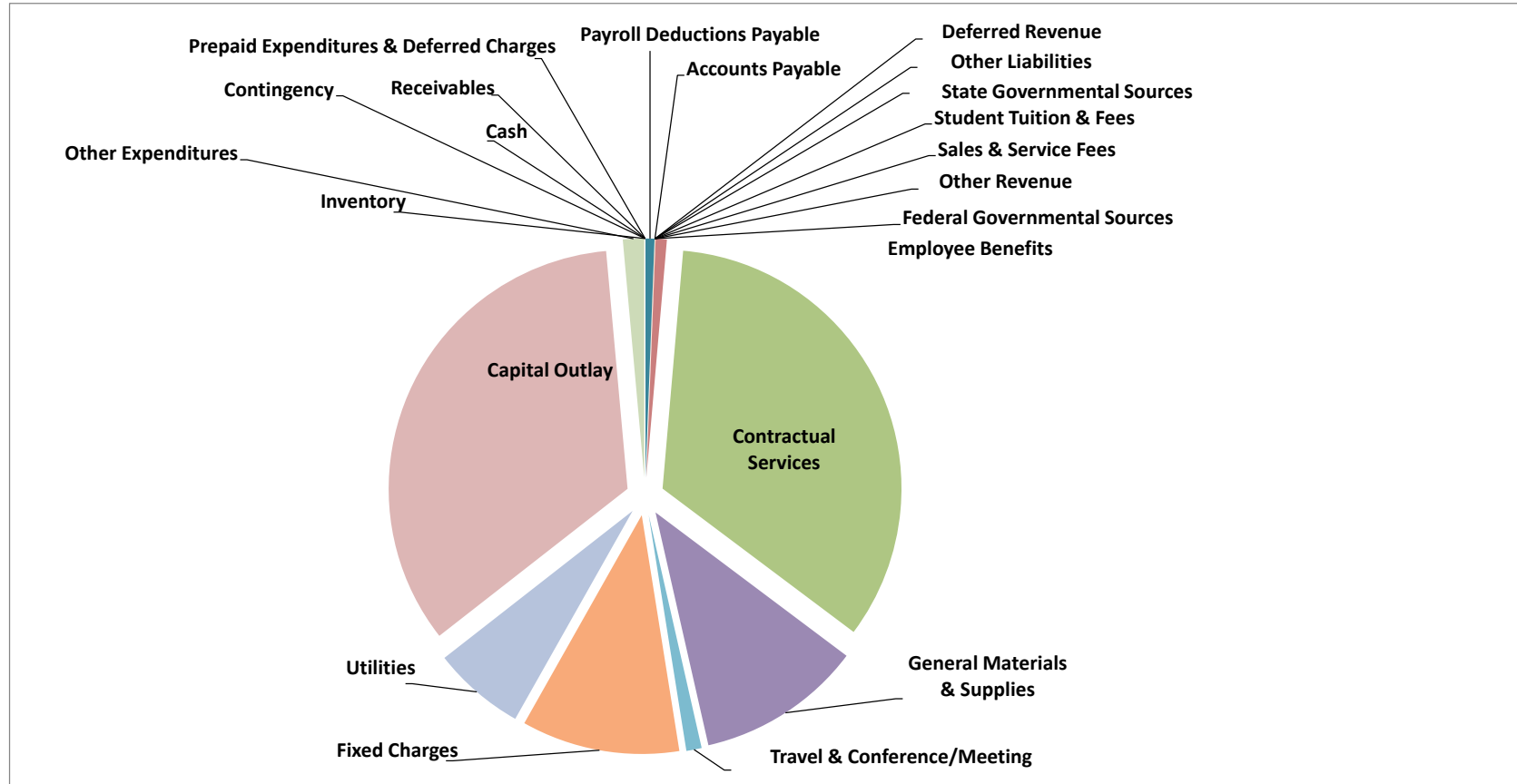
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of June 1 – June 30, 2025 totaling \$2,992,450.16.

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

Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 6/1/25 through 6/30/25



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	-522.09	-0.02%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	22,513.96	0.75%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	1,013,980.94	33.88%
Payroll Deductions Payable	18,155.47	0.61%	General Materials & Supplies	335,101.49	11.20%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	31,011.88	1.04%
Deferred Revenue	0.00	0.00%	Fixed Charges	320,230.99	10.70%
Other Liabilities	0.00	0.00%	Utilities	187,580.41	6.27%
State Governmental Sources	0.00	0.00%	Capital Outlay	1,021,462.02	34.13%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	42,935.09	1.43%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	2,992,450.16	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY25: (1-Jan)	FY25: (2-Feb)	FY25: (3-Mar)	FY25: (4-Apr)	FY25: (5-May)	FY25: (6-Jun)
Engineering	53	Contractual Services	0418836	2010 Engineering Gr	\$15,500.00				15,500.00		
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$13,546.74		491.00		11,820.74		1,235.00
Engineering Total					\$ 29,046.74	-	491.00	-	27,320.74	-	1,235.00
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,073.85	329.38	830.64	752.69	1,133.02	884.81	143.31
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,191.10	340.11	414.36	587.01	587.01	557.31	705.30
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$10,372.00	333.00	30.00	1,858.50	8,150.50		
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,179.94	459.45	857.45	2,383.16	479.88		
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$7,761.50			385.00	2,233.00	401.50	4,742.00
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$7,050.00					7,050.00	
Food Vendor Total					\$ 36,628.39	1,461.94	2,132.45	5,966.36	12,583.41	8,893.62	5,590.61
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$658.19					658.19	
Landscaping Total					\$ 658.19	-	-	-	-	658.19	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$31,348.32				31,348.32		
Legal Total					\$ 31,348.32	-	-	-	31,348.32	-	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$14,526.52	8,788.01	5,738.51				
Temporary Staffing Total					\$ 14,526.52	8,788.01	5,738.51	-	-	-	-
Grand Total					\$ 112,208.16	\$ 10,249.95	\$ 8,361.96	\$ 5,966.36	\$ 71,252.47	\$ 9,551.81	\$ 6,825.61

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$3,221,117.10. Please note that the expenses are not segregated into the respective funds.

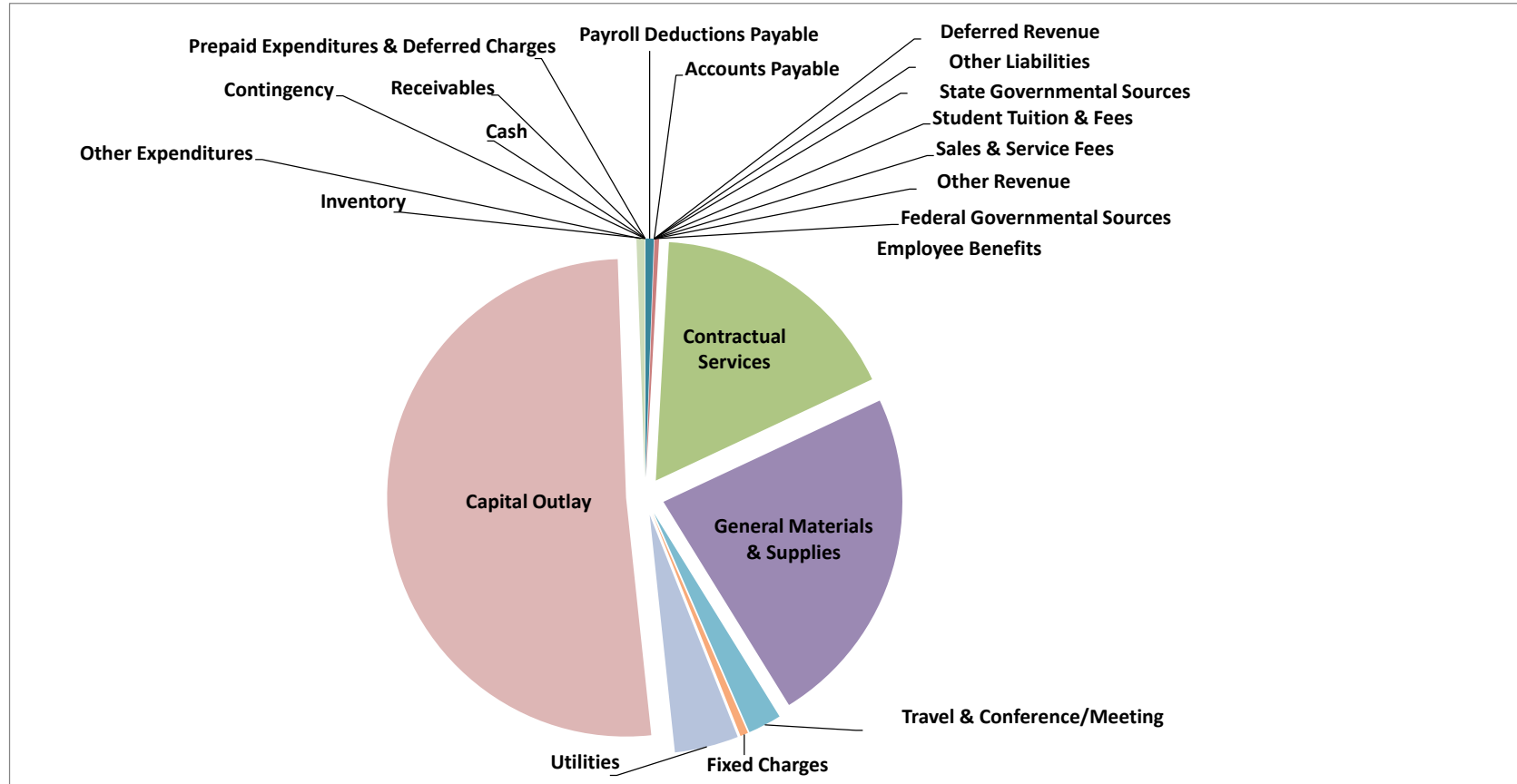
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of July 1 - July 31, 2025 totaling \$3,221,117.10.

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

Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 7/1/25 through 7/31/25



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	399.00	0.01%
Inventory	0.00	0.00%	Employee Benefits	9,772.19	0.30%
Prepaid Expenditures & Deferred Charges	0.00	0.00%	Contractual Services	552,318.72	17.15%
Payroll Deductions Payable	18,114.64	0.56%	General Materials & Supplies	746,096.20	23.16%
Accounts Payable	-25.00	0.00%	Travel & Conference/Meeting	72,849.36	2.26%
Deferred Revenue	0.00	0.00%	Fixed Charges	17,292.14	0.54%
Other Liabilities	0.00	0.00%	Utilities	139,231.46	4.32%
State Governmental Sources	0.00	0.00%	Capital Outlay	1,646,819.33	51.13%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	17,949.06	0.56%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			Total All Categories	3,220,817.10	100.00%

**Six Month
Select Vendor History Report**

						Six (6) Calendar Months					
SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	FY25: (2-Feb)	FY25: (3-Mar)	FY25: (4-Apr)	FY25: (5-May)	FY25: (6-Jun)	FY26: (7-Jul)
Engineering	53	Contractual Services	0418836	2010 Engineering Gr	\$15,500.00			15,500.00			
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$13,546.74	491.00		11,820.74		1,235.00	
Engineering Total					\$ 29,046.74	491.00	-	27,320.74	-	1,235.00	-
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$4,330.40	830.64	752.69	1,133.02	884.81	143.31	585.93
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$3,089.52	414.36	587.01	587.01	557.31	705.30	238.53
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$10,039.00	30.00	1,858.50	8,150.50			
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$3,720.49	857.45	2,383.16	479.88			
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$14,911.50		385.00	2,233.00	401.50	4,742.00	7,150.00
Food Vendor	59	Other Expenditures	0396759	3 CHEFS CATERING SE	\$7,050.00				7,050.00		
Food Vendor Total					\$ 43,140.91	2,132.45	5,966.36	12,583.41	8,893.62	5,590.61	7,974.46
Landscaping	54	General Materials & Supplies	0394808	COUNTRYSIDE GARDEN	\$658.19				658.19		
Landscaping Total					\$ 658.19	-	-	-	658.19	-	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$31,348.32			31,348.32			
Legal Total					\$ 31,348.32	-	-	31,348.32	-	-	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$5,738.51	5,738.51					
Temporary Staffing Total					\$ 5,738.51	5,738.51	-	-	-	-	-
Grand Total					\$ 109,932.67	\$ 8,361.96	\$ 5,966.36	\$ 71,252.47	\$ 9,551.81	\$ 6,825.61	\$ 7,974.46

Request to Approve
FY 2026 Sign Language Interpretation Services

Information

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

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

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

Based on the currently enrolled Deaf students' varying class schedules and amount of credit hours, the estimated total sign language interpretation services cost for FY 2025-26 is not to exceed \$175,000.00.

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

This expense is budgeted in the FY 2026 Education Fund.

Recommendation

It is recommended that the Board of Trustees approves FY 2026 Sign Language Interpretation Services from the above providers not to exceed \$175,000.00.



Clinton E. Gabbard
President

Request to Purchase
Jostens Graduation Supplies

Information

The College provides diploma covers to graduates who attend the spring or fall commencement ceremonies, including summer graduates. Diplomas for degrees and certificates are mailed to all students who complete their programs successfully, using our graduation partner Jostens, Homeship Program. In addition, honor cords are purchased for graduates and regalia is rented for faculty and administrators through Jostens.

Pricing is obtained through the Illinois Community College System Procurement Consortium (ICCSPC) which offers the best possible pricing.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads: *"contracts for goods or services procured from another governmental agency."*

This expense is budgeted in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of graduation supplies from Jostens of Woodridge, IL for a total cost not to exceed \$40,000.00.



Clinton E. Gabbard
President

Request to Purchase
Library Online Database Services

Information

The McHenry County College Library uses the services of the Consortium of Academic Research Libraries in Illinois (CARLI) to provide students and employees access to online database services, electronic resources, membership, and professional development.

This is the annual renewal for CARLI, which consolidates three existing Illinois Academic Library consortia: the Illinois Cooperative Collection Management Program (ICCMP); the Illinois Digital Academic Library (IDAL); and the Illinois Library Computer Systems Organization (ILCSO).

Vendor	Database	Cost
Alexander Street Access	<i>American History in Video Annual Access Fee</i>	250.00
	<i>Black Thought & Culture Annual Access Fee</i>	250.00
	<i>Criminal Justice and Public Safety in Video Annual Access Fee</i>	250.00
	<i>Ethnographic Video Online Annual Access Fee</i>	250.00
	<i>LGBT Studies in Video Annual Access Fee</i>	250.00
	<i>Women & Social Movements Annual Access Fee</i>	250.00
Chronicle of Higher Education	<i>Chronicle of Higher Education</i>	1,683.02
EBSCO Databases	<i>CINAHL Ultimate</i>	14,904.87
	<i>EBSCO eBooks Community College Subscription Collection</i>	4,324.39
	<i>PsycArticles</i>	6,146.12
Gale	<i>Gale Interactive: Human Anatomy</i>	3,169.09
	<i>Gale OneFile: Fine Arts</i>	1,408.33
MLA Handbook Plus	<i>MLA Handbook Plus</i>	1,080.00
Oxford Databases	Grove Music Online	3,250.57
	Oxford English Dictionary	721.52
	Oxford Handbooks Online – Philosophy	459.67
	Oxford Handbooks Online – Religion	459.67
	Very Short Introductions Online	2,253.05
	Total	\$ 41,360.30

These services and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

This expense is budgeted in the Library Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a one-year contract for Library Online Database Services from CARLI of Champaign, IL for \$41,360.30.



Clinton E. Gabbard
President

Request to Renew
KnowBe4

Information

MCC uses the KnowBe4 service to provide Information Security Training, HR Compliance Training, and phishing simulation messages to employees. Our KnowBe4 subscription is up for renewal in September 2025. We had previously contracted with KnowBe4 for phishing email reporting, but we will realize cost savings by adopting a similar solution offered by Microsoft.

The annual cost for KnowBe4 is \$28,752.50.

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

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of KnowBe4 from KnowBe4 of Clearwater, FL for \$28,752.50.



Clinton E. Gabbard
President

Request to Purchase
Radiology Support Device (RSD) – Take-Apart PIXY Phantom from Universal Medical

Information

As part of the ongoing expansion of MCC's Health Services Division, the Radiologic Technician program is accepting their inaugural cohort in Fall 2025. To support a high standard of training, the program requires a specialized mannequin designed to image any clinical view. The mannequin can disassemble, customize pathologies and traumas, and has unlimited repetition for student practice. This instructional equipment is used to replicate real-world clinical environments.

To meet this need, the Radiologic Technician program will require the purchase of one take-apart phantom from Universal Medical, at a total cost including shipping of \$36,811.00.

This purchase is exempt from public bid per ILCS 110 ILCS 805/3-27.1 under the following section(s):

(f) 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;

(l) contracts for goods or services which are economically procurable from only one source.

This expense is budgeted in the FY 2026 Pipeline for Advancing Healthcare (PATH) grant.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the RSD – Take-Apart Phantom from Universal Medical for \$36,811.00.



Clinton E. Gabbard
President

Request to Purchase
National Healthcareer Association Testing and Instructional Materials

Information

The National Healthcareer Association (NHA) is the leading national professional certification agency granting credentials in allied health specialties. McHenry County College's Career Spark Center prepares students for Phlebotomy Technician, Pharmacy Technician, Electrocardiogram Technician, and Medical Assistant certification.

Enrollment in these noncredit allied health programs has steadily increased with approximately 130 participants anticipated to completed programs during FY 2026. MCC provides students with exam preparedness materials and access to the certification exam. It is anticipated that the total cost will not exceed \$30,000 during FY 2026.

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

This expense is budgeted in the FY 2026 Career Spark Center account in the Auxiliary Enterprises Fund, which is offset by revenue collected from the participants.

Recommendation

It is recommended that the Board of Trustees approves the purchase of FY 2026 testing and instructional materials for Career Spark students from the National Healthcareers Association of Leawood, KS for an amount not to exceed \$30,000.00.



Clinton E. Gabbard
President

Request to Purchase
Radiology Final Equipment and ServicesInformation

As part of the College's healthcare growth to include a new Radiology program, MCC purchased initial X-ray equipment to take advantage of 2024 pricing. The purchase of one additional portable X-ray machine and one mobile C-Arm will further support the new program. The C-Arm is a mobile medical imaging device used during surgery. This equipment is compatible with the equipment already purchased.

Equipment and Installation:	
Portable X-Ray Machine (7000M) + support and training	\$125,000.00
Mobile C-Arm (Zenition 70) + support and training	\$199,618.76
Equipment and Installation total	\$324,618.76
5-year service agreements:	
5-year service agreement for Portable X-Ray Machine (\$21,125.04 per year)	\$105,625.20
5-year service agreement for Mobile C-Arm (\$22,599.96 per year)	\$112,999.80
5-year service agreements total	\$218,625.00

This purchase is exempt from public bid per ILCS 110 ILCS 805/3-27.1 under the following section(s):

- (f) 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;
- (l) contracts for goods or services which are economically procurable from only one source.

Recommendation

It is recommended that the Board of Trustees approves the purchase of X-ray equipment from Philips Healthcare at \$324,618.76 (this expense is budgeted in the Operations and Maintenance Restricted Fund 03), and related service contracts at \$218,625.00 (this expense is budgeted in the Education Fund), for a total cost of \$543,243.76.



Clinton E. Gabbard
President

Request to Approve
Online Tutoring Platform Contract

Information

Upswing International, Inc, provides an online education platform that offers a robust online platform, on-demand tutoring, and a writing and assignment lab. MCC can customize the features available to MCC students, which includes the capacity to have MCC tutors use the platform, which will create a streamlined approach for all students via online tutoring. MCC will have access to Upswing's dashboard, a web-based interface that can access and manage account information, activity, and reports. This new contract with Upswing replaces the College's previous tutoring contract with Pear Deck/TutorMe that ended on July 31, 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 Tutoring and Academic Support Center Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a three-year contract for online tutoring from Upswing at a total cost of \$34,500.00 (\$11,500.00 per year over three years).



Clinton E. Gabbard
President

Renewal with
Illinois Community College Risk Management Consortium

Information

The Illinois Community College Risk Management Consortium (ICCRMC) is a cooperative agency voluntarily established by contracting Illinois community colleges as defined in the Illinois Constitution of 1970 pursuant to Article VII, Section 10 of the 1970 Constitution of the State of Illinois, and various sections of the Illinois Compiled Statutes for the purpose of seeking the prevention or lessening of risks or claims against members of the Consortium. The purpose of the ICCRMC is to provide all necessary property, casualty, liability, and workers compensation insurance needs for each of its members. Currently, the ICCRMC is comprised of 13 Illinois Community Colleges throughout the state. The Board of Trustees voted to join the ICCRMC June 26, 2014.

Since joining the consortium in FY 2015, McHenry County College has saved a cumulative total of \$1,082,819 vs. the cost of the FY 2014 non-ICCRMC year (not even adjusted for inflation). The College has also seen its rates decline in six of the past 12 years of being a member.

The table below illustrates the avoided annual cost since joining ICCRMC when compared to the FY 2014 renewal, the benchmark. Prior to joining, the College individually brokered out general liability coverage and was unable to enjoy the purchasing power of a consortium.

	Renewals	Dividends	Net Premium	Cumulative Savings/Avoidance vs FY14 Non-ICCRMC	ICCRMC Cost/(Savings) Year Over Year Change
FY14 (non-ICCRMC)	\$495,624.50		\$495,624.50	-	-
FY15 (ICCRMC)	\$382,466.00		\$382,466.00	(\$113,158.50)	(\$113,158.50)
FY16 (ICCRMC)	\$365,074.00		\$365,074.00	(\$130,550.50)	(\$17,392.00)
FY17 (ICCRMC)	\$334,692.00		\$334,692.00	(\$160,932.50)	(\$30,382.00)
FY18 (ICCRMC)	\$344,774.00		\$344,774.00	(\$150,850.50)	\$10,082.00
FY19 (ICCRMC)	\$342,725.00		\$342,725.00	(\$152,899.50)	(\$2,049.00)
FY20 (ICCRMC)	\$326,443.00		\$326,443.00	(\$169,181.50)	(\$16,282.00)
FY21 (ICCRMC)	\$382,681.00		\$382,681.00	(\$112,943.50)	\$56,238.00
FY22 (ICCRMC)*	\$413,371.00	\$34,455.00	\$378,916.00	(\$116,708.50)	(\$3,765.00)
FY23 (ICCRMC)	\$471,566.28	\$62,689.00	\$408,877.28	(\$86,747.22)	\$29,961.28
FY24 (ICCRMC)	\$527,746.58	\$26,030.00	\$501,716.58	\$6,092.08	\$92,839.30
FY25 (ICCRMC)	\$558,043.00	\$24,297.00	\$533,746.00	\$38,121.50	\$32,029.42
FY25 (ICCRMC)	\$593,210.00	30,646.00	562,564.00	\$66,939.50	\$28,818.00
Total FY15 to FY25	\$5,538,416.36	\$178,117.00	\$5,360,299.36	(\$1,082,819.14)	

* First year participation in dividends

The expense for insurance coverage is budgeted in the General Institutional account in the Education Fund 01 and in the General Institutional account in the Liability, Protection, and Settlement Fund 12.

Recommendation

It is recommended that the Board of Trustees approves the FY 2026 renewal with the Illinois Community College Risk Management Consortium for property, casualty, liability, and worker compensation insurance coverage for a net premium of \$593,210.00 after application of Dividend offset of \$30,646.00.

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

Clinton E. Gabbard
President

Request to Purchase
FY 2026 Printing and Mailing Services
IMPACT Course Catalog and Community Enrichment Catalog

Information

Each year, the College prints two distinct quarterly community-focused catalogs, which are distributed throughout the community. First, the IMPACT Course Catalog highlights workforce training and development programming offered via MCC's Catalyst Campus and onsite at employer locations. Second, the Community Enrichment Catalog features lifelong education opportunities for all residents. Based on feedback from district residents, there is still a need to print and distribute paper copies of these schedules. However, since 2008, the Office of Marketing and Public Relations has focused on cleaning and targeting its mailing list to ensure that these catalogs reach the correct target audiences, as well as limit the number of catalogs received per household, eliminating additional waste, and reduce the price per piece.

To showcase specific programs, special events, and new programming, a total of eight catalogs are printed each year that include both full-color, as well as black-and-white sections. It is sometimes necessary to change the page count due to the increase in classes offered and the class descriptions to accommodate for easy reading. In addition, the cost of paper, printing and mailing costs continuously fluctuates in today's market even month-to-month.

The College has solicited quotes for printing and mailing services for FY 2026.

	Kingery Printing	Hagg Press	Brookstone Printing Company/ Badger Press
<i>IMPACT Course Catalog Estimated Price Per Quarter Estimated 48 Page Count</i>	<i>\$8,515.69</i>	<i>\$8,699.00</i>	<i>Declined</i>
IMPACT Total Estimated Annual Cost	\$34,062.76	\$34,796.00	N/A
<i>Community Enrichment Catalog Estimated Price Per Quarter Estimated 48 Page Count</i>	<i>\$12,660.98</i>	<i>\$15,090.00</i>	<i>\$14,680.00</i>
Community Enrichment Total Estimated Annual Cost	\$50,643.92	\$60,360.00	\$58,720.00

This expense is budgeted in the Public Information Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the printing and mailing services of the Impact Course Catalog and the Community Enrichment Catalog for FY 2026 from Kingery Printing of Effingham, IL, not to exceed \$86,000.00.



Clinton E. Gabbard
President

Approval of Print Overage Costs in FY 2025

Information

While carrying out the mission of the College, every effort is made to provide the Board with complete information regarding the cost of actions brought forth for approval. Due to conditions outside of the control of the College, final printing costs can come in higher than the approved amount. The Impact Course Catalog and Community Enrichment Catalog are printed quarterly. It is sometimes necessary to change the page count due to the increase in classes offered and the class descriptions to accommodate for easy reading. In addition, the cost of paper, printing, and mailing costs continuously fluctuates in today's market, even month-to-month.

In FY 2025, printing of the Impact Course Catalog and Community Enrichment Catalog went over by budget by \$22,885.61. A Board report for printing in FY 2026 is being submitted for approval to avoid similar overage costs for the current year.

Recommendation

It is recommended that the Board of Trustees approves the printing overage cost of \$22,885.61 for FY 2025 Impact and Community Enrichment Course Catalogs.



Clinton E. Gabbard
President

Request to Approve
Transportation Services for Athletics

For several years it has been challenging to find an adequate number of drivers willing to transport MCC's Athletics teams to away games and tournaments, especially when games are in different states spanning several days. Last year we outsourced this transportation service to alleviate the scheduling challenges for the Athletics Department and coaches, allowing them to better focus on the games ahead. This contract expired and had to be rebid for the FY2026 season.

The original Request for Proposal (RFP) for Athletics Transportation Services was posted on June 4, 2025, and officially closed on Friday, August 22, 2025. MCC received two bids in response to this initial posting; however, both submissions were significantly higher than the previous year's awarded contract amount of \$67,067.60. As a result, both bids were rejected due to cost concerns.

In an effort to obtain more competitive pricing, the RFP was revised and reposted. The new RFP, numbered RFP#08222025, was issued on July 22, 2025, and was made available through McHenry County College's Bid website. It was also publicly advertised in the Northwest Herald on August 6, 2025. As of the bid deadline, two proposals were received as listed below.

Bidder Name	Bid Proposal Total
Timeless Transportation, Inc.	\$180,419.17
Ideal Charter, LLC	\$89,531.67

This expense is budgeted in the Athletics account in the Auxiliary Fund 05.

Recommendation

It is recommended that the Board of Trustees approves the Transportation Services for Athletics from Ideal Charter, LLC of Chicago Ridge, IL for \$89,531.67.



Clinton E. Gabbard
President

Replacement Administrator
Assistant Vice President of Academic Affairs

Information

The transition of Dr. Daniela Broderick into her new role of Vice President of Academic Affairs/CAO created a vacancy for the full-time position of Assistant Vice President of Academic Affairs. Dr. Sarah Stashkiw has been recommended to fill this position, effective September 8, 2025. Dr. Stashkiw earned a Doctor of Organizational Change and Leadership from the University of Southern California. Dr. Stashkiw also holds a Master of Teaching and Learning from DePaul University, and a Bachelor of Psychology from Cornell College. Dr. Stashkiw's experience is as follows:

August 2022 – Present	Adjunct Faculty – Academic Success College of Lake County, Grayslake, IL
July 2021 – Present	Director, P-20 Educational Partnerships College of Lake County, Grayslake, IL
July 2014 – June 2021	Manager, College Readiness and Dual Credit College of Lake County, Grayslake, IL
July 2013 – June 2014	Senior Program Coordinator College of Lake County, Grayslake, IL
October 2012 – June 2013	Early College Start Program Coordinator College of Lake County, Grayslake, IL
August 2009 – October 2012 Hawthorn School District 73	Middle School Spanish Teacher
August 2008 – July 2009 Ombudsman Educational Services	Center Director
August 2006 – June 2008 Glenview School District 34	Middle School Spanish Teacher

195 applications were received, 150 met the position's minimum requirements, and the search committee interviewed 17 candidates.

Below is a summary of the Assistant Vice President of Academic Affairs position:

Pay Grade	Minimum Salary	Midpoint Salary	Maximum Salary	Benefit Value	Salary of Replaced Employee	Salary Offer
A7	\$115,735.98	\$154,307.61	\$192,879.23	\$26,435.64	\$142,525.50	\$142,500.00

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

Position Summary: Under the direction of the Vice President of Academic Affairs / Chief Academic Officer (VPAA/CAO), the Assistant Vice President of Academic Affairs (AVPAA) provides leadership support to advance student learning and success, equity, and continuous improvement in a collaborative environment. The AVPAA will champion student learning by providing administrative leadership in the planning, implementation, and evaluation of the instructional and academic support programs of the College. Working closely with the VPAA/CAO, the AVPAA will also oversee academic support areas and lead a variety of college-wide initiatives. The AVPAA is the operational arm of the division and will work closely with deans, staff, administrators, and faculty to ensure that the College meets all curriculum offerings and requirements, assessment, accreditation, contractual obligations, and strategic goals.

Qualifications:

- Master's degree from a regionally accredited institution in one of the division's disciplines
- Evidence of increasing levels of administrative responsibilities
- Evidence of effective, data-driven project management experience
- Experience with employee supervision and evaluation
- Three years of leadership experience directly managing employees

Desired Qualifications:

- Doctorate degree from a regionally accredited institution
- Five years of full-time college teaching experience at the community college level

Recommendation

It is recommended that the Board of Trustees approves the appointment of Dr. Sarah Stashkiw to the full-time administrative position of Assistant Vice President of Academic Affairs, effective September 8, 2025, with a 12-month salary of \$142,500.00.



Clinton E. Gabbard
President

Ratification of Hires
New Faculty AppointmentInformation

The following is a new full-time tenure-track faculty position created within the Occupational Therapy Assistant department within the division of Math, Science, and Health Services.

Instructor of Occupational Therapy Assistant Program – Fieldwork Coordinator

Jill Ritzman has been approved to fill this position effective August 14, 2025. Ms. Ritzman earned a Master of Adult, Continuing, and Higher Education Administration from the University of Wisconsin, Milwaukee. Ms. Ritzman also holds her Bachelor of Occupational Therapy from Mount Mary College in Milwaukee, WI. Her experience is as follows:

March 2003 – Present	Licensed Occupational Therapist/Owner Pebble Beach Therapy, Elkhorn, WI
January 2024 – May 2025	Adjunct Instructor – OTA Program McHenry County College, Crystal Lake, IL
April 2015 – October 2021	Licensed Occupational Therapist Mercy McHenry Medical Center, McHenry, IL
January 2001 – January 2004	Licensed Occupational Therapist New Berlin Therapies, New Berlin, WI
January 1999 – January 2004	Licensed Occupational Therapist Physical and Rehab Therapy, Inc, Janesville, WI
January 1998 – January 2004	Licensed Occupational Therapist Mercy Outpatient Rehabilitation Center, Janesville, WI

Twenty-two applications were received; thirteen met the position's minimum requirements. The search committee interviewed six candidates and selected Ms. Ritzman.

Contract Placement	Benefit Value	Contract Salary of Previous Employee	Contractual 9-month Salary
Lane IV, Step 12	\$26,233.14	N/A	\$93,897.81

Classification: Faculty/Full-time, 9-month, Exempt

Position Summary: MCC instructors are higher education professionals who champion student learning. They engage and inspire students, applying innovative teaching and learning pedagogies to reach a variety of learners. They assess student learning to ensure student success, staying abreast of current and emerging trends in the discipline. Our instructors collaborate within the College as discipline

experts, helping the College to reach its strategic goals through active participation in college committees and by promoting the College to future students throughout our community.

MINIMUM POSITION QUALIFICATIONS:

- Current licensure in Illinois and certified as an Occupational Therapist or an Occupational Therapy Assistant
- Minimum of 3 years of clinical practice experience
- Minimum of a baccalaureate degree awarded through an accredited institution by a USDE-recognized institutional accrediting agency
- Demonstrated commitment to professional growth
- Willingness to use educational technology
- Commitment to the mission of the community college, and to teaching and motivating community college students in ways appropriate to their diverse backgrounds and learning styles

Recommendation

It is recommended that the Board of Trustees ratifies the full-time faculty personnel appointment as listed above.

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

Clinton E. Gabbard
President

Approval of Collective Bargaining Agreement
Between the Board of Trustees of McHenry County College and the
Metropolitan Alliance of Police (MAP) McHenry County College Chapter #399

Information

The existing three-year Metropolitan Alliance of Police (MAP) McHenry County College Chapter #399 agreement, which took effect in November 2022, expired in June 2025. A team of four administrators and three representatives of the Metropolitan Alliance of Police (MAP) met consistently to negotiate terms of a new contract. The attached contract incorporates all changes the two teams agreed to during the months of negotiations. The new contract was ratified by the MAP membership.

The contract is in effect immediately, with wages retroactive to July 1, 2025. The contract expires on June 30, 2030.

Recommendation

It is recommended that the Board of Trustees approves the attached five-year Collective Bargaining Agreement with the Metropolitan Alliance of Police McHenry County College Chapter #399, effective August 28, 2025 through June 30, 2030, with wage increases retroactive to July 1, 2025.



Clinton E. Gabbard
President

AGREEMENT

BETWEEN

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

AND

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

July 1, 2025 – June 30, 2030

TABLE OF CONTENTS

Preamble	3
Article I. Recognition.....	4
Article II. Management Rights	4
Article III. Union Security and Rights.....	5
Article IV. Paid Time for the Union Officials	5
Article V. Hours of Work and Overtime	5
Article VI. Discipline	7
Article VII. Officer Worn Body Cameras.....	8
Article VIII. Grievance Procedure	10
Article IX. No Strike-No Lockout.....	12
Article X. Holiday Pay	12
Article XI. Vacation.....	13
Article XII. Sick Leave	14
Article XIII. Additional Leaves of Absence.....	15
Article XIV. Wages.....	16
Article XV. Insurance	17
Article XVI. Tuition	18
Article XVII. Layoff and Recall	19
Article XVIII. Miscellaneous Provisions	19
Article XIX. Savings Clause	20
Article XX. Entire Agreement	21
Appendix A. Definitions	22
Appendix B. Drug and Alcohol Testing Following an Officer Involved Shooting	24
Signature Page	25

PREAMBLE

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

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

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

ARTICLE I

RECOGNITION

Section 1.1 Recognition

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

Section 1.2 Probationary Period

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

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

ARTICLE II

MANAGEMENT RIGHTS

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

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

ARTICLE III
UNION SECURITY AND RIGHTS

Section 3.1 Voluntary Dues Checkoff

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

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

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

Section 3.2 Union Indemnification

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

ARTICLE IV
PAID TIME FOR THE UNION OFFICIALS

Board shall grant paid time to the Union in the total amount of 80 hours per year, but not more than 40 hours per month without loss of pay or compensatory time. Such release time shall be available for use by MAP Officials. Such paid time shall be regular, non-overtime hours and may be used as full days or fractions of days provided time shall not be taken in increments of less than one-half (1/2) hour. The Union shall give advanced notice of twenty four (24) hours to the employee's immediate supervisor. Paid time is to be used for trainings conducted or sponsored by the parent labor organization, to process and/or investigate grievances, attend hearings related to grievances, and to attend contract negotiations (maximum of three (3) bargaining unit employees) and to attend labor management meetings. Any alterations are subject to the approval of the Chief, based on departmental operational needs.

ARTICLE V
HOURS OF WORK AND OVERTIME

Section 5.1 Application of Article

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

Section 5.2 Normal Workday, Workweek, Breaks, and Lunches

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

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

Section 5.3 Shift Bidding and Shift Vacancies

Shift bidding for shift preferences will occur no later than May 15th of each fiscal year. Selections of shift preferences will commence on July 1st of each fiscal year. Officers will bid by seniority rotation on their work shift preferences, in order of the officer's seniority, most senior first. If the officer fails to make their selection, that officer shall be placed at the bottom of the seniority list and will select their work shift last. Officers will remain on their selected shift preference until a re-bid occurs the following year. However, nothing in this provision waives the Chief's managerial rights and at their full discretion, can assign officers to other shifts, other than the ones that were selected, for legitimate operational needs. Shift bidding is subject to grievance procedure. The sergeant or Chief will give, except in exigent circumstances, at least five (5) working days advance notice of a change in the officer's contract year work shift to all officers affected by such a change.

Section 5.4 Overtime Pay

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

Section 5.5 Court Time

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

Section 5.6 Overtime Work

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

Section 5.7 Call-Backs

If an officer is contacted during non-scheduled time to resolve a work-related issue, and the officer addresses the issue remotely, they will be paid in increments of fifteen (15) minutes for the total time spent on the matter at the appropriate hourly rate. The fifteen (15) minutes begins when contact begins with the officer. The officer will be paid for the full fifteen minute increment regardless of whether or not they work the full fifteen minutes.

If an officer is called back to campus during non-scheduled time, they will be paid in increments of fifteen (15) minutes for all time spent on campus addressing the issue at the appropriate hourly rate, subject to Fair Labor Standards Act obligations. A non-exempt employee called back to work during non-scheduled time shall receive a minimum of two (2) hours pay at the appropriate hourly rate.

Section 5.8 No Pyramiding

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

Section 5.9 Summer Work Schedule

The regular workweek shall be reduced during the summer to four (4) days. Officers shall work thirty-two (32) hours during such four (4) day weeks. Full-time officers shall be paid for forty (40) hours. Officers may be scheduled when College offices are closed, based on need.

Vacation/leave days taken during such summer schedule by full-time officers shall be counted as eight (8) hours or thirty-two (32) hours for a full work week. Such officers shall not be regularly scheduled to work more than four (4) days during any such week, unless business circumstances arise.

Vacation/leave days for part-time non-exempt officers 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 officers shall not be regularly scheduled to work more than four (4) days during any such week, unless business circumstances arise.

Overtime pay will be applied after an officer has worked beyond the 40-hour work week, consistent with the Fair Labor Standards Act.

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

Section 5.10 Pay Procedures

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

Article VI **DISCIPLINE**

Section 6.1 General

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

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

Section 6.2 Removal of Discipline

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

Section 6.3 Surveillance of Employees

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

ARTICLE VII **OFFICER WORN BODY CAMERAS**

The Chief (or designee) will adopt and implement a policy related to the use of officer-worn body cameras in accordance with the terms of this section and the Illinois Officer Worn Body Camera Act (the "Act"), 50 ILCS 706. That policy and the related procedures are referred to as the "BWC Policy."

The BWC Policy will comply with the following provisions of the Act:

- The cameras must be equipped with pre-event recording, capable of recording at least thirty (30) seconds (but not beyond two (2) minutes) prior to camera activation.
- The cameras must be capable of recording for a period of ten (10) hours or more.
- The cameras must be turned on at all times when the officer is in uniform and is responding to calls for service or engaged in any law enforcement-related encounter or activity that occurs while the officer is on duty. These terms will be construed in accordance with the Act.
- If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- Officer-worn body cameras may be turned off when the officer is inside of a patrol car which is equipped with a functioning in-car camera; however, the officer must turn on the camera upon exiting the patrol vehicle for law enforcement-related encounters.
- Cameras must be turned off when required by the Act, including when the officer is interacting with a confidential informant used by the law enforcement agency, or when requested to turn them off by a victim or witness. However, an officer may continue to record or resume recording a victim or a witness, if exigent circumstances exist, or if the officer has reasonable articulable suspicion that a victim or witness, or confidential informant has committed or is in the process of committing a crime. Under these circumstances, and unless impractical or impossible, the officer must indicate on the recording the reason for continuing to record despite the request of the victim or witness.

- Cameras may be turned off when the officer is engaged in “community caretaking functions,” as defined by the Act. However, the camera must be turned on when the officer has reason to believe that the person on whose behalf the officer is performing a community caretaking function has committed or is in the process of committing a crime. If exigent circumstances exist which prevent the camera from being turned on, the camera must be turned on as soon as practicable.
- The officer must provide notice of recording to any person if the person has a reasonable expectation of privacy and proof of notice must be evident in the recording. If exigent circumstances exist which prevent the officer from providing notice, notice must be provided as soon as practicable.
- The recording officer and his or her supervisor may access and review recordings prior to completing incident reports or other documentation, provided that the officer or his or her supervisor discloses that fact in the report or documentation.
- Recordings shall not be used to discipline law enforcement officers unless:
 - a formal or informal complaint of misconduct has been made;
 - a use of force incident has occurred;
 - the encounter on the recording could result in a formal investigation under the Uniform Peace Officers' Disciplinary Act;
 - as corroboration of other evidence of misconduct; or
 - violations of the General Orders are observed.

The potential criminal penalties, as well as any departmental discipline, which may result from unlawful confiscation or destruction of the recording medium of a person who is not a law enforcement officer will be referenced in the BWC Policy.

The Parties acknowledge that the cameras used as of the time of execution of this Agreement could not be activated remotely. In the event the technology is acquired by the Employer for this purpose in the future, the Parties agree to negotiate the impact that this change would have on the BWC Policy at that time.

If the officer is giving a formal statement about the use of force or if the officer is the subject of a disciplinary investigation, the officer shall (a) have the option of reviewing the recordings in the presence of the officer’s attorney or labor representative prior to making a statement during an interrogation; and (b) have the right to review recordings from other body-worn cameras capturing the officer’s image or voice during the underlying incident prior to making a statement during an interrogation.

There is nothing in the BWC Policy that is construed as a waiver of an officer’s ability to claim that a portion of the recording contains a communication that is protected by a legally recognized privileged relationship (e.g. spouse, attorney, labor representative, minister, etc.). Any claim of privilege will be addressed and resolved pursuant to UPODA and the state and federal laws, when applicable. Note: A privileged conversation does not include a conversation with another officer or supervisor while still actively engaged in a call for service, investigation, community care taking function and/or law enforcement encounters or activities.

In the event of a conflict between an express provision of the BWC Policy and the Act, the Act will govern in all cases. If there is a material change of the Act (or the laws interpreting the Act), the Parties agree to negotiate the change and/or the impact of the change on the BWC Policy, if required by law.

Recordings made with the use of an officer-worn body camera are not subject to disclosure under the Freedom of Information Act, except as required by law.

ARTICLE VIII

GRIEVANCE PROCEDURE

Section 8.1 Definition

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

Section 8.2 Grievance Procedure

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

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

Pre-Grievance Consultation: The College and the Union agree that a number of potential grievances may be avoided if the affected officer and the appropriate supervisor are able to discuss and resolve problems by these means. There may be occasions, however, when the officer believes that, although the defined problem might be resolved by such discussions, when the officer would prefer that such consultations and discussions be held, on an informal basis, by a Union representative and a representative of the College. In such cases, the officer may contact either the Union President or the Grievance Chair to set forth the problem area. Thereupon the Union representative shall contact the officer's Sergeant or the Chief of Police. If the potential grievance is not resolved by this procedure, the filing of a grievance in Step 1 shall commence. Such consultation is optional.

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

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

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

working days of the CHRO's receipt of the Step 3 grievance. If the grievance is not resolved, the CHRO will respond in writing within seven (7) working days.

Section 8.3 Arbitration

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

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

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

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

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

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

Section 8.4 Limitations on Authority of Arbitrator

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

Section 8.5 Time Limit for Filing

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

Section 8.6 Skipping Steps

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

Section 8.7 Fitness for Duty

The College may dismiss an officer when the officer is unable to perform the essential functions of their job. Prior to the College's decision to dismiss an officer based on their inability to perform the essential functions of their job, the officer must submit to a medical examination performed by a licensed medical

professional, jointly selected by the College and the Union. If the College and the Union cannot jointly select a licensed medical professional, then the parties will use INSPE Associates, or another mutually agreed upon vendor, for an independent medical examination. The officer may file a grievance pursuant to Section 6.2 to appeal the College's dismissal decision.

Section 8.8 Admissibility of Discipline

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

ARTICLE IX **NO STRIKE-NO LOCKOUT**

Section 9.1 No Strike

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

Section 9.2 No Lockout

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

Section 9.3 Administrative or Judicial Remedies

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

ARTICLE X **HOLIDAY PAY**

Section 10.1 Recognized Holidays

The following days shall be paid holidays for officers:

New Year's Eve Day
New Year's Day
Martin Luther King Day
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. This is subject to change per Illinois law.

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

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

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

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

Section 10.2 Payment on Emergency/Scheduled Closure Days

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

ARTICLE XI
VACATION

Section 11.1 Vacation

Officers will accrue vacation hours as follows:

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

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

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

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

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

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

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

Requesting and Scheduling Use of Accrued Vacation Time

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

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

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

Section 11.2 Field Training Compensation

Any officer assigned to field train new officers or provide supplemental training shall receive a five percent (5%) adjustment of their current hourly pay for the duration of the training.

ARTICLE XII **SICK LEAVE**

Section 12.1 Sick Leave

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

grandchild, or a legal guardian who has raised the employee.

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

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

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

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

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

ARTICLE XIII

ADDITIONAL LEAVES OF ABSENCE

Section 13.1 Illinois Family Bereavement Leave Act (FBLA)

Each officer 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 officer's spouse, domestic partner, child, daughter/son-in-law, parent, parent-in-law, brother, sister, grandparent, grandchild, or a legal guardian who has raised the officer. In addition, each officer may take one (1) bereavement leave 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 officer receives notice of the death of the immediate family member, or the date on which an event listed under reason #4 occurred.

An officer 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 officer 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 officer to take unpaid leave that exceeds or is in addition to unpaid leave permitted by the Family and Medical Leave Act (FMLA).

If an officer chooses to use more than five (5) bereavement days, the officer may substitute accrued paid leave to cover up to five (5) unpaid bereavement workdays.

If a death in the immediate family occurs during an officer's scheduled vacation leave, it will be considered "bereavement leave" and not vacation leave. To be eligible for this provision, the affected officer must submit proof of death.

Section 13.2 Light Duty

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

Section 13.3 Jury Duty

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

Section 13.4 Military Leave

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

Section 13.5 Personal Leave

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

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

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

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

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

ARTICLE XIV **WAGES**

The established compensation base for new officer hires is \$28.69/hour. The base amount will be adjusted 1.5% every year for the duration of this collective bargaining agreement.

Each currently employed officer will receive a Notification of Assignment by September 1 with their compensation for the first year of the collective bargaining agreement. Annual salary increases will be calculated with a three percent (3%) increase for each year within the contract, effective every July 1.

An officer must be employed at the College in their currently held position before April 1 to be eligible for an annual increase.

ARTICLE XV **INSURANCE**

15.1 Hospitalization/Medical Insurance

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

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

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

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

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

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

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

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

ARTICLE XVI
TUITION

Section 16.1 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 officers per fiscal year for supervisor pre-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 and Professional Learning application must be completed by the officer and preapproved by the supervisor. The activity must be directly related to the officer's current job at the College, or must be related to the advancement of the officer's professional or future career interests and be of benefit to the College. If the activity is not directly related to the officer's current job at the College, the officer 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 officer must be employed by MCC on the date of completion of the course. To receive reimbursement, the officer must submit a completion report to the Office of Human Resources within sixty (60) calendar days from the completion of the activity.

Section 16.2 Tuition Waiver

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

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

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

Section 16.3 Professional Development

An officer employed with the McHenry County Police Department will receive an annual professional development non-SURS eligible payment in the amount of one thousand dollars (\$1,000.00). This payment shall be utilized to enhance and develop job-related activities. Officers will not be required to seek prior approval for the professional development activity, nor are they required to provide receipts for usage of the payment. To be eligible for the professional development payment, a police officer must have completed at least one (1) year of continuous full-time service and a satisfactory performance rating. The professional development payment will be distributed through the first payroll run in October.

Officers are not eligible for Educational and Professional Learning Monetary Awards.

ARTICLE XVII
LAYOFF AND RECALL

Section 17.1 Notice of Layoff

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

Section 17.2 Recall

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

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

ARTICLE XVIII
MISCELLANEOUS PROVISIONS

Section 18.1 Bulletin Board

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

Section 18.2 Visit by a Union Representative

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

Section 18.3 Non-Discrimination

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

Section 18.4 Outside Employment

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

Prior to an officer accepting secondary employment, the officer must notify the Chief in writing of the

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

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

Section 18.5 Immunization

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

Section 18.6 Drug and Alcohol Testing

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

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

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

ARTICLE XIX **SAVINGS CLAUSE**

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

ARTICLE XX
ENTIRE AGREEMENT

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

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

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

APPENDIX A

DEFINITIONS

Board

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

Chief

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

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

CHRO

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

College or Employer

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

Emergency Conditions

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

Fiscal Year

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

Leaves

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

Officer

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

Seniority

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

State University Retirement System (SURS)

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

Time Construction

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

Working Days

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

APPENDIX B
DRUG AND ALCOHOL TESTING FOLLOWING AN OFFICER INVOLVED SHOOTING

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

This Agreement becomes effective upon ratification by both parties and shall continue in full force and effect through June 30, 2030.

Agreed and Attested to Upon Ratification by Both Parties

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

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

By: _____
Suzanne Hoban, Chair, Board of Trustees

By: _____
Keith George, MAP President

By: _____
Jon Plimpton, MCC MAP President

Date

Date

Request to Grant Title and Benefits of Faculty Emeritus

Information

Bonnie Gabel, Instructor of Speech, submitted her intent to retire, with her last date worked being August 11, 2025. Bonnie was a valuable member of the College community and at her leaving had over 23 years of full-time service to the College.

Recommendation

In appreciation for his many contributions to the College, it is recommended that she be granted the title and benefits of Faculty Emeritus.

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

Clinton E. Gabbard
President

Request to Grant Title and Benefits of Faculty Emeritus

Information

Jim Blaz, Instructor of Health and Fitness, submitted his intent to retire, with his last date worked being August 08, 2025. Jim was a valuable member of the College community and at his leaving had over 19 years of full-time service to the College.

Recommendation

In appreciation for his many contributions to the College, it is recommended that he be granted the title and benefits of Faculty Emeritus.

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

Clinton E. Gabbard
President

Request to Grant Title and Benefits of Faculty Emeritus

Information

Marla Garrison, Director of Innovation - Liebman, has submitted her intent to retire with her last date worked as August 27, 2025. Marla has been a valued member of the College community, and upon her retirement, she will have contributed over twenty-five years of dedicated service as both a full-time faculty member and administrator.

Recommendation

In appreciation for her many contributions to the College, it is recommended that she be granted the title and benefits of Faculty Emeritus.

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

Clinton E. Gabbard
President

Request to Grant Honorary Legacy Status

Information

Patty Domin, Administrative Assistant II – Athletics, has submitted her intent to retire with her last date worked as July 31, 2025. Patty has been a valuable member of the College community and at her leaving, will have over twenty-four years of full-time service to the College.

Recommendation

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

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

Clinton E. Gabbard
President

New Employees

Information

The following list identifies new employees, those who have transferred to another position, or been reclassified in their role at McHenry County College.

Classification	Start Date	Employee Name	Primary Position	Position Status
ADM	7/1/2025	Christina Haggerty	Chief Advancement and Marketing Officer (CAMO)	RC
ADM	7/17/2025	Mike Majercik	Director of Fire Science and Emergency Medical Services	RC
CON	7/31/2025	Lorenzo Eichholz	Athletic Coach	R
CON	8/4/2025	Michael Dunham	Athletic Coach	R
STA	8/4/2025	Kelly Hawthorne	Accountant	R
ADM	8/4/2025	Ami Thompson	Director of Innovation – Liebman Institute for Science Innovation (LISI)	R
STA	8/6/2025	Sara Bligh	Business Operations Specialist	N
STA	8/11/2025	Brookelynn Grismer	Dual Credit Advising and Outreach Specialist	R
FAC	8/14/2025	Jennifer Kucan	Instructor of Nursing	R
FAC	8/14/2025	Lee Stanton	Instructor of Art History/Art Appreciation	T
FAC	8/14/2025	Austen Luedtke	Instructor of Precision Machining	R
FAC	8/14/2025	Lecedrick Garrett	Instructor of HVAC	T
FAC	8/14/2025	Sarah Novy	Instructor of Nursing	T
FAC	8/14/2025	Ian Harr	Instructor of Accounting	T
FAC	8/14/2025	Jill Ritzman	Instructor of Occupational Therapy Assistant Program – Field Coordinator	T
FAC	8/14/2025	Salvatore Bondi	Instructor of Accounting (Non-Tenure)	R
ADJ	8/14/2025	Lorilei Duford	Instructor of Nursing and Health Studies	R
ADJ	8/14/2025	Hannah Konopinski	Instructor of Nursing and Health Studies	R
ADJ	8/14/2025	Rachel Laureano	Instructor of English	R
ADJ	8/14/2025	Sara Pettey	Instructor of English	R
ADJ	8/14/2025	Daniel Cohen	Instructor of Chemistry	R
ADJ	8/14/2025	Mallory Schug	Instructor of Nursing and Health Studies	R
CON	8/14/2025	Connie Happ	Nursing Lab Assistant	T
ADJ	8/14/2025	Bryce Bowlin	Instructor of Music	R
ADJ	8/14/2025	Samantha Green	Instructor of Emergency Medical Sciences	R
ADJ	8/14/2025	Kimberly Faith	Instructor of Biology	R
ADJ	8/14/2025	Audre Knecht	Instructor of Psychology	R
ADJ	8/14/2025	Adriana Argueta	Instructor of Psychology	R

ADJ	8/14/2025	Spencer Campbell	Instructor of Psychology	R
ADJ	8/14/2025	Allison Deputy	Instructor, Math, Science, and Health Services	R
ADJ	8/14/2025	Steven Landt	Instructor of Paramedics	T
ADJ	8/14/2025	David Boyd	Instructor of Mathematics	T
ADJ	8/14/2025	Alexandra Hill	Instructor of Mathematics	R
ADJ	8/14/2025	Trevor Johnson	Instructor of Business, Social Sciences, and Public Services	R
ADJ	8/14/2025	Mike Benedetto	Instructor of Arts and Humanities	R
CON	8/14/2025	Ken Snow	EMS Trainer	T
CON	8/14/2025	Kristen Davis	Embedded Math Tutor	R
ADJ	8/14/2025	Michael Emmert	Instructor of Emergency Medical Sciences	R
ADJ	8/14/2025	Ernest Varga	Instructor, Manufacturing & Advanced Technology	R
ADJ	8/14/2025	David Donehey	Instructor, Manufacturing & Advanced Technology	R
ADJ	8/14/2025	Paul Ring	Instructor, Manufacturing & Advanced Technology	R
ADJ	8/14/2025	Sean Rains	Instructor, Manufacturing & Advanced Technology	R
ADJ	8/14/2025	Colin Stark	Instructor, Math, Science, and Health Services	R
ADJ	8/14/2025	James O'Hara	Instructor, Math, Science, and Health Services	R
ADJ	8/14/2025	Jarrett Wolske	Instructor, Math, Science, and Health Services	A
ADJ	8/14/2025	Katie Weadley	Instructor, Math, Science, and Health Services	A
STA	8/18/2025	Emily Flores	Pathways Coach	R
STA	8/18/2025	Manny Garcia	Dishwasher, Warewashing, and Sanitation	R
STA	8/18/2025	Tatum Christy	Library Assistant	R
CON	8/18/2025	Tracey Connor	Embedded Tutor – Math	A
CON	8/20/2025	Phillip Wallace	Athletic Coach	R
CON	8/22/2025	Israel Ruiz	Tutor – Academic Support Center	R
CON	8/22/2025	Ana Chokhonelidze	Tutor – Academic Support Center	R
CON	8/22/2025	Erik Kountz	Tutor – Academic Support Center	R
STA	8/25/2025	Emily Stegemann	Cashier, Food Preparation, and Service	R
ADM	9/8/2025	Sarah Stashkiw	Assistant Vice President of Academic Affairs	R

Through August 18, 2025

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

Employee Resignations and Retirement Notifications

Information

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

Classification	End Date	Employee Name	Primary Position
STA	07/14/2025	Therese Schiltz	Librarian Specialist
STA	07/23/2025	Olivia Ishak	Academic Advisor
STA	07/28/2025	Kruti Parikh	Academic Advisor
STA	07/28/2025	Alyssa Kasey	Testing Center Asst.
ADM	07/31/2025	Michael Pieper	AVP of Facilities
STA	07/31/2025	Patti Domin	Administrative Asst. Athletics
FAC	08/08/2025	Jim Blaz	Instructor, Health & Fitness
STA	08/08/2025	Gary Luber	Help Desk Specialist
FAC	08/11/2025	Bonnie Gabel	Instructor, Speech
STA	08/15/2025	Kait Kandray	Dual Credit Advising/Transfer Specialist
ADM	08/27/2025	Marla Garrison	Director of Innovation

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

Classification	Retirement Date	Employee Name	Primary Position

Through August 20, 2025

Friends of MCC Foundation Update

Fall 2025 Scholarships Update

The Foundation awarded 436 scholarships for Fall 2025 totaling a record \$350,000. Applications for the Spring 2025 semester will open September 1, 2025.

New Scholarships

Bull Valley Garden Club Scholarship – The club re-established this scholarship in July 2025 for one student to receive a \$300-\$500 award per year. The award will be for a spring semester student that is studying horticulture or similar earth sciences.

Stryker Charitable Grant – Stryker as part of its new community giving program donated \$25,000 to support healthcare and manufacturing related scholarships for both credit and Career Spark courses. Scholarships are to be awarded by March 2026. The awards are up to \$1,000 per recipient.

Old National Bank CRA Grant – The Foundation received a \$5,000 grant from Old National Bank to be used for scholarships. Eligible students must be from McHenry County, taking at least 6 credit hours, provide a letter of recommendation, and demonstrate financial need. This is a \$500 award for both the fall and spring semesters.

Foundation Welcomes New Business Operations Specialist

Sara Bligh joined the Foundation on August 6 as its new Business Operations Specialist. Sara has a B.B.A. in accounting from the University of Notre Dame, a Master of Pastoral Studies from Loyola University, and a Master of Divinity from the University of Notre Dame. Prior to joining the Foundation, Sara was the Business Manager for a local law firm. She also previously served as the Director of University Ministry at Dominican University. The Foundation is thrilled to welcome Sara to the team.

Education to Empowerment

Education to Empowerment (E2E) held its Summer Scholarship Event on Thursday, July 31 at the Courthouse Square in Woodstock. 135 guests attended the event including 13 of our past E2E alumni. The record crowd celebrated the 10 new 2025 E2E scholarship recipients. The inspiring stories from the recipients and the excitement of the evening inspired four new people to join E2E. The new scholarship recipients are Naivy Dominguez Salas, Maya Garcia, Julia Hansen, Kaya Jarosinski, Courtney Komperda, Isabella La Porta, Anabel Otero, Stefani Sorejian, Isabella Spratt, and Mia Wiginton. To date, Education to Empowerment has awarded \$820,000 to 87 students.



Pictured above: 2025 E2E scholarship recipients.

E2E will host the 5th annual EMPOWER Luncheon on Thursday, September 25 at Crystal Creek Farm Venue in Crystal Lake, IL. This event is open to the public and raises funds for the E2E scholarship. Individual tickets are \$55 and available at www.mchenry.edu/rsvp.

Friends of MCC Foundation Board Update

The Foundation Board will host a Board and Committee Appreciation Event on Thursday, September 18 from 5-7 p.m. at Kishwaukee Brewing in Woodstock. This event is a fun evening solely to recognize and celebrate all those people who serve on the Foundation Board of Directors and Foundaton Committees. It's also an opportunity to introduce people interested in serving on the Board or a committee to the College and Foundation.

MCC 2025 Community Block Party

The third annual MCC Community Block Party was held on Sunday, July 27 on MCC's Campus in Parking Lot E. Over 450 people attended this community event that showcased MCC's campus and programs, raised funds for the Student Success Fund, and celebrated the many MCC alumni in our community. The event featured live music from Double Standard, HILLBILLY ROCKSTARZ, and Mock Star. A special thank you to Kevin Krak for donating his time and talent to coordinate and organize all the music. Food trucks from Del Toro Tacos, Midwest Smoke BBQ, Tievoli Pizza, Kona Ice, and Julie Ann's Frozen Custard provided delicious food. Children's activities were presented by MCC's Kids and College program, and a farm market stand was hosted by MCC's Center for Agrarian Learning with all proceeds being donated to the Foundation.

This year's event also featured information from the following MCC programs: Admissions, Adult Education, University Center at MCC, Dual-Credit, and Sustainability. MCC athletic teams attended and interacted with kids and other attendees.

Attendees also enjoyed tours of the Liebman Science Center, the Foglia CATI, and the MCC Farm. The College also recognized a special donation of a new Ford Truck to MCC's automotive program from Buss Ford.

The event was sponsored by Comcast, Regal Rexnord, Foglia Family Foundation, and Snap-on. Auction support was also provided by True Value Distribution and Star 105. Through sponsorships, donations, raffle and beverage ticket sales, and farm stand purchases, the event raised over \$20,000. In addition to raising funds, the MCC Alumni Association hosted an information table and connected with many local alumni. Every MCC alumni received a newly designed alumni t-shirt, alumni keychain, and all kids received a "Future MCC Alumni" t-shirt.



2025 President's Dinner

Save the date for the MCC President's Dinner, which will take place on Friday, October 24 on MCC's Crystal Lake main campus. Additional details will be shared soon.

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
Illinois Small Business Development Center	This grant provides operating support for the Illinois Small Business Development Center. The ISBDC offers no-cost counseling and non-credit training to help small business owners in McHenry County succeed. This is a partial award, with the remaining \$24,000 anticipated upon release by the federal government.	\$56,000	John Mink, Manager of Illinois Small Business Development Center
Illinois Secretary of State – Adult Volunteer Literacy	The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist students with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment.	\$85,777	Jared List, Executive Director of Adult Education
Illinois Green Economy Network (IGEN) – FY25 Supplemental Funding	MCC received reimbursement for the cost of purchasing Camfil air filters to improve energy efficiency and air quality across campus.	\$6,828	Kim Hankins, Manager of Sustainability
Motorola Solutions Foundation	MCC was awarded a fifth year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs.	\$40,000	Dawn Britton, Dean of Business, Social Sciences, and Public Services

PENDING APPLICATIONS

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
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. MCC has received tentative approval and is awaiting an official award.	\$306,678	Pending	August

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
ICCB Pipeline for the Advancement of the Healthcare Pathway (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. MCC has received tentative approval and is awaiting an official award.	\$389,082	Pending	August
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. Awards have been delayed because of the federal withholding of funds but are anticipated to be received soon.	\$608,770	Pending	August
ICCB Integrated English Literacy and Civics Education (IELCE)	This grant provides operational support for contextualized English language courses leading to citizenship and is designed to support successful entry into the United States workforce. Awards have been delayed because of the federal withholding of funds but are anticipated to be received soon.	\$50,941	Pending	August
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. Nationwide, no new applications (such as MCC's) were funded in the first round, but MCC's application is still under consideration for funding in the second round.	\$273,000 per year for five years	Pending	September
Chicago Community Trust – PERT Foundation	MCC requested funding to complete the endowment fund that supports the Director of Innovation in the Center for Agrarian Learning, ensuring the position is sustainable for years to come.	\$750,000	Pending	September
IGEN Illinois Green Economy Network (IGEN) – Membership Funds	Each year, MCC joins IGEN as a full member and in return receives \$10,000 in funding to offset the salary for the Manager of Sustainability as well as an additional \$5,000 in project-based funding. This year, MCC will use the \$5,000 award to cover some	\$15,000	Pending	September

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	of the costs of the Green Living Expo.			
IGEN Illinois Green Economy Network (IGEN) – Competitive Project	MCC submitted a competitive funding application to establish a new faculty Chair of Sustainability. That position, once established, will work with the Manager of Sustainability and Student Life to develop a Green Cord honor for graduating students.	\$22,000	Pending	September
U.S. Department of Education Title V Developing Hispanic-Serving Institutions	MCC is applying to the Developing Hispanic-Serving Institutions grant to receive assistance to expand the College's capacity to serve disadvantaged students, specifically Latine and low-income. MCC's project would establish competency-based education options in several degree and certificate programs.	\$600,000 per year for five years	Pending	October
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	Pending	October
IRS Volunteer Income Tax Assistance (VITA) Program	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.	\$50,231	Pending	October
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support from the Cowlin Foundation. Funding would be allocated to areas of greatest need and to student scholarships.	\$15,000	Pending	November

APPLICATIONS IN DEVELOPMENT

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Chicago Community Trust – Food:Land:Opportunity	Food:Land:Opportunity, funded through Searle Funds at the Chicago Community Trust, will provide continued operational support to the Center for Agrarian Learning.	\$100,000	In development	September 8, 2025
IBHE Nursing School	This grant provides funding to institutions of higher education	Up to	Planned	September

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
Grant	offering nurse training programs in the state of Illinois, with a focus on supporting equitable outcomes in nursing education.	\$150,000		29, 2025
American Psychological Association	The APS Fund for Teaching and Public Understanding of Psychological Science was established with the support of The David and Carol Myers Foundation and offers grants to support the teaching and public understanding of psychological science.	Up to \$5,000	Under consideration	October 1, 2025
ICCB Innovative Bridge and Transition Grant	This program supports the seamless transition of students between educational systems and employment. MCC's current project provides scholarship and barrier reduction funding for students transferring from MCC to the University Center or another accredited institution.	Up to \$375,000	Planned	October 3, 2025
Community Foundation for McHenry County Transformational Grant	Transformational Grants aim to fund significant, high-impact projects that bring about lasting positive change in our community. These grants require partnerships between two or more non-profit organizations to address an identified need.	\$75,000 per year for two years	Under consideration	October 15, 2025

APPLICATIONS NOT FUNDED

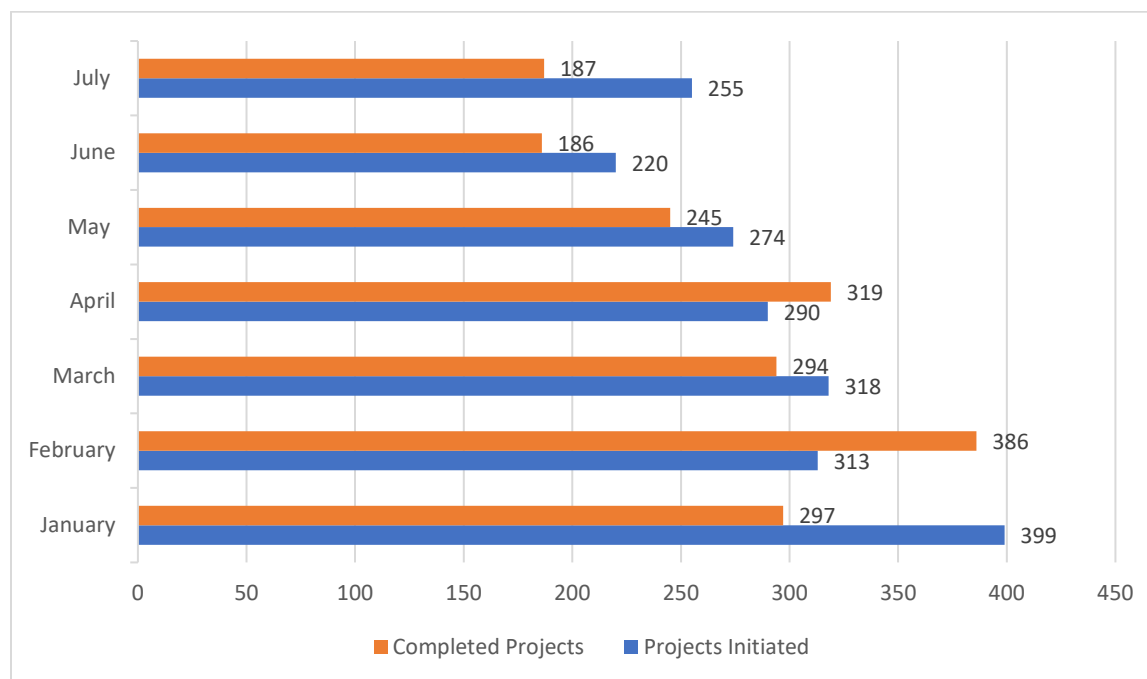
Funding Source	Brief Description	Amount Requested	Follow-up
Arts Midwest The Big Read	The Big Read provides matching funds to bring the community together around the shared activity of reading and discussing the same book. MCC's application focuses on the book <i>Bite by Bite: Nourishments and Jamborees</i> by Aimee Nezhukumatathil and includes activities about the interrelatedness of food and culture.	\$14,450	There were many strong applications and a very competitive process. MCC will consider reapplying to this or a similar fund in the future.
Congressionally Directed Spending – Senator Durbin	MCC applied for funding for a new Fire Tower training facility on campus, expanding future opportunities for students and serving as the first piece in a planned First Responder Training Center for local agencies.	\$1,500,000	MCC's project was not advanced. The College will continue to seek funds for this project.

Office of Marketing and Public Relations Update

Information

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

- Brand development
- Copywriting 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:**

- Fall 2025 registration communications
- Creative and launch of new 2025 tagline and supporting promotional campaign
- University Center at MCC promotional efforts for Fall 2025

- New Health Professions program materials development – Radiologic Technician, Respiratory Therapy, and Sonography
- Foglia Center for Advanced Technology and Innovation (CATI) recruitment efforts and support; virtual tour efforts
- Make It in Illinois/Manufacturing Matters State Grant promotional efforts
- Wayfinding and map updates across campus
- Foundation efforts and promotion: Education to Empowerment
- MCC website refresh project – coming early Fall 2025
- Engagement Hall Groundbreaking preparation

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from June 13 – August 19, 2025.

- New Ervin J. LeCoque Scholarship Covers Full Tuition for MCC Graduates Pursuing Bachelor's Degrees Locally
- McHenry County College Names Spring 2025 Recipient of Joseph A. Blanco Award
- McHenry County College to Host Auditions for Fall Production of Arsenic and Old Lace
- McHenry County College to Host Community Block Party July 27
- MCC Announces Q3 Schedule of Community Enrichment Classes
- Friends of McHenry County College Foundation Golf Invitational Raises \$120,000 for Student Scholarships
- Friends of McHenry County College Foundation Recognizes Three Retiring Board Members, Welcomes New Member
- Registration Open for Fall Classes at MCC
- McHenry County College Names Spring 2025 Dean's List Recipients
- McHenry County College Names Spring 2025 President's List Recipients
- McHenry County College Names 2025 Education to Empowerment Scholarship Recipients
- Two New Exhibits Now on Display in McHenry County College Art Galleries

**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.

Sustainability Center Update

Current Initiatives and Community Connections

The Sustainability Center hosted one of the events for the 2025 Pollinator Week on June 18, 2025. The week focused on events learning to plant natives, remove invasives and to be part of the Homegrown National Park movement. The film "What's the Rush" was shown in the conference center and several area naturalists conducted a routable discussion with attendees following the film.

Peter Austin, McHenry County Administrator, and staff visited MCC's Sustainability Center in July to discuss waste reduction efforts at MCC; Dr. Hankins showed the group MCC's compost collection efforts, the many unique waste stream collection options such as coffee pods and batteries and the ReUse it Corner. Since then, Administrator Austin donated over a dozen boxes of gently used school supplies to the ReUse It Corner just in time for the fall semester. Sustainability Center staff is extremely grateful for this generosity.

Illinois Green Economy Network (IGEN) Grant Support

MCC's IGEN grants were closed out at the end of June 2025. Here are more details:

- One grant provided funds to purchase and install LED lighting primarily in Building A. When comparing usage from electricity meter reads from August 2024 to May 2025, there is a 27.2% drop in energy usage for the first floor of A building and a 31.3% drop in usage for the second floor of Building A. Obviously, there are other factors that contribute to the numbers including weather as higher temperatures result in higher electricity usage.
- The second IGEN grant provided funds to expand an HVAC course from a two-hour class to a four-hour blended class with a lab component in response to new regulations from the Environmental Protection Agency (EPA). This class ensures that new and existing HVAC professionals are prepared for EPA Section 608 Technician Certification under the Clean Air Act, as well as providing information to the public about energy usage and efficiency. The class is currently scheduled to run two sections for the fall 2025 semester with registration currently ongoing. As of July 1, there are nine students registered for the class.

Association for the Advancement of Sustainability in Higher Education (AASHE) Participation

As part of the inaugural class of AASHE Fellows, Dr. Hankins met with Crystal Simmons from AASHE in July to discuss MCC's sustainability work and further collaborations with AASHE. Dr. Hankins currently oversees the AASHE Communities of Practice that is dedicated to community and technical colleges and serves as an excellent resource for questions and brainstorming ideas among peers.

Dr. Hankins participated in the AASHE workshop, "Utilizing Sustainability Pedagogy for Faculty Development," on July 31, 2025. The intention is to share the information from this workshop with the MCC's Center for Teaching and Learning to assist faculty that wish to incorporate sustainability into their curricula.

2025 Green Living Expo – Saturday, November 1, 2025

Registration continues for the 2025 Green Living Expo planned for November 1, 2025. Sustainability Center team members are coordinating with other MCC departments to invite new and innovative businesses and organizations with a strong commitment to sustainability. Interested vendors and exhibitors are encouraged to go to www.mchenry.edu.greenexpo for more information and to register for this one of kind event.

Sustainability Fast Facts

- The College had 115 rides in June and 130 rides in July for the MCC/MCRide Program.
- The ReUse It Corner repurposed approximately \$1,305.43 worth of gently used office and school supplies in June and July 2025. Eighty-four visitors found uses for over 611 items this month.

Workforce Development Update

This month's Workforce Development Update celebrates the program growth, success stories, and connections to career pathways made by the Kids and College program during Summer 2025.

Kids and College Summer 2025 Recap

The Kids and College Program, completing its fourth year under the umbrella of the Community Enrichment Center, held its annual summer program June 2 through August 8. The 10-week program connected McHenry County students in grades 1-12 with the MCC campus community and exposed them to career pathway opportunities in the areas of science, technology, art, manufacturing, writing, culinary, and more. Students were able to explore their talents and discover new interests and skills.

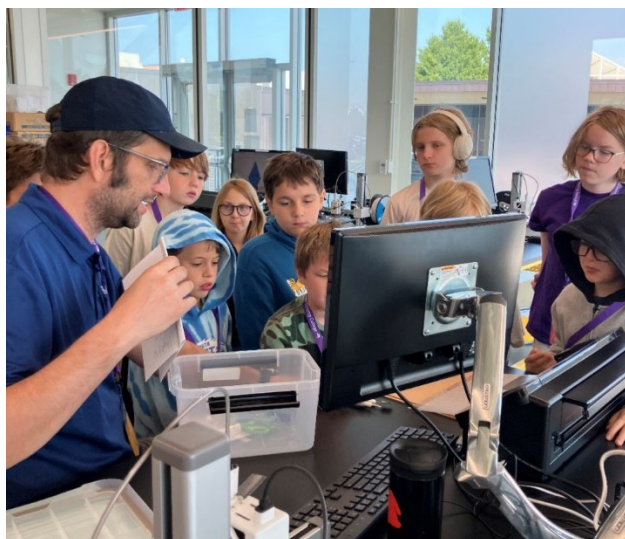
Enrollment and Class Offerings

The summer program experienced a fourth year of growth both in the number of registered students and the number of class offerings. Kids and College welcomed 1,520 students this summer, an increase of 51% from 2024. The increase in registrations can be attributed to the use of targeted marketing through radio, social media, and spotlights on the Community Enrichment publications and weekly emails. Other marketing efforts included sponsorships at special community events and attending multiple family events at area schools. Word of mouth from current and past campers, families, and MCC employees continues to be the most impactful way of expanding awareness of camp offerings.

In addition to the increase in enrollment, the program offered over 130 classes, an increase of 47% over 2025. New classes this summer included Vet Camp in partnership with the MCC Career Spark Center, Healthcare Careers Camp, Young Makers Camp, Programming Camp, new art classes, expanded theatre camp options, and additional manufacturing related camps. Joining these new camps was the return of several popular classes including welding camp, game design, junior science, rocket science, honeybees, sewing, flipbook animation, rowing camp, and culinary, to name a few.

Partnerships

Young Makers – In partnership with the Griffin Museum of Science and Industry, Kids and College offered nine weeks of Young Makers Camp with the camp being housed in the CATI Makerspace. Students had the opportunity to explore 3D printing, laser and vinyl cutting, digital embroidery, and more. The camp allowed students to develop their skills in these areas utilizing the Make-X system, a self-paced instructional method where they earn "belts" after completing a new skills set. Based on the success of the summer program, monthly Young Makers camps will be offered on Saturdays throughout the fall.



Camp Invention - For the fourth year, MCC continued its partnership with the National Inventors Hall of Fame by offering Camp Invention®, a nationwide STEM program for students in grades K-6. Camp Invention® is a four-day creative and open-ended learning camp that included a rotation of four adventures – In Control™, Illusion Workshop™, Claw Arcade™, and Penguin Launch™. Camp Invention® was held at the MCC Catalyst Campus and welcomed over 70 campers.



SparkForce – Manufacturing camps were once again supported by the generosity of the Foundation of the Fabricators and Manufacturers Association, International (FMA) by receiving multiple SparkForce grants. In response to high demand, four Welding Camps were offered this summer. Two new manufacturing camps were added this summer including the Fabrication Camp where students fabricated a “useless” box based on the work of MIT professor Marvin Minsky. Students learned how to TIG weld and create basic electronic circuits to operate the box. Kids and College also welcomed Colorful Finishes: A Chemical Coater Camp in partnership with SparkForce and the Chemical Coaters Association International where campers learned about the industrial finishing process. Campers had the opportunity to learn about the process through multiple guest speakers, hands-on activities including a VR coating program, and observed the finishing process during their tour at Mitsubishi Logisnext America plant in Marengo. Students capped the camp off by presenting their Color of the Year Project which was a key element of the camp.

The Kids and College Program has been nominated for the 2025 SparkForce Future of Industry Award presented by the FMA Foundation. The Future of Industry Award honors a school or organization that has established a successful and sustainable summer manufacturing camp program. The award recognizes a strong commitment to the manufacturing industry by hosting camps that actively engage young people, introduce them to modern manufacturing, and inspire interest in future career pathways within the field. In the nomination letter, SparkForce stated “Your contributions to SparkForce’s mission and the metals manufacturing industry have been significant...” The winner will be announced in October at the SparkForce Awards Gala.



Vocal Academy – A new partnership was created this summer with the addition of theatre and music camps with the Vocal Academy of Crystal Lake. Thirty-two campers participated in one of the new Broadway Academy camps where students were introduced to musical theatre production and completed the two-week camp that culminated with a live performance. Students in grades 5-8 performed the musical Pippin and grades 9-12 performed multiple works of their choosing.



Rockstar Academy – This program returned for a second summer, allowing campers to perform live with a local band. Two students also had the opportunity to perform at the MCC Community Block Party.

McHenry County College Grants Office Year-End Report – Fiscal Year 2025

The MCC Grants Office (GO) at McHenry County College (MCC) supports the College's strategic initiatives by pursuing grant funding in alignment with institutional goals. The GO provides comprehensive pre-award support, including identifying and evaluating potential funding sources, leading the grant development process, and finalizing and submitting grant applications. In addition, the office supports post-award compliance by facilitating kick-off meetings for new grant awards, offering guidance on grant regulations, supporting the grant reporting process, and providing advice on best practices to grant managers. The GO also works to increase awareness of grant opportunities and to develop a culture of grant seeking throughout the college community. This includes administering MCC's mini-grant program in partnership with the Friends of McHenry County College Foundation.

Summary of External Grant Efforts for FY 2025

A total of **53** grants were submitted in FY 2025, totaling **\$9,199,901**. As of June 30, 2025:

34 grants were awarded totaling **\$4,597,285**, including:

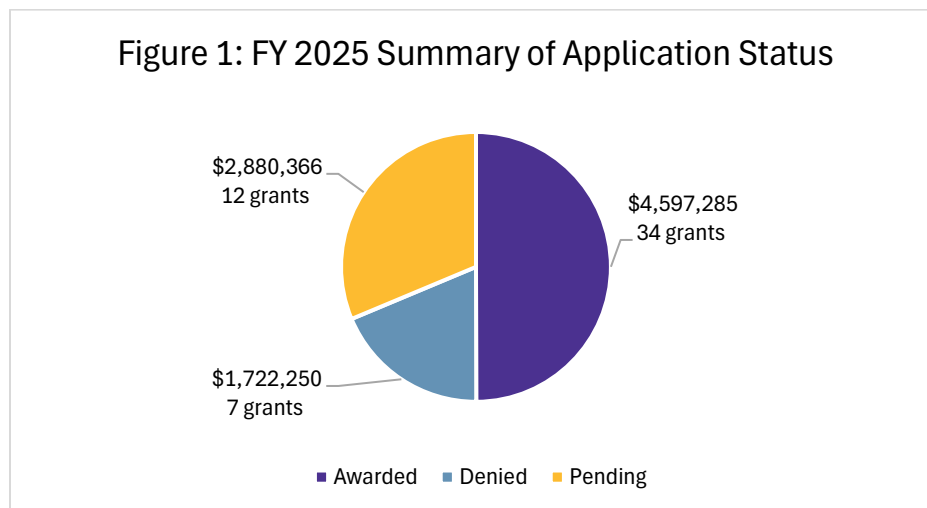
- 5 grants from federal sources totaling \$1,686,332
- 21 grants from state sources totaling \$2,599,853
- 8 grants from foundation or private sector sources totaling \$311,100

7 proposals were denied totaling **\$1,722,250**, including:

- 1 grant from a federal source totaling \$1,500,000
- 2 grants from state sources totaling \$125,000
- 4 grants from foundation or private sector sources totaling \$97,250

12 proposals were pending, totaling **\$2,880,366**, including:

- 2 grants from federal sources totaling \$322,595
- 9 grants from state sources totaling \$2,517,771, including one submitted in FY 2024
- 1 grant from a foundation source totaling \$40,000



In addition to submitted applications, the GO reviewed 37 additional grant opportunities that MCC ultimately chose not to pursue. These decisions are typically made for a variety of reasons, including a

lack of alignment with the College’s strategic priorities, lack of time to prepare a competitive proposal, or lack of capacity for managing the grant.

Figure 2 illustrates MCC’s total grant revenue over the past five fiscal years. Although grant revenue has continued to decline slightly over the past few years as COVID relief funding has decreased and federal grants have been delayed or canceled, MCC’s grant seeking performance remains strong. **Compared to five years ago, grant revenue is up by 167%.**

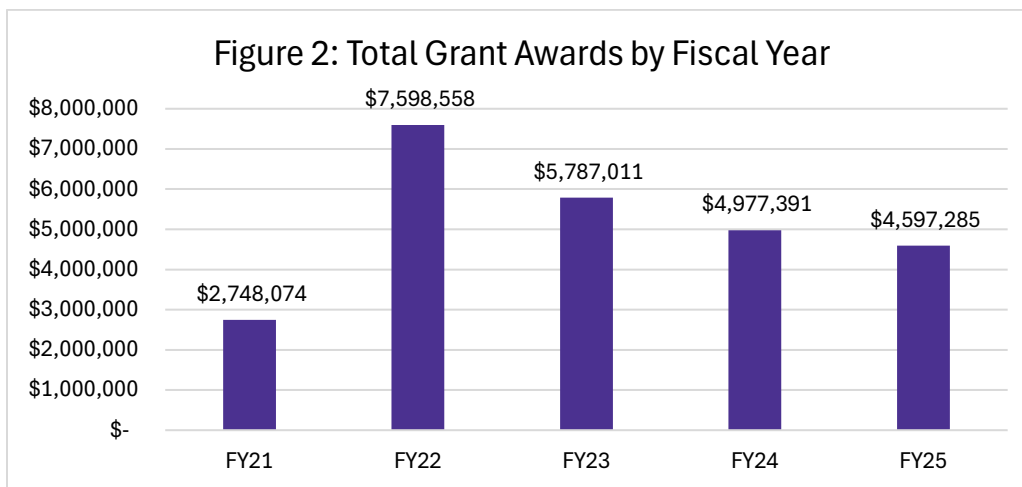


Figure 3 shows MCC’s grant application success rate over the past five fiscal years, with the number of awarded grants shown in purple, and the number of denied grants shown in yellow. MCC’s overall success rate compares favorably with other organizations. The 2025 State of Grantseeking Report found that the overall average funding rate, across all types of organizations and funders, was around 73%. **MCC’s success rate in FY 2025 was 83%**, indicating the College is submitting quality applications to good-fit funding sources. Please note that Figure 3 shows only those grants for which a decision was received in FY 2025. Grants that were still awaiting a decision as of June 30, 2025, are not included.

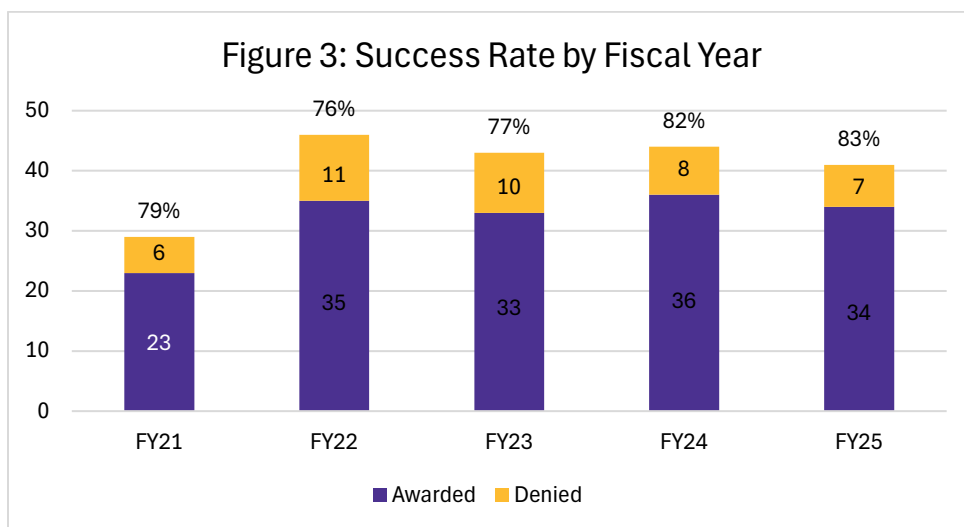


Figure 3 also demonstrates the productivity of MCC’s grants office. In FY 2025, the GO submitted 53 external applications and received 34 awards, with 12 applications still pending. Only 21% of organizations responding to the 2025 State of Grantseeking Survey reported submitting 31 or more applications, and only 8% reported receiving more than 31 awards.

Federal Funding Uncertainty

MCC, like other grant recipients, is facing an uncertain federal funding landscape. Since January 2025, multiple grant programs have been unexpectedly cancelled (and in some cases, subsequently reinstated), delayed, or otherwise altered due to shifting federal priorities. Federal funding and state pass-through funds are both affected – and this shift in funding availability also impacts private grants by dramatically increasing competition as organizations scramble to replace lost governmental support. MCC is fortunate to be financially stable and able to weather these challenges better than many smaller agencies. Impacted grants thus far include:

- **Illinois Small Business Development Center** – Due to a delay in the release of federal funds, MCC’s anticipated award amount has been temporarily reduced from \$80,000 to \$56,000.
- **Federal Basic and Integrated English Literacy/Civics Education funding for Adult Education** – These funds were withheld from all states in July. They have since been released but awards are still pending. MCC’s anticipated award amount is about \$240,000.
- **Resilient Food Systems Infrastructure Program** – This grant was canceled by the federal government before funding decisions were made. The state is seeking alternate funding and may still offer MCC an award (requested amount: \$593,975).
- **Illinois Digital Equity Capacity** – This grant was canceled by the federal government before application review began; legal challenges followed and future funding status is unclear. MCC requested \$370,875 to expand the laptop loaner program.

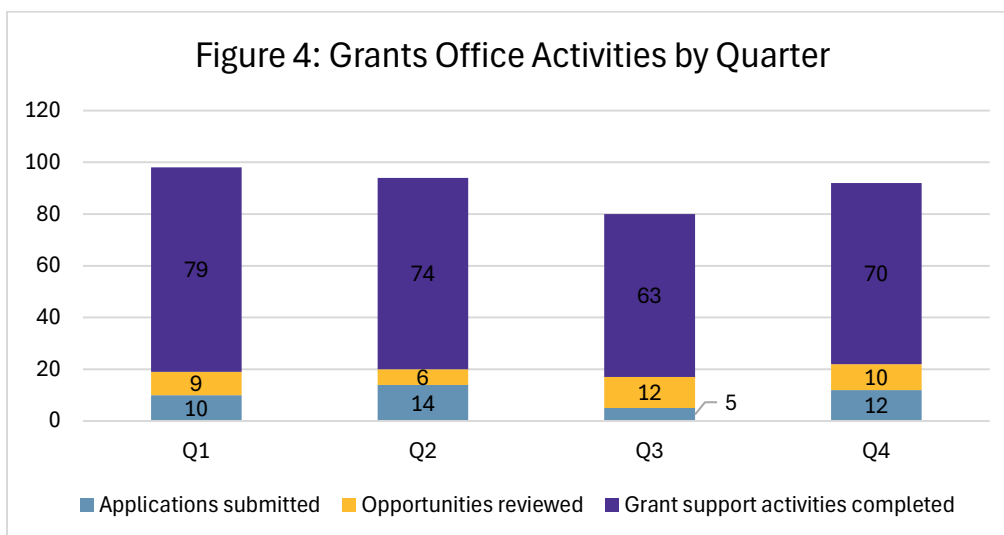
Leadership Throughout the Grant Life Cycle

The GO provides comprehensive support to grant managers, ranging from securing Cabinet approval before preparing or submitting a proposal, to hosting kick-off meetings at the start of new projects, all the way through to final closeout reporting. In between, the GO supports successful projects and compliance with grant regulations by serving as a source of guidance on best practices, supporting required reporting, and assisting with budget or programmatic modifications.

Grant support activities include:

- **Grant approval forms** ensure that every prospective project has been reviewed for strategic alignment and approved by departmental and executive leadership before an application is submitted. The GO completed **38 grant approval forms** in FY 2025.
- **Kick-off meetings** provide the opportunity to review grant goals and objectives, budget, and reporting deadlines, as well as to clarify project roles and responsibilities. In FY 2025, the grants office hosted **32 grant kick-off meetings**.
- **Project reporting** is a necessary aspect of grant projects. The GO tracks all report deadlines, sending reminders to grant managers and reviewing programmatic reports prior to submission. The Accounting Office continues their essential support of grants by preparing fiscal reports, which are also reviewed by the GO. In FY 2025, the GO and Accounting Office oversaw the **submission of 142 reports, as well as 34 grant invoices or reimbursement requests**.
- Even well-managed grant projects often require updates throughout the period of performance. The GO seeks funder approval for programmatic or budgetary revisions when necessary for success and in compliance with grant guidelines. In FY 2025, GO prepared and submitted **20 budget and/or program modifications**.
- In addition, GO completed **20 other essential activities** which were not easily categorized but included seeking funder approval for publicity materials, providing sample evaluation tools, and submitting required notices of intent to apply for funding.

Figure 4 provides a summary of GO activities by quarter.



Highlights of Selected Grant Awards

Grass Roots Marketing to Promote Manufacturing Careers

In partnership with the Illinois Department of Commerce and Economic Opportunity and the Illinois Innovation Network, *Make it in Illinois* provided \$90,000 for promoting manufacturing as a career. MCC used funding to support the Manufacturing Breakfast, offer guided tours of the Foglia CATI to prospective students, and to develop videos featuring MCC's programs, among other activities.

Provide Holistic Support to Students with Housing Insecurity

MCC was awarded \$25,000 through the *ICCB Homelessness and Housing Insecurity Support Pilot Project* to test strategies that can be shared with other colleges throughout the state. In addition to developing an internal resource directory and student laundry facilities, MCC is providing direct assistance to students through access to food pantries and personalized care packages, which include basic hygiene items as well as stipends for clothing or other necessary items.

Encourage Successful Transitions to Bachelor's Degrees

Through the *ICCB Innovative Bridge and Transition Program*, MCC received an award of \$264,317 to help students transfer from MCC to a bachelor's degree program at the University Center or another accredited university. Students receive coaching and guidance from a dedicated navigator, as well as a share of \$210,000 in scholarship support to be used at MCC and the student's transfer destination.

Mini-Grant Program

The GO partners with the Friends of MCC Foundation to administer the College's mini-grant program. All MCC employees are encouraged to submit applications for small-scale (up to \$5,000), innovative projects that align with the College's institutional priorities and support student success. Each year, grants are available through the College Programs Fund, the Technology Endowment Fund, and the Faculty Enrichment Fund. The GO offers informational sessions for prospective applicants and oversees the midterm and final reporting process. Reports are shared with President's Cabinet and the FMCCF Board.

In FY 2025, **12 mini-grant projects totaling \$23,578** were completed. Projects included:

- Supporting a Local Author Talk Series in the library with a mobile monitor cart

- Improving verbal proficiency with Sanako software in the Foreign Language Lab, and for online language classes (two projects)
- Increasing instructor knowledge through a clinical education course in the Physical Therapist Assistant Program
- Facilitating co-curricular learning activities focused on student belonging
- Enhancing math education through Wolfram Alpha Pro Software
- Ensuring equitable access to the Testing Center with assistive technology, furniture, and supplies
- Serving our diverse community with 100 books in various non-English languages for the library
- Creating designated wellness spaces for students and employees across campus
- Evaluating and translating educational credentials students earned in another country
- Exploring AI teaching and evaluation tools for use in the English department
- Maintaining access to library resources and support during renovation of the Learning Commons by providing students with supply mini-kits

Thank You

MCC's grant-funded projects succeed because of the collaborative efforts of many departments and individuals throughout the College. We are grateful to everyone who has played a role in supporting an application or implementing a project. The GO would particularly like to acknowledge these partners:

- Ellen Benson, Paula Gardner, and the Accounting Office
- Brian DiBona and the Friends of MCC Foundation
- Christina Haggerty and President's Cabinet
- Margaret Keehn
- Megan Lombardi and the Office of Institutional Research

We would like to especially thank all grant managers at the College for all you do to support MCC's mission.