

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Tuesday, May 16, 2023
6:00 p.m.



MCC Board Room, A217
8900 US Highway 14
Crystal Lake, IL 60012

COMMITTEE OF THE WHOLE MEETING

AGENDA

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Acceptance of Minutes: Committee of the Whole, April 18, 2023
5. Open for Recognition of Public Comments
6. President's Report
7. Preliminary April Financial Statements: Mr. Bob Tenuta
8. Policy Changes- First Reading
 - A. 1.8.2 Formulation of Administrative Procedures
 - B. 1.8.4.4 Attorney (New Policy)
 - C. 1.10 Physical and Electronic Communication to the Board
9. Future Agenda Items/Summary Comments by Board Members
10. Closed Session
 - A. 120/2(c) Exception #2, Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees
 - B. 120/2(c) Exception #21, Review of Closed Session Minutes
 - C. Other matters as pertain to the exceptions of the Open Meetings Act
11. Acceptance of Closed Session Minutes of March 14, 2023, Committee of the Whole Meeting
12. Adjournment

A handwritten signature in black ink that reads "Suzanne Hoban". The signature is written in a cursive, flowing style.

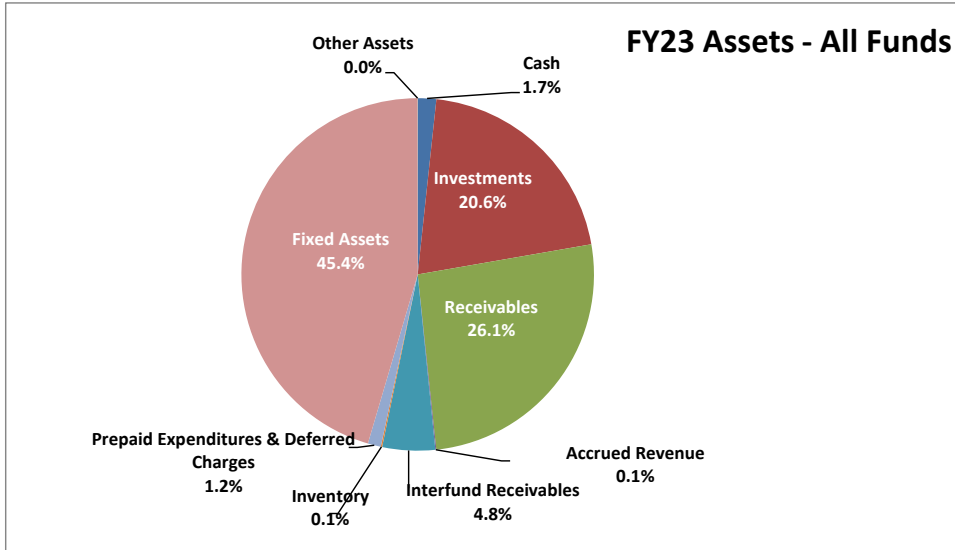
Suzanne Hoban
Chair

All Funds Statement of Net Position (Balance Sheet)
April 30, 2023

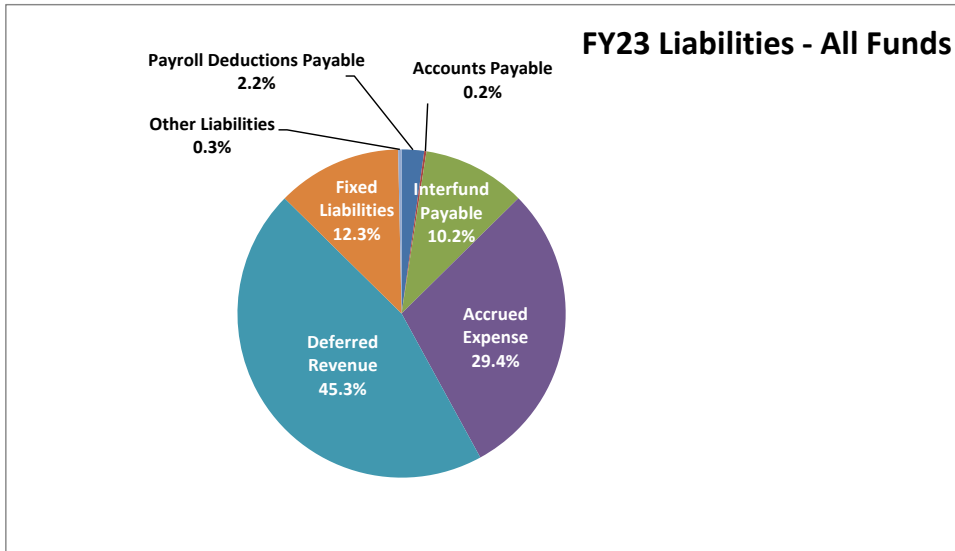
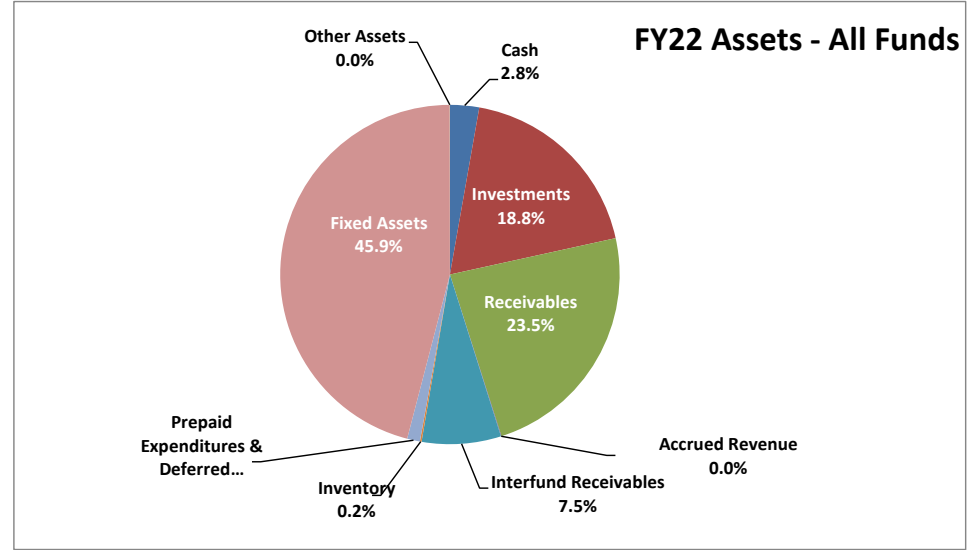
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	2,660,556	1,000.00	63,800	-	586,984.03	289,034	522,645	95,646	-	-	423,160	28,287	-	650,000
Investments	32,273,277	10,449,523	1,027,537	15,770,831	-	-	-	2,937,149	-	-	-	-	2,088,237	-
Receivables	40,881,463	37,637,771	2,451,524	-	-	-	14,724	-	-	-	75,000	702,444	-	-
Accrued Revenue	137,447	45,284	3,180	77,003	-	-	-	6,528	-	-	-	-	5,452	-
Interfund Receivables	7,585,549	4,112,347	4,093,214	0	(0)	195,918	(815,930)	-	-	-	(0)	0	(0)	-
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	1,879,670	1,204,095	24,061	-	-	15,883	64,220	-	-	72,084	-	-	71,583	427,744
Fixed Assets	71,284,027	-	-	-	-	-	-	-	71,284,027	-	-	-	-	-
Other Assets	20,298	-	-	-	-	-	-	-	20,298	-	-	-	-	-
Total Assets	156,923,028	53,450,021	7,663,316	15,847,834	586,984	716,298	(229,065)	3,039,324	71,284,027	92,382	423,160	103,287	2,867,716	1,077,744
Liabilities														
Payroll Deductions Payable	1,648,700	1,493,631	22,274	-	-	125,414	7,382	-	-	-	-	-	-	-
Accounts Payable	161,260	149,291	-	-	-	2,390	9,578	-	-	-	-	-	-	-
Interfund Payable	7,585,549	-	-	5,819,699	-	-	-	-	-	-	-	1,765,850	-	-
Accrued Expense	21,933,552	-	-	-	-	-	-	-	(16,226)	-	-	-	-	21,949,778
Deferred Revenue	33,794,007	24,377,090	2,006,722	15,354	143,304	86,430	-	-	-	-	50,000	468,296	6,646,812	-
Fixed Liabilities	9,159,301	-	-	-	-	-	-	-	9,159,301	-	-	-	-	-
Other Liabilities	249,403	40,388	-	-	-	209,015	-	-	-	-	-	-	-	-
Total Liabilities	74,531,773	26,060,400	2,028,996	5,835,053	143,304	423,249	16,960	-	9,143,075	-	50,000	2,234,146	28,596,590	-
Designated Fund Balance	82,391,255	27,389,621	5,634,321	10,012,781	443,680	293,049	(246,024)	3,039,324	71,284,027	(9,050,693)	423,160	53,287	633,570	(27,518,846)
Assigned Fund Balance														
33% Unassigned for annual budgeted expenditures	19,221,021	17,457,785	1,763,236	-	-	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	81,296,808	-	-	10,012,781	0	-	-	71,284,027	-	-	-	-	633,570	-27,518,846
Liabilities, Protection, and Settlement	-36,044,577	-	-	-	-	-	-	-	-9,159,301	-	-	-	-	-
Working Cash/Other Restricted	1,980,422	-	-	-	-	-	-246,024	1,750,000	-	423,160	53,287	-	-	-
Remaining Unassigned Balance	15,937,581	9,931,836	3,871,085	0	443,680	293,049	0	1,289,324	0	108,608	0	0	0	0

All Funds Statement of Net Position (Balance Sheet)
April 30, 2023

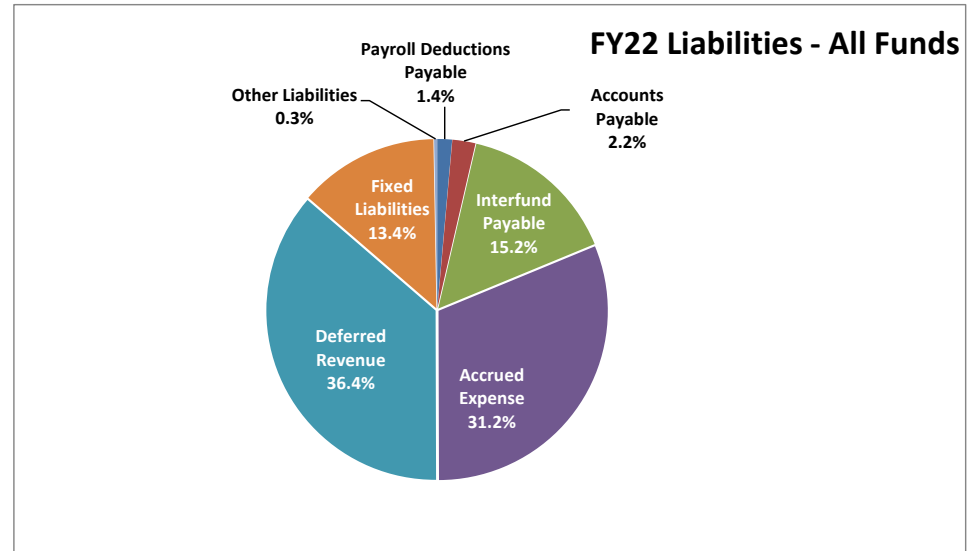
Total Assets = \$ 156,923,028



Total Assets = \$ 155,643,159



Total Liabilities = \$ 74,531,773



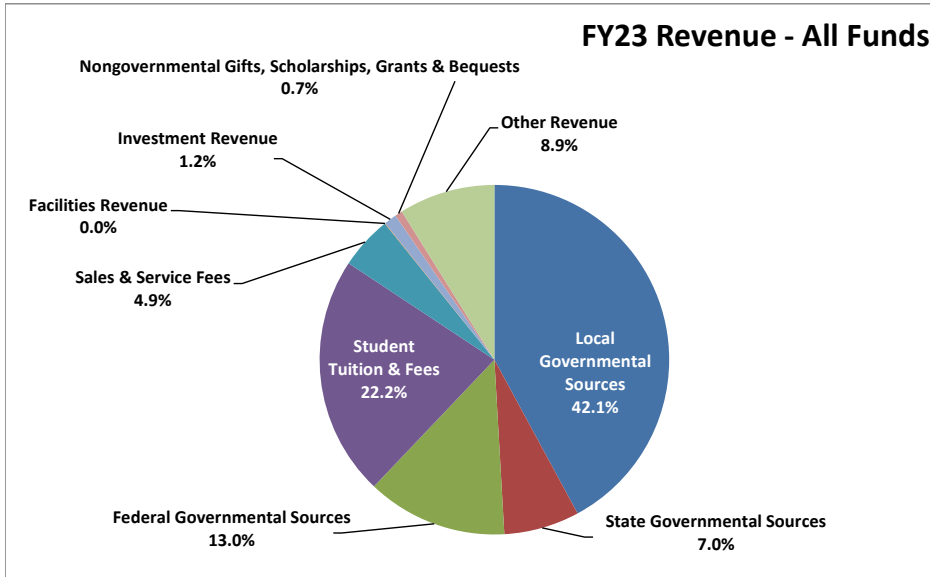
Total Liabilities = \$ 74,982,572

All Funds Statement of Activities (Income Statement)
April 30, 2023

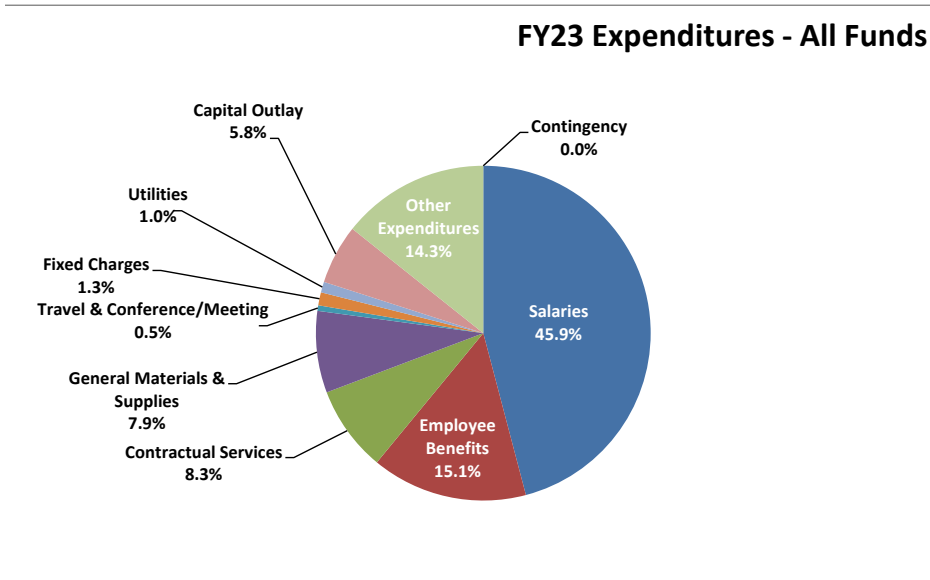
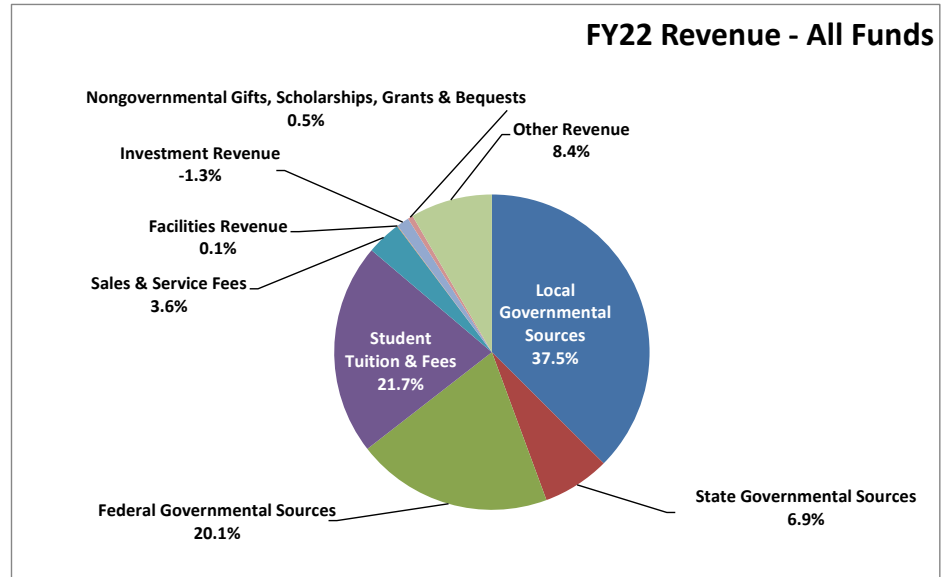
	01	02	03	04	05	06	07	08	09	10	11	12	17
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue													
Local Governmental Sources	24,772,811	21,810,002	2,312,280	-	-	4,104	-	-	-	-	62,368	584,057	-
State Governmental Sources	4,111,267	2,024,337	436,586	-	-	1,650,344	-	-	-	-	-	-	-
Federal Governmental Sources	7,650,208	1,616	-	-	-	7,648,592	-	-	-	-	-	-	-
Student Tuition & Fees	13,064,780	10,245,538	1,284,752	78,398	731,736	724,356	-	-	-	-	-	-	-
Sales & Service Fees	2,887,375	98,015	-	-	-	2,789,361	-	-	-	-	-	-	-
Facilities Revenue	28,924	17,766	-	-	-	11,158	-	-	-	-	-	-	-
Investment Revenue	684,964	267,944	13,936	350,584	-	-	28,607	-	-	-	-	23,893	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	406,337	2,753	-	29,184	-	2,006	285,022	-	-	87,372	-	-	-
Other Revenue	5,229,439	5,011,303	125,176	359,597	-	9,689	-	-	(359,597)	83,271	-	-	-
Total Revenue	58,836,104	39,479,272	4,172,730	817,763	731,736	9,588,063	28,607	-	(359,597)	170,643	62,368	607,950	-
Expenditures													
Salaries	25,559,878	22,404,196	478,532	-	-	1,508,144	1,169,005	-	-	-	-	-	-
Employee Benefits	8,387,252	7,318,676	120,272	-	-	241,507	175,317	-	-	-	-	531,480	-
Contractual Services	4,611,715	2,183,168	1,133,717	123,242	-	541,583	568,238	-	-	-	61,766	-	-
General Materials & Supplies	4,391,291	2,148,340	453,406	18,315	-	1,252,937	518,293	-	-	-	-	-	-
Travel & Conference/Meeting	297,955	197,417	7,495	-	-	50,261	42,783	-	-	-	-	-	-
Fixed Charges	700,300	1,444,079	31,408	-	622,800	12,657	416	-	(1,489,287)	-	-	78,228	-
Utilities	574,205	151,836	422,369	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,204,453	79,178	70,650	478,300	-	27,803	274,616	2,273,907	-	-	-	-	-
Other Expenditures	7,957,861	726,078	-	-	-	6,435	7,074,072	-	-	151,276	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	55,684,910	36,652,968	2,717,847	619,857	622,800	3,641,327	9,822,741	-	2,273,907	(1,489,287)	151,276	61,766	609,708
Excess/(deficit) of revenues over expenditures	3,151,194	2,826,305	1,454,882	197,907	108,936	(104,758)	(234,679)	28,607	(2,273,907)	1,129,690	19,367	602	(1,758)
Operating transfers in	2,130,279	-	-	1,900,000	-	230,279	-	-	-	-	-	-	-
Operating transfers out	2,130,279	530,279	1,600,000	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	79,240,141.00	25,093,593	5,779,438	7,914,874	334,743	167,528	(11,346)	3,010,717	73,557,934	(10,180,383)	403,874	52,685	635,329
Ending Fund Balance	82,391,335	27,389,619	5,634,320	10,012,781	443,679	293,049	(246,025)	3,039,324	71,284,027	(9,050,693)	423,241	53,287	633,571

All Funds Statement of Activities (Income Statement)
 April 30, 2023

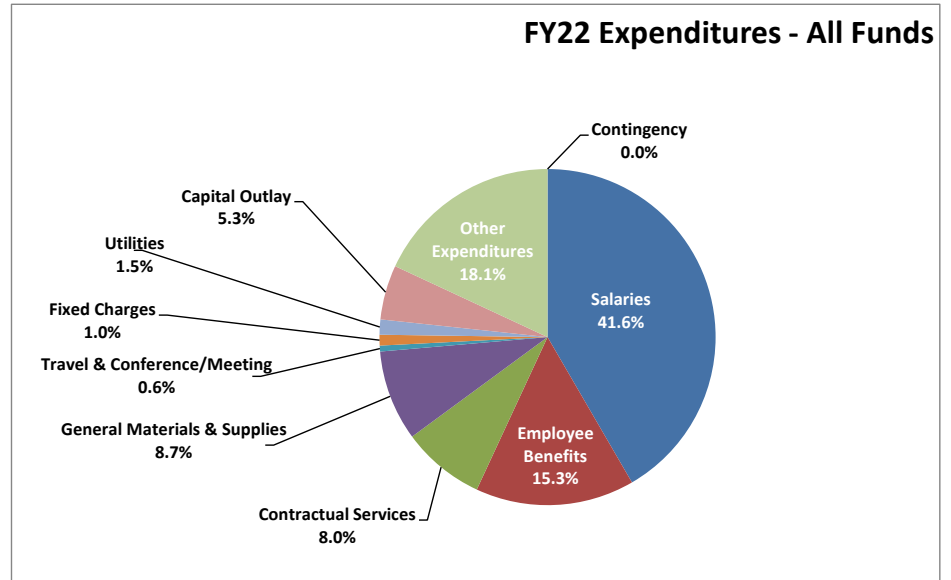
Total Revenue = \$ 58,836,104



Total Revenue = \$ 64,067,477



Total Expense = \$ 55,684,910



Total Expense = \$ 58,024,201

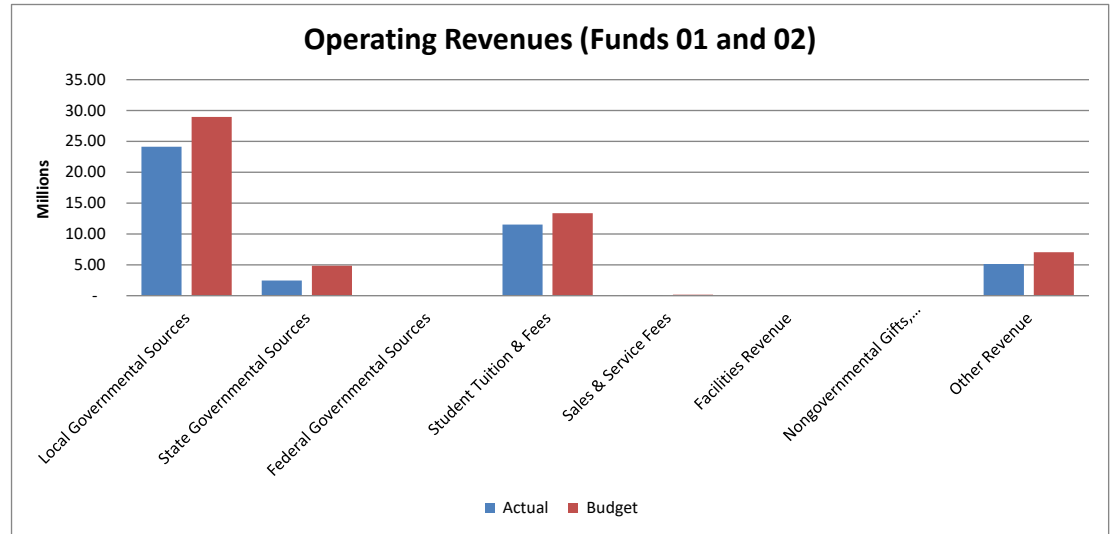
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
April 30, 2023

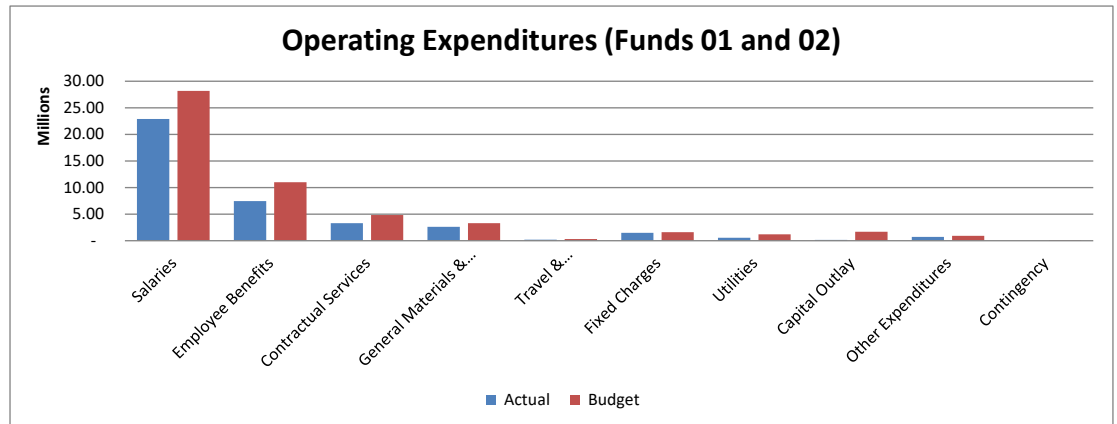
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
				YTD Bud.	Full Bud.				FY22 Act.	
Revenue										
Local Governmental Sources	\$ 24,122,282	\$ 24,026,286	\$ 28,962,379	100.4%	83.3%	\$ 23,972,322	\$ 28,225,058	84.9%	\$ 149,960	0.6%
State Governmental Sources	2,460,923	4,041,706	4,872,056	60.9%	50.5%	3,525,824	4,056,435	86.9%	\$ (1,064,901)	-30.2%
Federal Governmental Sources	1,616	-	-	0.0%	0.0%	1,328	-	0.0%	\$ 288	21.7%
Student Tuition & Fees	11,530,289	12,081,925	13,350,427	95.4%	86.4%	12,697,703	13,350,427	95.1%	\$ (1,167,414)	-9.2%
Sales & Service Fees	98,015	136,049	164,000	72.0%	59.8%	43,737	52,750	82.9%	\$ 54,278	124.1%
Facilities Revenue	17,766	15,734	18,966	112.9%	93.7%	17,766	18,966	93.7%	\$ -	0.0%
Nongovernmental Gifts	2,753	9,125	11,000	30.2%	25.0%	22,245	11,000	#####	\$ (19,492)	-87.6%
Other Revenue	5,136,479	5,848,316	7,049,827	87.8%	72.9%	4,911,022	10,743,466	45.7%	\$ 225,457	4.6%
Total Revenue	\$ 43,370,122	\$ 46,159,140	\$ 54,428,655	94.0%	79.7%	\$ 45,191,946	\$ 56,458,102	80.0%	\$ (1,821,824)	-4.0%
Expenditures										
Salaries	\$ 22,882,728	\$ 23,369,189	\$ 28,170,285	97.9%	81.2%	\$ 21,580,803	\$ 28,197,974	76.5%	\$ 1,301,925	6.0%
Employee Benefits	7,438,948	9,119,023	10,992,486	81.6%	67.7%	7,935,618	15,185,346	52.3%	\$ (496,671)	-6.3%
Contractual Services	3,316,885	4,001,022	4,823,014	82.9%	68.8%	3,512,869	4,153,928	84.6%	\$ (195,984)	-5.6%
General Materials & Supplies	2,601,746	2,744,080	3,307,839	94.8%	78.7%	2,920,694	3,161,144	92.4%	\$ (318,947)	-10.9%
Travel & Conference/Meeting	204,911	275,443	332,032	74.4%	61.7%	226,851	274,901	82.5%	\$ (21,940)	-9.7%
Fixed Charges	1,475,487	1,320,132	1,591,347	111.8%	92.7%	1,485,976	1,616,557	91.9%	\$ (10,489)	-0.7%
Utilities	574,205	1,012,634	1,220,675	56.7%	47.0%	846,144	1,212,502	69.8%	\$ (271,939)	-32.1%
Capital Outlay	149,827	1,399,706	1,687,269	10.7%	8.9%	1,191,935	2,770,250	43.0%	\$ (1,042,108)	-87.4%
Other Expenditures	726,078	760,300	916,500	95.5%	79.2%	651,096	907,807	71.7%	\$ 74,982	11.5%
Contingency	-	82,957	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 39,370,815	\$ 44,084,486	\$ 53,141,447	89.3%	74.1%	\$ 40,351,987	\$ 57,630,409	70.0%	\$ (981,172)	-2.4%
Surplus/(deficit)	\$ 3,999,307	\$ 2,074,655	\$ 1,287,208			\$ 4,839,959	\$ (662,123)		\$ (840,652)	-17.4%
Net Transfers Out/(In)	\$ 2,130,279		\$ 1,530,279			\$ -	\$ 1,000,000		\$ 2,130,279	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 1,869,028	\$ 2,074,655	\$ (243,071)			\$ 4,839,959	\$ (1,662,123)		\$ (2,970,931)	-61.4%
<i>Beginning Fund Balance</i>	<i>30,873,031</i>	<i>30,873,031</i>	<i>30,873,031</i>			<i>32,311,033</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>1,869,028</i>	<i>2,074,655</i>	<i>(243,071)</i>			<i>4,839,959</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 32,742,059	\$ 32,947,686	\$ 30,729,960			\$ 37,150,992				

Operating Funds - Statement of Activities
April 30, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	24,122,281.83	28,962,379.00
State Governmental Sources	2,460,922.80	4,872,056.00
Federal Governmental Sources	1,616.00	-
Student Tuition & Fees	11,530,289.24	13,350,427.00
Sales & Service Fees	98,014.75	164,000.00
Facilities Revenue	17,766.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	5,136,478.82	7,049,827.00
Total Revenue	43,370,122.07	54,428,655.00



Expenditures		
Salaries	22,882,727.85	28,170,285.00
Employee Benefits	7,438,947.54	10,992,486.00
Contractual Services	3,316,885.10	4,823,014.00
General Materials & Supplies	2,601,746.17	3,307,839.00
Travel & Conference/Meeting	204,911.24	332,032.00
Fixed Charges	1,475,486.80	1,591,347.00
Utilities	574,204.99	1,220,675.00
Capital Outlay	149,827.29	1,687,269.00
Other Expenditures	726,078.02	916,500.00
Contingency	-	100,000.00
Total Expenditures	39,370,815.00	53,141,447.00
Excess/(deficit) of revenues over expenditures	3,999,307.07	1,287,208.00



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

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

Current Policy with Edits

1.8.2 FORMULATION OF ADMINISTRATIVE PROCEDURES (Revised 10/27/11, 12/18/15, [and 05/25/23](#))

The Board delegates to the President, the responsibility to develop, implement, and modify procedures necessary for administration [and operations](#) of the College under the Board's policies.

Proposed Policy

1.8.2 FORMULATION OF ADMINISTRATIVE PROCEDURES (Revised 10/27/11, 12/18/15, and 05/25/23)

The Board delegates to the President, the responsibility to develop, implement, and modify procedures necessary for administration and operations of the College under the Board's policies.

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

Proposed Policy

1.8.4.4 ATTORNEY

The Board will employ a law firm licensed to practice in Illinois to advise the Board and Administration on all legal matters.

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

Current Policy with Edits

1.10 PHYSICAL AND ELECTRONIC COMMUNICATION TO THE BOARD [\(Revised 05/25/23\)](#)

The College will quickly and efficiently forward physical and electronic communication (including but not limited to postal mail, email, social media, and voicemail) to the Board of Trustees. These communiques will be dispersed to either the entire Board or individual Trustee [along with the Board Chair](#), depending on the mode of the communication and addressee(s).

Proposed Policy

1.10 PHYSICAL AND ELECTRONIC COMMUNICATION TO THE BOARD (Revised 05/25/23)

The College will quickly and efficiently forward physical and electronic communication (including but not limited to postal mail, email, social media, and voicemail) to the Board of Trustees. These communiques will be dispersed to either the entire Board or individual Trustee along with the Board Chair, depending on the mode of the communication and addressee(s).