

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Tuesday, June 20, 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, May 16, 2023
5. Open for Recognition of Public Comments
6. President's Report
7. Preliminary May Financial Statements: Mr. Bob Tenuta
8. Policy Changes- First Reading
 - A. 1.15.1 Board Self-Evaluation
 - B. 1.15.2 Board Retreat
9. Future Agenda Items/Summary Comments by Board Members
10. 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
11. Acceptance of Closed Session Minutes of May 16, 2023, Committee of the Whole Meeting
12. Adjournment

A handwritten signature in black ink, which appears to read "Suzanne Hoban".

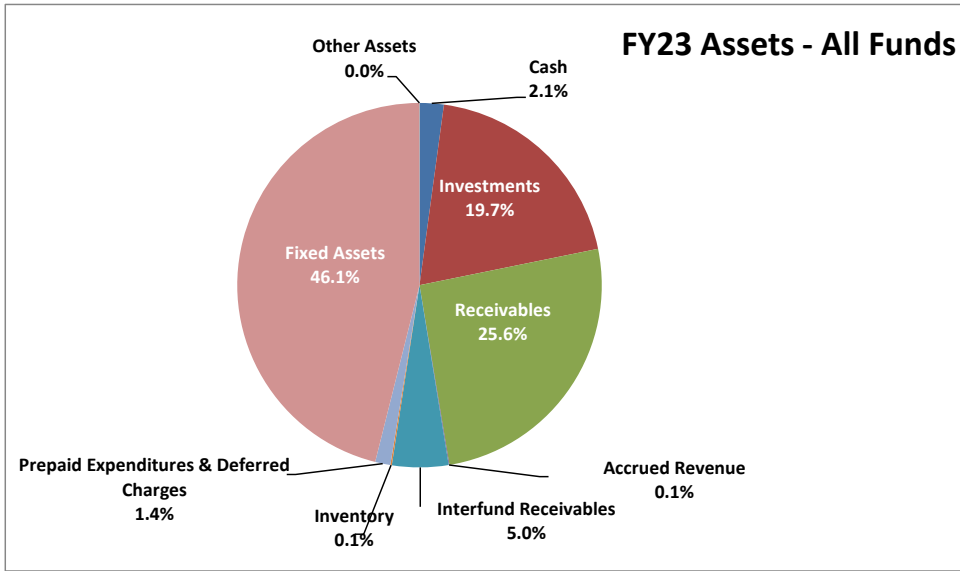
Suzanne Hoban
Chair

All Funds Statement of Net Position (Balance Sheet)
 May 31, 2023

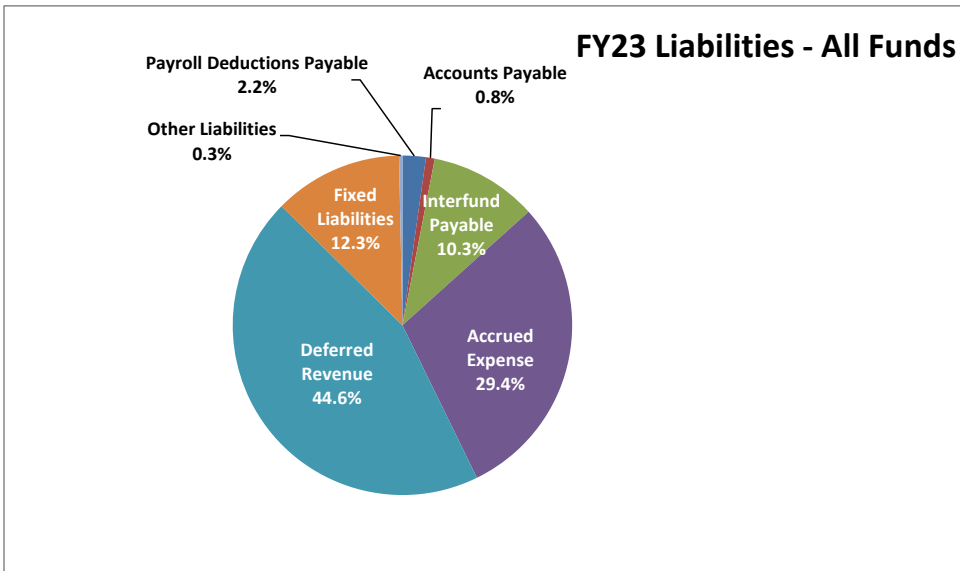
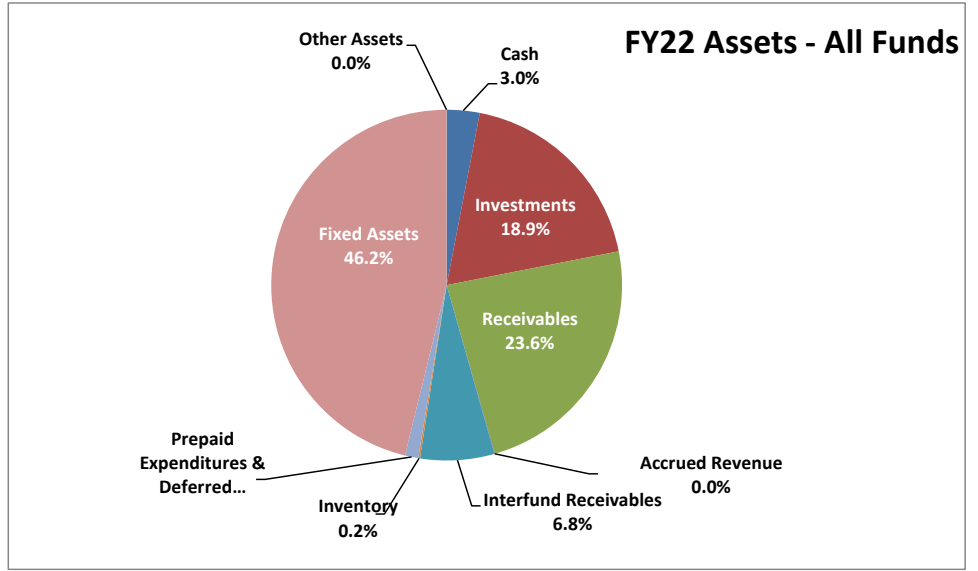
	01	02	03	04	05	06	07	08	09	10	11	12	17	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund	
Assets														
Cash	3,305,452	-	985,282	-	586,984.03	539,763	-	95,646	-	-	419,489	28,287	-	650,000
Investments	30,315,094	8,392,338	1,029,798	15,859,054	-	-	-	2,941,791	-	-	-	-	2,092,113	-
Receivables	39,430,492	36,447,494	2,253,837	-	-	19,155	(18,075)	-	-	-	-	70,235	657,846	-
Accrued Revenue	103,364	45,914	3,216	42,118	-	-	-	6,602	-	-	-	-	5,514	-
Interfund Receivables	7,700,818	5,246,019	3,036,305	7,117	66,423	(71,122)	(594,682)	-	-	-	327	4,765	5,666	-
Inventory	200,740	-	-	-	-	200,740	-	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	2,084,169	1,371,081	14,235	-	-	7,256	167,908	-	-	72,084	-	-	23,861	427,744
Fixed Assets	71,053,228	-	-	-	-	-	-	71,053,228	-	-	-	-	-	-
Other Assets	20,298	-	-	-	-	-	-	-	20,298	-	-	-	-	-
Total Assets	154,213,655	51,502,846	7,322,672	15,908,289	653,407	695,793	(444,849)	3,044,039	71,053,228	92,382	419,816	103,287	2,785,001	1,077,744
Liabilities														
Payroll Deductions Payable	1,654,743	1,500,028	22,274	-	-	125,414	7,028	-	-	-	-	-	-	-
Accounts Payable	623,149	611,037	-	-	-	2,761	9,352	-	-	-	-	-	-	-
Interfund Payable	7,662,312	-	-	5,819,699	-	-	76,582	-	-	-	-	-	1,766,031	-
Accrued Expense	21,933,552	-	-	-	-	-	-	-	(16,226)	-	-	-	-	21,949,778
Deferred Revenue	33,253,255	23,716,926	2,006,722	22,471	209,734	132,284	10	-	-	-	50,000	468,296	6,646,812	-
Fixed Liabilities	9,159,301	-	-	-	-	-	-	-	9,159,301	-	-	-	-	-
Other Liabilities	239,644	39,047	-	-	-	200,597	-	-	-	-	-	-	-	-
Total Liabilities	74,525,956	25,867,038	2,028,996	5,842,170	209,734	461,055	92,971	-	-	9,143,075	-	50,000	2,234,327	28,596,590
Designated Fund Balance	79,687,699	25,635,808	5,293,676	10,066,119	443,673	234,738	(537,820)	3,044,039	71,053,228	(9,050,693)	419,816	53,287	550,673	(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	81,119,347	-	-	10,066,119	0	-	-	71,053,228	-	-	-	-	550,673	-27,518,846
Liabilities, Protection, and Settlement	-36,127,474	-	-	-	-	-	-	-	-9,159,301	-	-	-	-	-
Working Cash/Other Restricted	1,685,283	-	-	-	-	-	-537,820	1,750,000	-	419,816	53,287	-	-	-
Remaining Unassigned Balance	13,789,521	8,178,023	3,530,440	0	443,673	234,738	0	1,294,039	0	108,608	0	0	0	0

**All Funds Statement of Net Position (Balance Sheet)
May 31, 2023**

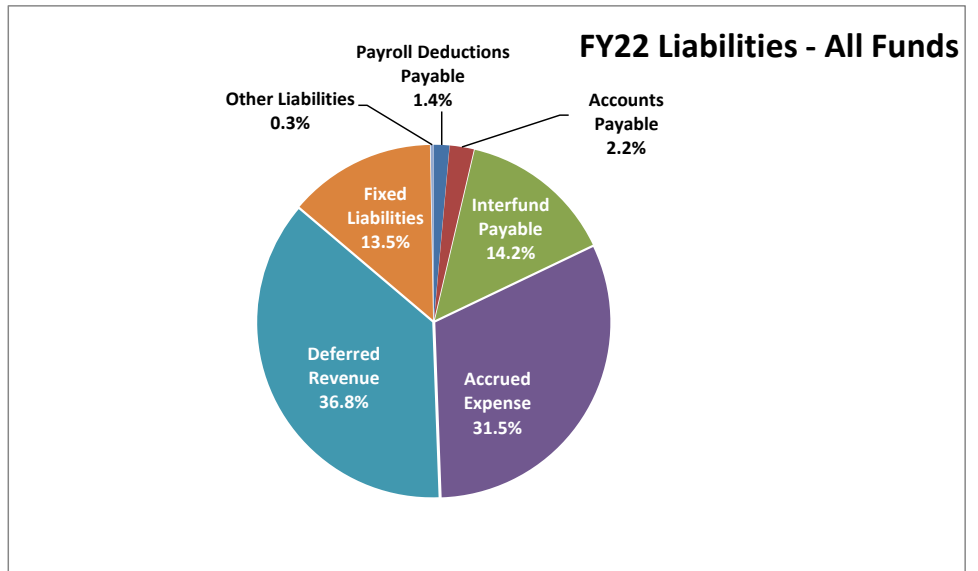
Total Assets = \$ 154,213,655



Total Assets = \$ 154,851,079



Total Liabilities = \$ 74,525,956



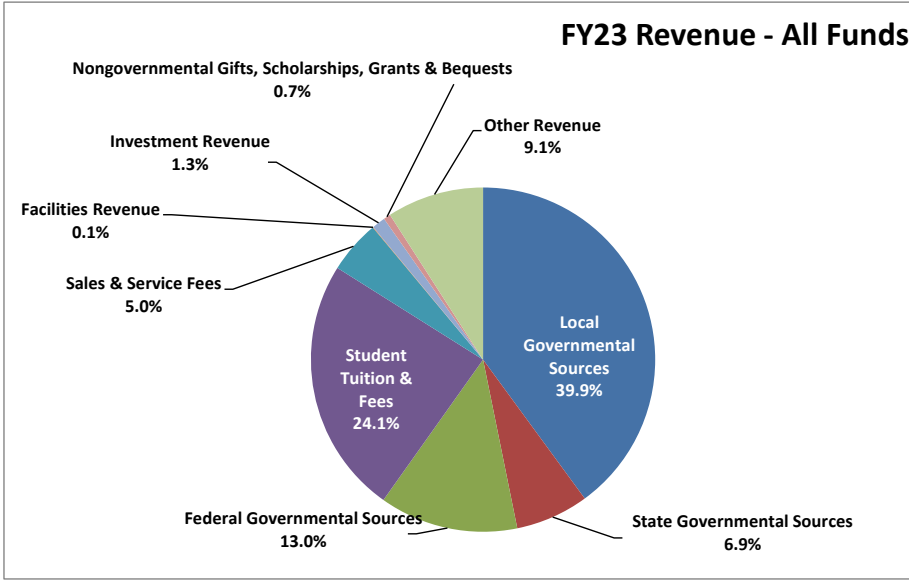
Total Liabilities = \$ 74,190,493

All Funds Statement of Activities (Income Statement)
 May 31, 2023

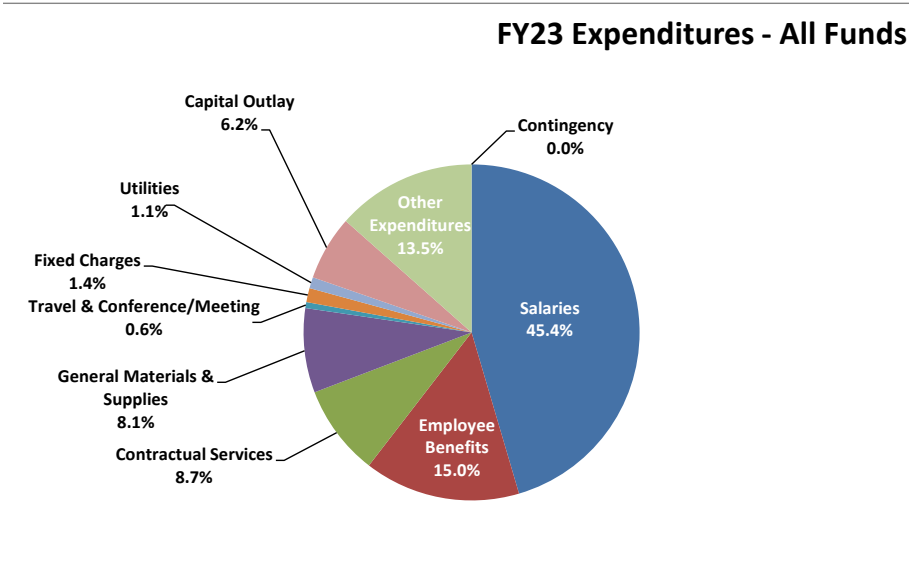
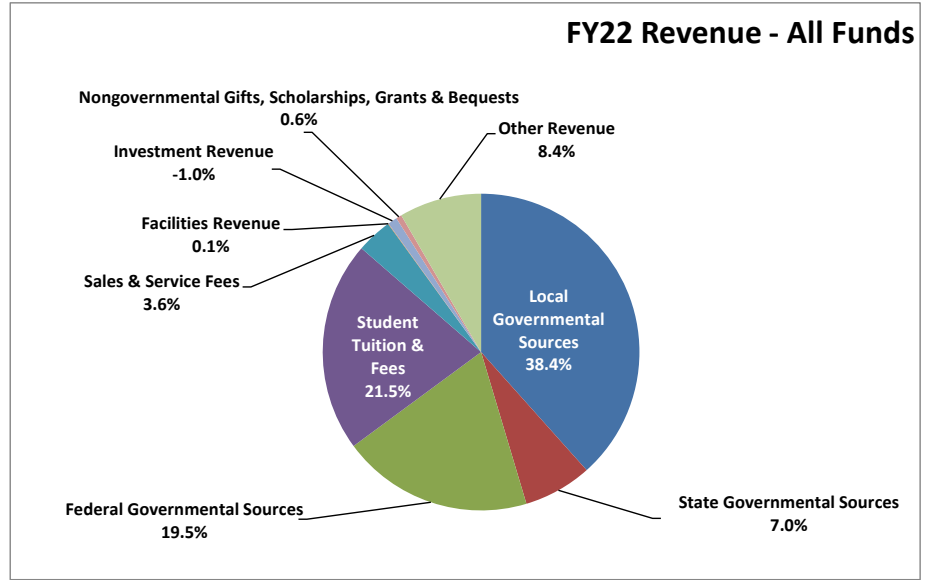
	01	02	03	04	05	06	07	08	09	10	11	12	17
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxilliary Entrerprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
Revenue													
Local Governmental Sources	24,991,861	21,943,494	2,397,837	-	-	4,104	-	-	-	-	62,368	584,057	-
State Governmental Sources	4,299,825	2,012,475	436,586	-	-	1,850,764	-	-	-	-	-	-	-
Federal Governmental Sources	8,143,630	1,616	-	-	-	8,142,014	-	-	-	-	-	-	-
Student Tuition & Fees	15,090,194	11,861,770	1,546,707	78,398	731,729	871,589	-	-	-	-	-	-	-
Sales & Service Fees	3,123,647	139,131	-	-	2,984,517	-	-	-	-	-	-	-	-
Facilities Revenue	31,739	18,366	-	-	13,373	-	-	-	-	-	-	-	-
Investment Revenue	789,970	308,662	16,233	403,922	-	-	33,322	-	-	-	-	27,831	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	410,075	2,753	-	29,184	2,006	285,022	-	-	-	91,110	-	-	-
Other Revenue	5,692,581	5,472,313	125,176	359,597	9,689	-	-	-	(359,597)	85,403	-	-	-
Total Revenue	62,573,521	41,760,580	4,522,539	871,101	731,729	3,881,173	10,281,904	33,322	(359,597)	176,514	62,368	611,888	-
Expenditures													
Salaries	28,230,677	24,752,431	529,314	-	1,652,494	1,296,438	-	-	-	-	-	-	-
Employee Benefits	9,329,835	8,136,798	134,161	-	262,733	195,213	-	-	-	-	-	600,931	-
Contractual Services	5,431,371	2,469,088	1,302,510	123,242	651,212	823,552	-	-	-	-	61,766	-	-
General Materials & Supplies	5,043,238	2,486,989	519,635	18,315	1,361,894	656,406	-	-	-	-	-	-	-
Travel & Conference/Meeting	359,294	240,928	7,670	-	58,556	52,140	-	-	-	-	-	-	-
Fixed Charges	841,427	1,562,469	36,696	-	622,800	12,721	416	-	(1,489,287)	-	-	95,612	-
Utilities	663,445	162,789	500,656	-	-	-	-	-	-	-	-	-	-
Capital Outlay	3,863,459	108,037	377,659	478,300	38,221	356,538	-	2,504,706	-	-	-	-	-
Other Expenditures	8,363,208	768,559	-	-	6,412	7,427,677	-	-	-	160,560	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	62,125,954	40,688,088	3,408,301	619,857	622,800	4,044,242	10,808,379	-	2,504,706	(1,489,287)	160,560	61,766	696,543
Excess/(deficit) of revenues over expenditures	447,568	1,072,492	1,114,238	251,244	108,929	(163,069)	(526,474)	33,322	(2,504,706)	1,129,690	15,954	602	(84,654)
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	79,687,709	25,635,806	5,293,676	10,066,118	443,672	234,738	(537,820)	3,044,039	71,053,228	(9,050,693)	419,828	53,287	550,675

All Funds Statement of Activities (Income Statement)
 May 31, 2023

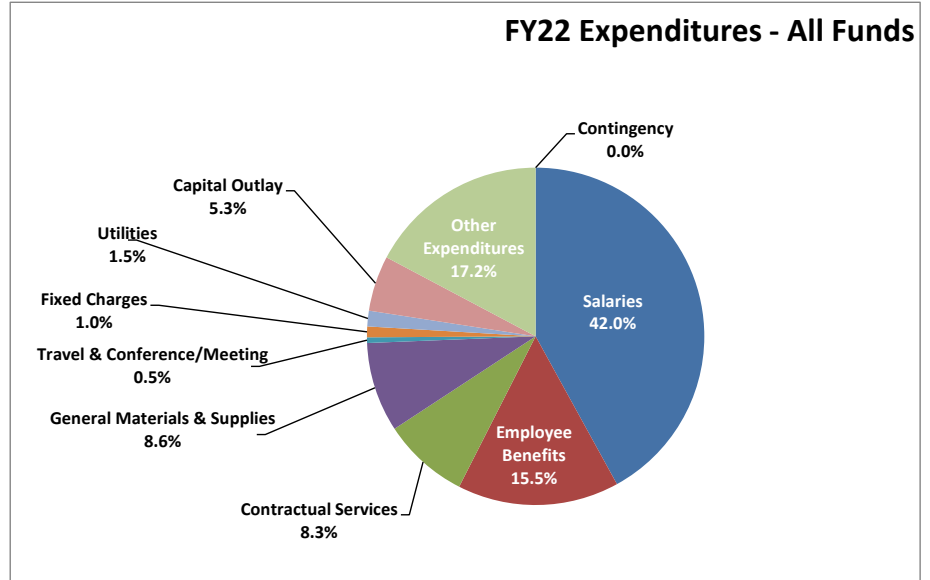
Total Revenue = \$ 62,573,521



Total Revenue = \$ 69,654,646



Total Expense = \$ 62,125,954



Total Expense = \$ 63,463,356

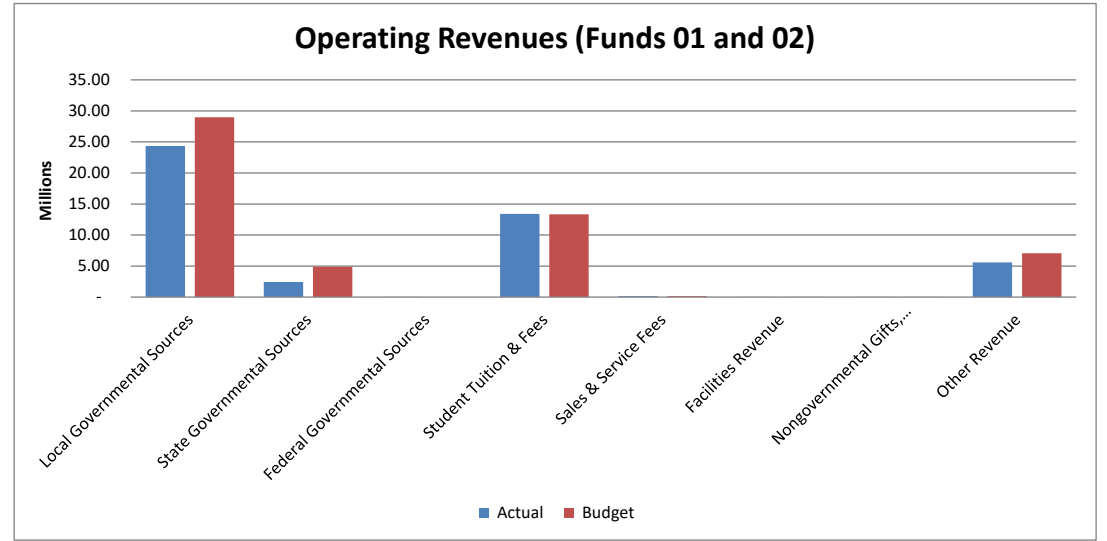
Operating Funds
Net of SURS/Investments

Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)
May 31, 2023

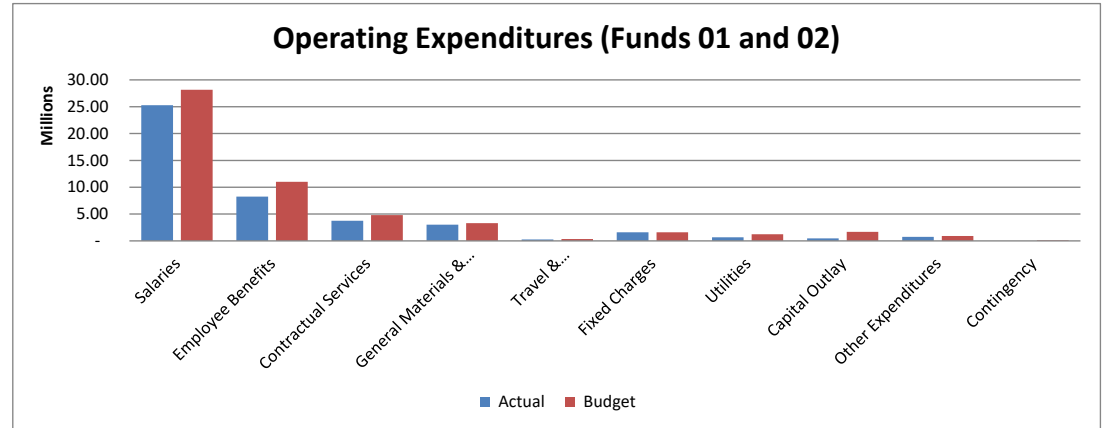
	FY23			FY22		FY22			FY23 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	%
				YTD Bud.					FY22 Act.	Chng
Revenue										
Local Governmental Sources	\$ 24,341,331	\$ 26,484,420	\$ 28,962,379	91.9%	84.0%	\$ 26,543,811	\$ 28,225,058	94.0%	\$ (2,202,480)	-8.3%
State Governmental Sources	2,449,061	4,455,213	4,872,056	55.0%	50.3%	3,878,427	4,056,435	95.6%	\$ (1,429,366)	-36.9%
Federal Governmental Sources	1,616	-	-	0.0%	0.0%	1,328	-	0.0%	\$ 288	21.7%
Student Tuition & Fees	13,408,478	13,318,029	13,350,427	100.7%	100.4%	13,622,621	13,350,427	102.0%	\$ (214,143)	-1.6%
Sales & Service Fees	139,131	149,969	164,000	92.8%	84.8%	74,212	52,750	140.7%	\$ 64,919	87.5%
Facilities Revenue	18,366	17,343	18,966	105.9%	96.8%	18,366	18,966	96.8%	\$ -	0.0%
Nongovernmental Gifts	2,753	10,059	11,000	27.4%	25.0%	23,945	11,000	217.7%	\$ (21,192)	-88.5%
Other Revenue	5,597,488	6,446,659	7,049,827	86.8%	79.4%	5,365,373	10,743,466	49.9%	\$ 232,115	4.3%
Total Revenue	\$ 45,958,223	\$ 50,881,693	\$ 54,428,655	90.3%	84.4%	\$ 49,528,082	\$ 56,458,102	87.7%	\$ (3,569,859)	-7.2%
Expenditures										
Salaries	\$ 25,281,746	\$ 25,760,096	\$ 28,170,285	98.1%	89.7%	\$ 23,795,357	\$ 28,197,974	84.4%	\$ 1,486,389	6.2%
Employee Benefits	8,270,959	10,051,993	10,992,486	82.3%	75.2%	8,802,454	15,185,346	58.0%	\$ (531,495)	-6.0%
Contractual Services	3,771,598	4,410,367	4,823,014	85.5%	78.2%	3,977,864	4,142,528	96.0%	\$ (206,266)	-5.2%
General Materials & Supplies	3,006,624	3,024,827	3,307,839	99.4%	90.9%	3,200,540	3,172,544	100.9%	\$ (193,916)	-6.1%
Travel & Conference/Meeting	248,599	303,624	332,032	81.9%	74.9%	229,739	274,901	83.6%	\$ 18,859	8.2%
Fixed Charges	1,599,165	1,455,195	1,591,347	109.9%	100.5%	1,692,249	1,616,557	104.7%	\$ (93,084)	-5.5%
Utilities	663,445	1,116,237	1,220,675	59.4%	54.4%	950,061	1,212,502	78.4%	\$ (286,617)	-30.2%
Capital Outlay	485,695	1,542,910	1,687,269	31.5%	28.8%	1,633,549	2,770,250	59.0%	\$ (1,147,854)	-70.3%
Other Expenditures	768,559	838,086	916,500	91.7%	83.9%	707,581	907,807	77.9%	\$ 60,978	8.6%
Contingency	-	91,444	100,000	0.0%	0.0%	-	150,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 44,096,389	\$ 48,594,780	\$ 53,141,447	90.7%	83.0%	\$ 44,989,395	\$ 57,630,409	78.1%	\$ (893,006)	-2.0%
Surplus/(deficit)	\$ 1,861,834	\$ 2,286,913	\$ 1,287,208			\$ 4,538,687	\$ (662,123)		\$ (2,676,853)	-59.0%
Net Transfers Out/(In)	\$ 2,130,279		\$ 1,530,279			\$ -	\$ 1,000,000		\$ 2,130,279	0.0%
Net Operating Funds Surplus/(Deficit)	\$ (268,445)	\$ 2,286,913	\$ (243,071)			\$ 4,538,687	\$ (1,662,123)		\$ (4,807,132)	-105.9%
<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>(268,445)</i>	<i>2,286,913</i>	<i>(243,071)</i>			<i>4,538,687</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
Calculated YTD Ending Fund Balance (b)	\$ 30,604,586	\$ 33,159,944	\$ 30,729,960			\$ 36,849,720				

Operating Funds - Statement of Activities
May 31, 2023

	Actual	Budget
Revenue		
Local Governmental Sources	24,341,331.09	28,962,379.00
State Governmental Sources	2,449,060.93	4,872,056.00
Federal Governmental Sources	1,616.00	-
Student Tuition & Fees	13,408,477.76	13,350,427.00
Sales & Service Fees	139,130.73	164,000.00
Facilities Revenue	18,366.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	2,752.63	11,000.00
Other Revenue	5,597,488.30	7,049,827.00
Total Revenue	45,958,223.44	54,428,655.00



Expenditures		
Salaries	25,281,745.76	28,170,285.00
Employee Benefits	8,270,958.72	10,992,486.00
Contractual Services	3,771,598.12	4,823,014.00
General Materials & Supplies	3,006,623.60	3,307,839.00
Travel & Conference/Meeting	248,598.54	332,032.00
Fixed Charges	1,599,165.10	1,591,347.00
Utilities	663,444.86	1,220,675.00
Capital Outlay	485,695.36	1,687,269.00
Other Expenditures	768,559.41	916,500.00
Contingency	-	100,000.00
Total Expenditures	44,096,389.47	53,141,447.00
Excess/(deficit) of revenues over expenditures	1,861,833.97	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 1.15.1 Board Self Evaluation. Existing policy is procedural in nature and should not be in policy document.

Current Policy with Edits

1.15.1 BOARD SELF EVALUATION (Adopted 11/16/17, Revised 06/29/23)

~~The Board will conduct an annual self-evaluation. Board members will receive a copy of the most recent self-evaluation form for review each January. The form will be discussed at the February Committee of the Whole meeting, and a vote for approval of the form will take place at the February Regular Board of Trustees meeting. Trustees will fill out the form in February and receive a compiled summary report for discussion at the March Committee of the Whole meeting. Actions resulting from the Board self-evaluation will be finalized by the March Regular Board of Trustees meeting.~~

The Board may conduct an annual self-evaluation, to be facilitated through a Board-approved evaluation form/tool. This process will include Board review of the most recent self-evaluation and discussion of Board progress and improvements.

Proposed Policy

1.15.1 BOARD SELF EVALUATION (Adopted 11/16/17, Revised 06/29/23)

The Board may conduct an annual self-evaluation, to be facilitated through a Board-approved evaluation form/tool. This process will include Board review of the most recent self-evaluation and discussion of Board progress and improvements.

College administration suggests that the College 1.15.2 be revised since it is procedural in nature. Specific dates should not be included in policy and the schedule of the retreat should align with activities and decision-making timelines of the College. For most Board retreats are planned by officers with feedback from other Board members.

Current Policy with Edits

1.15.2 BOARD SELF RETREAT (Adopted 11/16/17, Revised 06/29/23)

~~The Board will hold an annual retreat to conduct in-depth discussions of issues relevant to the College. The Evaluations and Policies Committee will provide a recommended retreat agenda for discussion at the May Committee of the Whole meeting. The Board will agree to a retreat agenda by the June Regular Board of Trustees meeting and schedule the retreat for July or August. The Board prefers the annual retreat be held in open session, pursuant to the provisions of the Illinois Open Meetings Act. There will be a scribe to document a summary of the conclusions of the discussions, and any resulting actions.~~

The Board may hold an annual retreat as needed to conduct in-depth discussions of issues relevant to the College. Board officers will provide a recommended retreat agenda for discussion at a regular Board meeting. The schedule of the retreat will be determined based on the availability of all trustees and the nature of the retreat's topics.

Proposed Policy

1.15.2 BOARD SELF RETREAT (Adopted 11/16/17, 06/29/2023)

The Board may hold an annual retreat as needed to conduct in-depth discussions of issues relevant to the College. Board officers will provide a recommended retreat agenda for discussion at a regular Board meeting. The schedule of the retreat will be determined based on the availability of all trustees and the nature of the retreat's topics.