

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, June 29, 2023
Regular Board Meeting
6:00pm

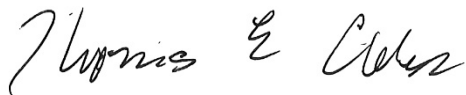


MCC Board Room, A217
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board of Trustees Meeting, May 25, 2023
7. OPEN FOR RECOGNITION OF VISITORS
Three (3) minutes per person or less.
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. COMMUNICATIONS
 - A. Faculty Report: Ms. Sarah Sullivan
 - B. Adjunct Faculty Report: Dr. Mark Rockwell
 - C. Staff Council Report: Ms. Tawnja Trimble
 - D. Student Trustee Report: Ms. Liza Smith
 - E. Attorney Report
10. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary and Financial Statements
 1. Executive Summary, Board Report # 23-86
 2. Treasurer's Report, Board Report #23-87
 3. Ratification for Accounts Payable Check Register, Board Report #23-88
 - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
 1. Higher Education Emergency Relief Fund –MCC Café Vouchers, Board Report #23-89
 2. Higher Education Emergency Relief Fund –MCC Store Vouchers, Board Report #23-90
 3. Dell Computers, Board Report #23-91
 4. Ferrilli Support Services, Board Report #23-92
 5. Microsoft Enterprise Agreement, Board Report #23-93
 6. Mitel Support and Maintenance, Board Report #23-94
 7. Sophos Central, Board Report #23-95
 8. Radio Advertising for FY 2024, Board Report #23-96
 9. MCC Duplication Center Services for FY 2024, Board Report #23-97
 10. Outdoor Billboard Advertising, Board Report #23-98
 11. Payment for Architectural Services, Board Report #23-99
 - C. Human Resources
 1. Authorization for Personnel Appointment, Board Report #23-100
 2. Salary Adjustment, Board Report #23-101
 3. Appointment of Replacement Administrator, Information Security Officer, Board Report #23-102
 4. Appointment of Replacement Administrator, Fire Science Chief, Board Report #23-103
 5. Appointment of Replacement Administrator, Executive Director Library and Learning Resources, Board Report #23-104

11. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
12. APPROVAL OF FISCAL YEAR 2024 TENTATIVE BUDGET, Board Report #23-105
13. FISCAL YEAR 2025 RESOURCE ALLOCATION MANAGEMENT PROGRAM (RAMP), Board Report #23-106
14. ADMINISTRATIVE COMPENSATION ADJUSTMENT FOR FY 2024, Board Report #23-107
15. COMPENSATION ADJUSTMENT FOR CONTINGENT EMPLOYEES FOR ACADEMIC YEAR 2023 – 2024, Board Report #23-108
16. AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND THE McHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION, Board Report #23-109
17. MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF TRUSTEES OF McHENRY COUNTY COLLEGE AND THE McHENRY COUNTY COLLEGE FULL-TIME FACULTY ASSOCIATION, Board Report #23-110
18. REQUEST TO GRANT HONORARY LEGACY STATUS, SANDY STEGEMAN, Board Report #23-111
19. FOR INFORMATION
 - A. New Employees
 - B. Employee Resignations and Retirement Notifications
 - C. Friends of McHenry County College Foundation Update
 - D. Grants Office Update
 - E. Office of Marketing and Public Relations Update
 - F. Center for Agrarian Learning
 - G. Sustainability Center Update
 - H. Workforce Development Update
20. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS
21. 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
22. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of November 17, 2022 and Regular Board Meeting of January 26, 2023
23. ADJOURNMENT



Thomas E. Allen
Chair

Executive Summary

Information

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

Recommendation

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



Clinton E. Gabbard
President

Executive Summary

Fiscal Year 2023 is currently 91.4% complete with the year-to-date results ending May 31, 2023 being reported. In the Operating Funds, total revenue is 63.8% of budget, as compared with 66.5% at the same time last year. Total expenditures are 59.6% of budget, as compared with 60.3% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

Revenue

- Local governmental is 92.1% of budget and up \$124,191 (0.5%) from last year at this time. FY 2023 revenue is \$26,668,003 vs. FY 2022 revenue of \$26,543,811. For FY 2023, this revenue is derived from 50% of the 2021 tax levy (as approved by the Board in November 2021) and 50% of the 2022 tax levy (as approved by the Board in November 2022).
- State government is 50.3% of budget and down \$1,429,366 (-36.9%) from last year at this time. FY 2023 revenue is \$2,449,061 vs. FY 2022 revenue of \$3,878,427.
- Federal government is 0.0% of budget and up \$288 (21.7%) from last year at this time. FY 2023 revenue is \$1,616 vs. FY 2022 revenue of \$1,328.
- Student tuition and fees is 100.5% of budget and down \$210,223 (-1.5%) from last year at this time. FY 2023 revenue is \$13,412,398 vs. FY 2022 revenue of \$13,622,621. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 84.8% of budget and up \$64,835 (87.4%) from last year at this time. FY 2023 revenue is \$139,047 vs. FY 2022 revenue of \$74,212. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 96.8% of budget and even \$0 (0.0%) from last year at this time. FY 2023 revenue is \$18,366 vs. FY 2022 revenue of \$18,366. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 128.0% of budget and up \$660,911 (188.9%) from last year at this time. FY 2023 revenue is \$311,075 vs. FY 2022 revenue of \$-349,836.
- Nongovernmental gifts, scholarships, grants & bequests is 25.0% of budget and down \$21,192 (-88.5%) from last year at this time. FY 2023 revenue is \$2,753 vs. FY 2022 revenue of \$23,945. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 19.6% of budget and up \$232,115 (4.3%) from last year at this time. FY 2023 revenue is \$5,597,488 vs. FY 2022 revenue of \$5,365,373. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$5,376,908, Retiree Health contributions, which account for \$4,278, Other Misc. Income, which account for \$150,227 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$66,075. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2022 that "On-Behalf Payment" was \$14,228,829.

Expenditures

- Salaries expenditures are 89.7% of budget and up \$1,486,389 (6.2%) from last year at this time. FY 2023 expenditures are \$25,281,746 vs. FY 2022 expenditures of \$23,795,357.
- Employee benefit expenditures are 26.6% of budget and down \$159,705 (-1.8%) from last year at this time. FY 2023 expenditures are \$8,642,749 vs. FY 2022 expenditures of \$8,802,454. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expensed for SURS contributions are about \$14-21 million annually depending on the actuarial tables maintained by the State. However, this expense is offset by an equal amount in “other revenue” and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 78.3% of budget and down \$202,783 (-5.1%) from last year at this time. FY 2023 expenditures are \$3,775,081 vs. FY 2022 expenditures of \$3,977,864. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 96.4% of budget and down \$175,752 (-5.5%) from last year at this time. FY 2023 expenditures are \$3,024,788 vs. FY 2022 expenditures of \$3,200,540.
- Travel and meeting expenditures are 79.1% of budget and up \$33,022 (14.4%) from last year at this time. FY 2023 expenditures are \$262,761 vs. FY 2022 expenditures of \$229,739.
- Fixed charges expenditures are 100.5% of budget and down \$93,084 (-5.5%) from last year at this time. FY 2023 expenditures are \$1,599,165 vs. FY 2022 expenditures of \$1,692,249. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 54.4% of budget and down \$286,617 (-30.2%) from last year at this time. FY 2023 expenditures are \$663,445 vs. FY 2022 expenditures of \$950,061.
- Capital Outlay expenditures are 28.8% of budget and down \$1,147,854 (-70.3%) from last year at this time. FY 2023 expenditures are \$485,695 vs. FY 2022 expenditures of \$1,633,549. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 82.9% of budget and up \$52,272 (7.4%) from last year at this time. FY 2023 expenditures are \$759,853 vs. FY 2022 expenditures of \$707,581. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2023 expenditures are \$0 vs. FY 2022 expenditures of \$0.



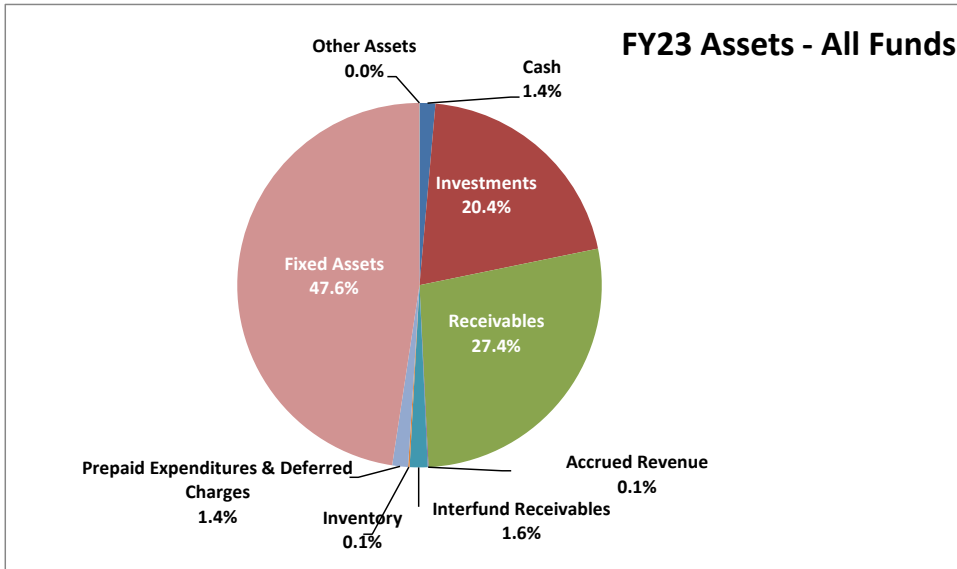
Clinton E. Gabbard
President

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

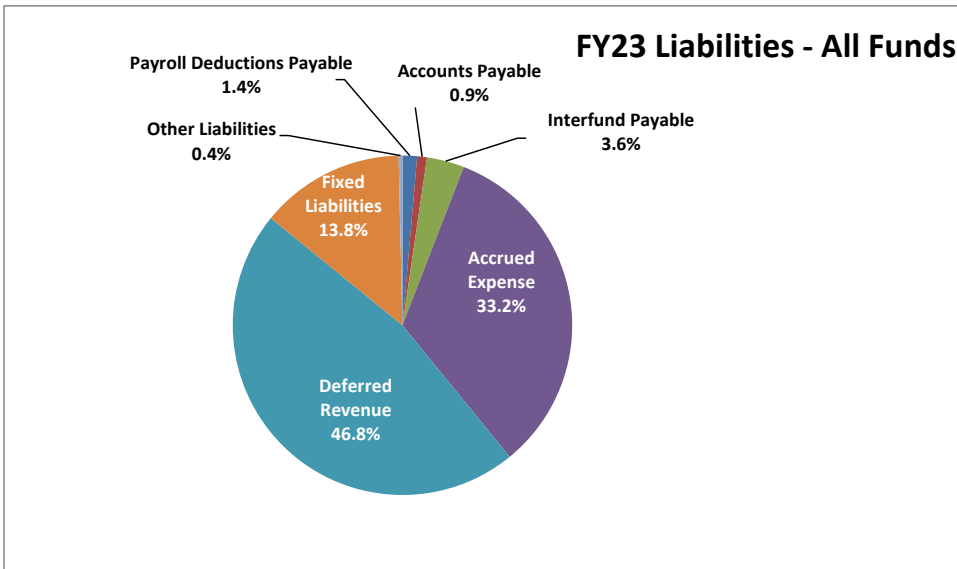
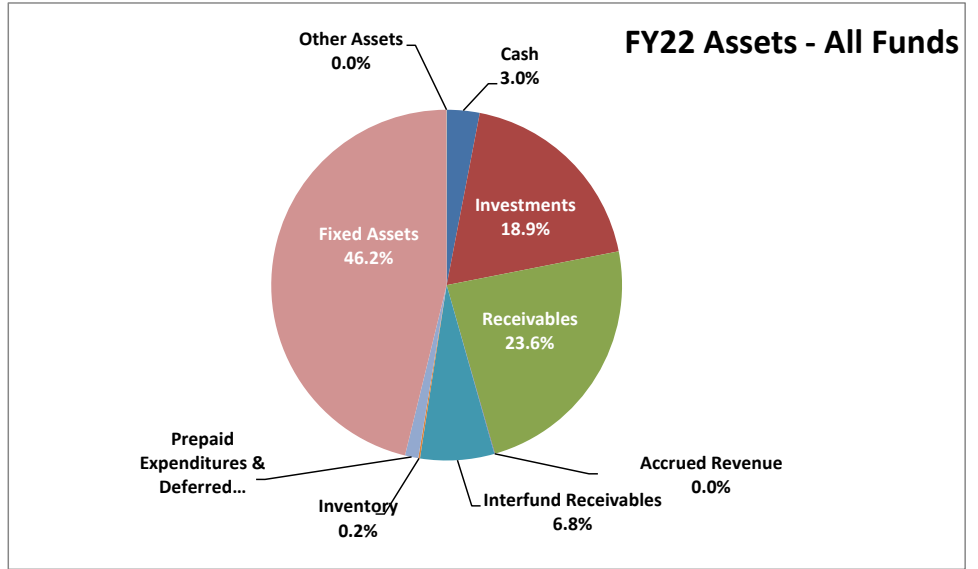
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 17 | |
|--|--------------------|-------------------------------|--|----------------------|----------------------------|--------------------------|-------------------|--------------------------|------------------------|---------------------|----------------|--|-------------------|---------------------|
| 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 | 2,081,424 | (0.00) | 0 | (0) | 653,407.03 | 112,330 | 119,284 | 95,646 | - | - | 417,705 | 33,052 | - | 650,000 |
| Investments | 30,297,027 | 9,574,738 | 5,226,526 | 10,467,218 | - | - | 2,938,776 | - | - | - | - | 2,089,769 | - | |
| Receivables | 40,768,248 | 36,545,218 | 2,253,837 | - | - | 20,714 | 1,220,398 | - | - | - | 70,235 | 657,846 | - | |
| Accrued Revenue | 109,664 | 50,480 | 5,701 | 38,972 | - | - | 8,001 | - | - | - | - | 6,510 | - | |
| Interfund Receivables | 2,354,950 | 2,815,796 | (0) | 0 | (0) | 355,083 | (815,930) | - | - | (0) | 0 | (0) | - | |
| 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 | 70,735,666 | - | - | - | - | - | - | 70,735,666 | - | - | - | - | - | |
| Other Assets | 20,298 | - | - | - | - | - | - | - | 20,298 | - | - | - | - | |
| Total Assets | 148,652,187 | 50,357,313 | 7,500,299 | 10,506,189 | 653,407 | 696,124 | 691,660 | 3,042,424 | 70,735,666 | 92,382 | 417,705 | 103,287 | 2,777,986 | 1,077,744 |
| Liabilities | | | | | | | | | | | | | | |
| Payroll Deductions Payable | 915,423 | 767,736 | 22,274 | - | - | 125,414 | - | - | - | - | - | - | - | |
| Accounts Payable | 613,560 | 602,299 | - | - | - | 1,909 | 9,352 | - | - | - | - | - | - | |
| Interfund Payable | 2,354,950 | - | 182,003 | 412,582 | - | - | - | - | - | - | - | 1,760,365 | - | |
| Accrued Expense | 21,933,552 | - | - | - | - | - | - | - | (16,226) | - | - | - | 21,949,778 | |
| Deferred Revenue | 30,861,796 | 21,586,521 | 1,810,455 | 22,471 | 209,734 | 132,284 | 10 | - | - | - | 43,750 | 409,759 | 6,646,812 | |
| Fixed Liabilities | 9,088,039 | - | - | - | - | - | - | - | 9,088,039 | - | - | - | - | |
| Other Liabilities | 239,644 | 39,047 | - | - | - | 200,597 | - | - | - | - | - | - | - | |
| Total Liabilities | 66,006,964 | 22,995,603 | 2,014,731 | 435,053 | 209,734 | 460,204 | 9,362 | - | 9,071,813 | - | 43,750 | 2,170,124 | 28,596,590 | |
| Designated Fund Balance | 82,645,223 | 27,361,710 | 5,485,568 | 10,071,136 | 443,673 | 235,920 | 682,298 | 3,042,424 | 70,735,666 | (8,979,430) | 417,705 | 59,537 | 607,862 | (27,518,846) |
| Assigned Fund Balance | | | | | | | | | | | | | | |
| 33% Unassigned for annual budgeted expenditures | 19,221,021 | 17,457,785 | 1,763,236 | - | - | - | - | - | - | - | - | - | - | - |
| Other Designated Reserves | 0 | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Improvement/Investment in Capital Assets | 80,806,802 | - | - | 10,071,136 | 0 | - | - | 70,735,666 | - | - | - | 607,862 | -27,518,846 | |
| Liabilities, Protection, and Settlement | -35,999,022 | - | - | - | - | - | - | - | -9,088,039 | - | - | - | - | |
| Working Cash/Other Restricted | 2,909,541 | - | - | - | - | 682,298 | 1,750,000 | - | - | 417,705 | 59,537 | - | - | |
| Remaining Unassigned Balance | 15,706,882 | 9,903,925 | 3,722,332 | 0 | 443,673 | 235,920 | 0 | 1,292,424 | 0 | 108,608 | 0 | 0 | 0 | 0 |

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

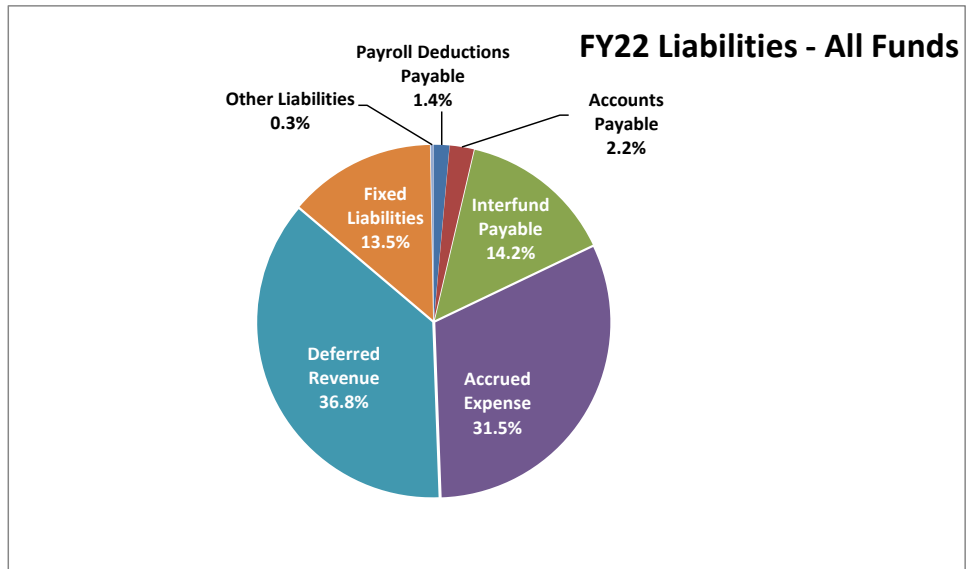
Total Assets = \$ 148,652,187



Total Assets = \$ 154,851,079



Total Liabilities = \$ 66,006,964



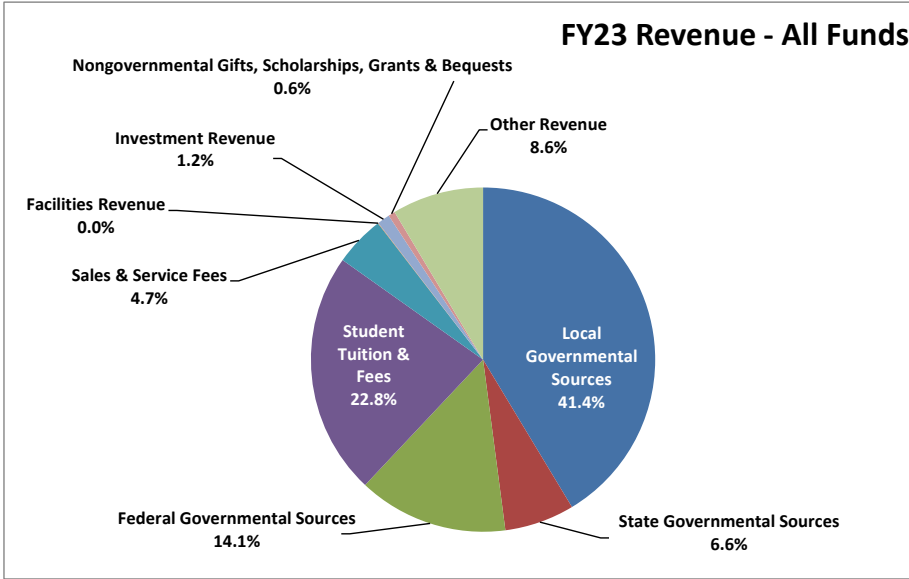
Total Liabilities = \$ 74,190,493

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

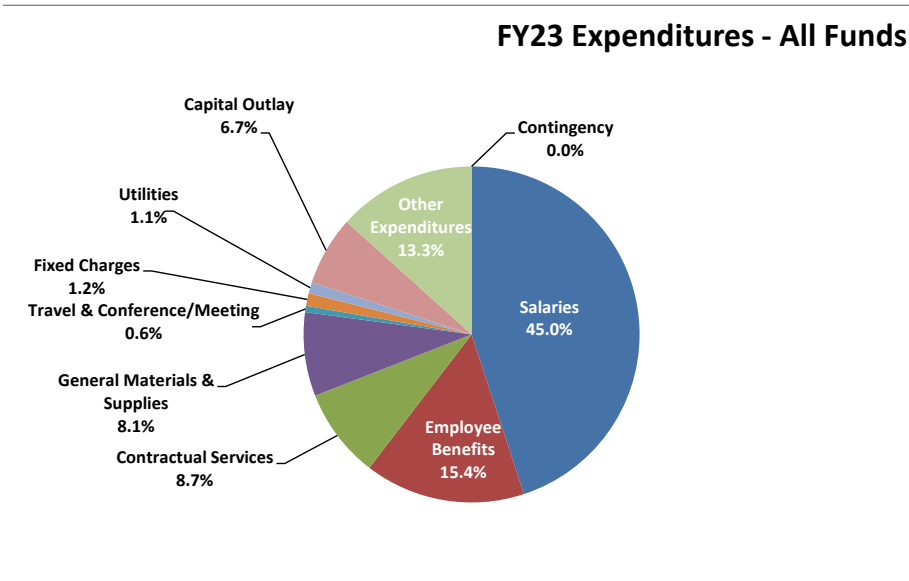
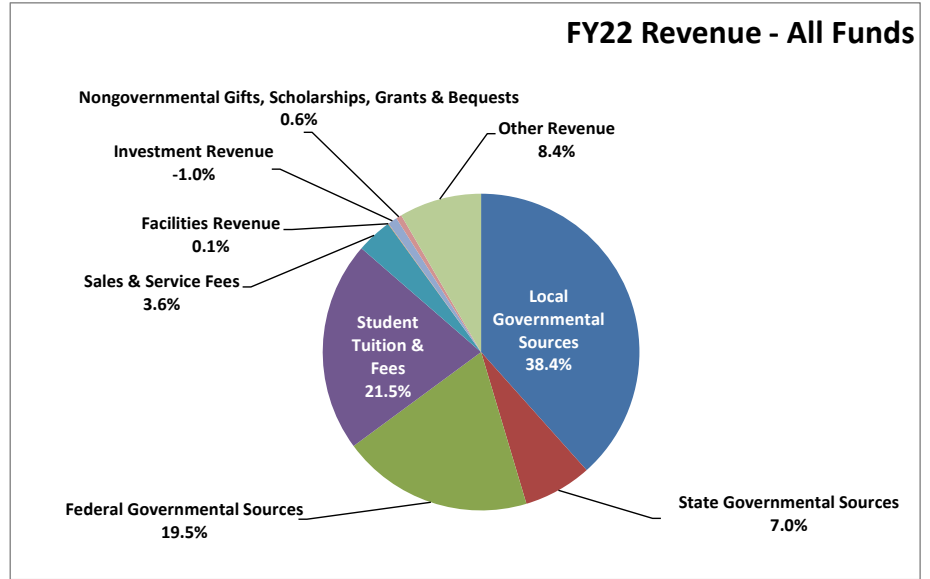
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 17 |
|--|-------------------|-------------------------------|--|-------------------|------------------------------|--------------------------|-------------------|--------------------------|------------------------|---------------------|----------------|--|-----------------|
| 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 | 27,383,319 | 24,073,899 | 2,594,104 | - | - | 4,104 | - | - | - | - | 68,618 | 642,594 | - |
| State Governmental Sources | 4,346,010 | 2,012,475 | 436,586 | - | - | 1,896,949 | - | - | - | - | - | - | - |
| Federal Governmental Sources | 9,326,002 | 1,616 | - | - | - | 9,324,386 | - | - | - | - | - | - | - |
| Student Tuition & Fees | 15,094,114 | 11,865,690 | 1,546,707 | 78,398 | 731,729 | 871,589 | - | - | - | - | - | - | - |
| Sales & Service Fees | 3,129,840 | 139,047 | - | - | 2,990,793 | - | - | - | - | - | - | - | - |
| Facilities Revenue | 31,739 | 18,366 | - | - | 13,373 | - | - | - | - | - | - | - | - |
| Investment Revenue | 778,204 | 295,628 | 15,447 | 408,939 | - | - | 31,707 | - | - | - | - | 26,482 | - |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | 419,991 | 2,753 | - | 29,184 | 2,006 | 294,938 | - | - | - | 91,110 | - | - | - |
| Other Revenue | 5,692,581 | 5,472,313 | 125,176 | 359,597 | 9,689 | - | - | - | (359,597) | 85,403 | - | - | - |
| Total Revenue | 66,201,799 | 43,881,787 | 4,718,019 | 876,117 | 731,729 | 3,887,449 | 11,520,377 | 31,707 | (359,597) | 176,514 | 68,618 | 669,077 | - |
| Expenditures | | | | | | | | | | | | | |
| Salaries | 28,230,677 | 24,752,431 | 529,314 | - | 1,652,494 | 1,296,438 | - | - | - | - | - | - | - |
| Employee Benefits | 9,701,626 | 8,508,588 | 134,161 | - | 262,733 | 195,213 | - | - | - | - | - | 600,931 | - |
| Contractual Services | 5,435,802 | 2,472,560 | 1,302,521 | 123,242 | 651,269 | 824,443 | - | - | - | - | 61,766 | - | - |
| General Materials & Supplies | 5,063,603 | 2,501,928 | 522,860 | 18,315 | 1,363,303 | 657,197 | - | - | - | - | - | - | - |
| Travel & Conference/Meeting | 379,084 | 254,738 | 8,023 | - | 62,183 | 54,140 | - | - | - | - | - | - | - |
| Fixed Charges | 770,164 | 1,562,469 | 36,696 | - | 622,800 | 12,721 | - | - | (1,560,550) | - | - | 95,612 | - |
| Utilities | 663,445 | 162,789 | 500,656 | - | - | - | - | - | - | - | - | - | - |
| Capital Outlay | 4,181,021 | 108,037 | 377,659 | 478,300 | 38,221 | 356,538 | - | 2,822,268 | - | - | - | - | - |
| Other Expenditures | 8,371,284 | 759,853 | - | - | 6,412 | 7,442,349 | - | - | - | 162,671 | - | - | - |
| Contingency | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | 62,796,706 | 41,083,393 | 3,411,890 | 619,857 | 622,800 | 4,049,336 | 10,826,733 | - | 2,822,268 | (1,560,550) | 162,671 | 61,766 | 696,543 |
| Excess/(deficit) of revenues over expenditures | 3,405,092 | 2,798,394 | 1,306,129 | 256,261 | 108,929 | (161,886) | 693,644 | 31,707 | (2,822,268) | 1,200,953 | 13,843 | 6,852 | (27,466) |
| 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 | 82,645,233 | 27,361,708 | 5,485,567 | 10,071,135 | 443,672 | 235,921 | 682,298 | 3,042,424 | 70,735,666 | (8,979,430) | 417,717 | 59,537 | 607,863 |

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

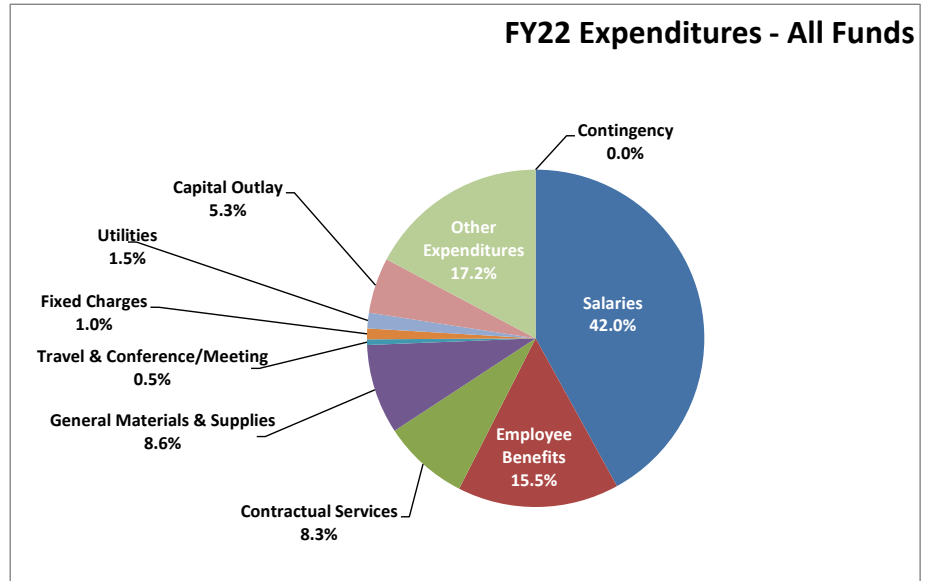
Total Revenue = \$ 66,201,799



Total Revenue = \$ 69,654,646



Total Expense = \$ 62,796,706



Total Expense = \$ 63,463,356

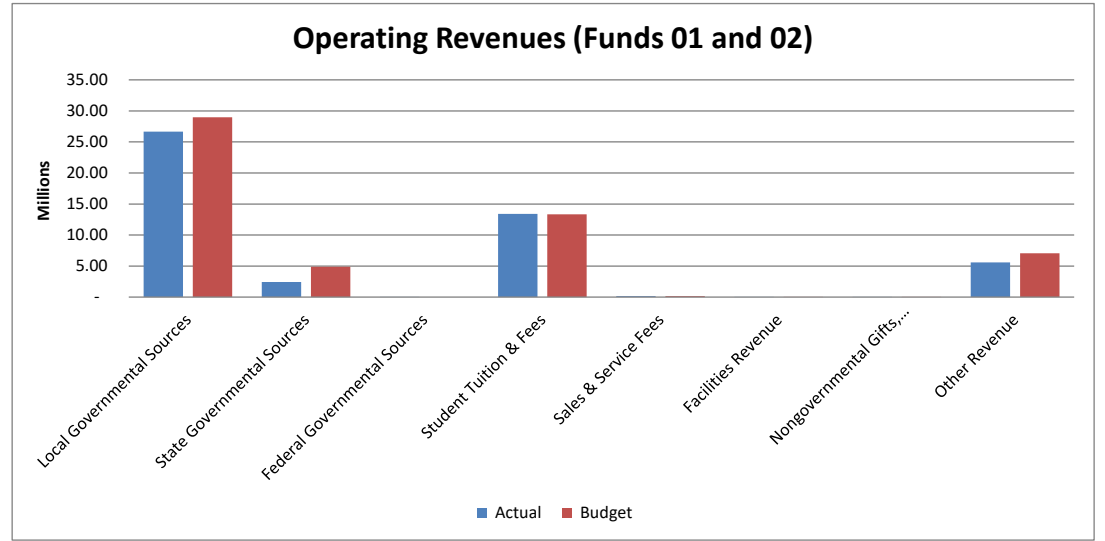
Operating Funds
Net of SURS/Investments

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

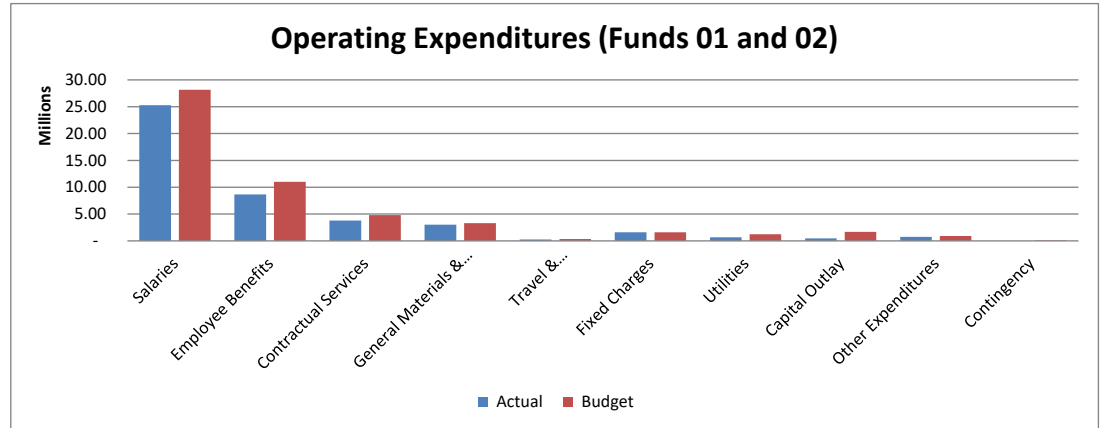
| | FY23 | | | FY22 | | FY22 | | | FY23 Act. | |
|--|----------------------|----------------------|----------------------|----------------|--------------|----------------------|-----------------------|--------------|-----------------------|---------------|
| | YTD Actual | YTD Budget | Full Budget | YTD Actual to: | Full Bud. | YTD Actual | Budget | % Chng | Change Over | % Chng |
| | | | | YTD Bud. | | | | | FY22 Act. | |
| Revenue | | | | | | | | | | |
| Local Governmental Sources | \$ 26,668,003 | \$ 26,484,420 | \$ 28,962,379 | 100.7% | 92.1% | \$ 26,543,811 | \$ 28,225,058 | 94.0% | \$ 124,191 | 0.5% |
| 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 | 13,412,398 | 13,318,029 | 13,350,427 | 100.7% | 100.5% | 13,622,621 | 13,350,427 | 102.0% | \$ (210,223) | -1.5% |
| Sales & Service Fees | 139,047 | 149,969 | 164,000 | 92.7% | 84.8% | 74,212 | 52,750 | 140.7% | \$ 64,835 | 87.4% |
| 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 | \$ 48,288,731 | \$ 50,881,693 | \$ 54,428,655 | 94.9% | 88.7% | \$ 49,528,082 | \$ 56,458,102 | 87.7% | \$ (1,239,351) | -2.5% |
| 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 | 8,642,749 | 10,051,993 | 10,992,486 | 86.0% | 78.6% | 8,802,454 | 15,185,346 | 58.0% | \$ (159,705) | -1.8% |
| Contractual Services | 3,775,081 | 4,410,367 | 4,823,014 | 85.6% | 78.3% | 3,977,864 | 4,142,528 | 96.0% | \$ (202,783) | -5.1% |
| General Materials & Supplies | 3,024,788 | 3,024,827 | 3,307,839 | 100.0% | 91.4% | 3,200,540 | 3,172,544 | 100.9% | \$ (175,752) | -5.5% |
| Travel & Conference/Meeting | 262,761 | 303,624 | 332,032 | 86.5% | 79.1% | 229,739 | 274,901 | 83.6% | \$ 33,022 | 14.4% |
| 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 | 759,853 | 838,086 | 916,500 | 90.7% | 82.9% | 707,581 | 907,807 | 77.9% | \$ 52,272 | 7.4% |
| Contingency | - | 91,444 | 100,000 | 0.0% | 0.0% | - | 150,000 | 0.0% | \$ - | 0.0% |
| Total Expenditures | \$ 44,495,284 | \$ 48,594,780 | \$ 53,141,447 | 91.6% | 83.7% | \$ 44,989,395 | \$ 57,630,409 | 78.1% | \$ (494,112) | -1.1% |
| Surplus/(deficit) | \$ 3,793,447 | \$ 2,286,913 | \$ 1,287,208 | | | \$ 4,538,687 | \$ (662,123) | | \$ (745,239) | -16.4% |
| Net Transfers Out/(In) | \$ 2,130,279 | | \$ 1,530,279 | | | \$ - | \$ 1,000,000 | | \$ 2,130,279 | 0.0% |
| Net Operating Funds Surplus/(Deficit) | \$ 1,663,168 | \$ 2,286,913 | \$ (243,071) | | | \$ 4,538,687 | \$ (1,662,123) | | \$ (2,875,518) | -63.4% |
| <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>1,663,168</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) | \$ 32,536,199 | \$ 33,159,944 | \$ 30,729,960 | | | \$ 36,849,720 | | | | |

Operating Funds - Statement of Activities
May 31, 2023

| | Actual | Budget |
|--|----------------------|----------------------|
| Revenue | | |
| Local Governmental Sources | 26,668,002.59 | 28,962,379.00 |
| State Governmental Sources | 2,449,060.93 | 4,872,056.00 |
| Federal Governmental Sources | 1,616.00 | - |
| Student Tuition & Fees | 13,412,397.76 | 13,350,427.00 |
| Sales & Service Fees | 139,046.90 | 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 | 48,288,731.11 | 54,428,655.00 |



| | | |
|---|----------------------|----------------------|
| Expenditures | | |
| Salaries | 25,281,745.76 | 28,170,285.00 |
| Employee Benefits | 8,642,749.11 | 10,992,486.00 |
| Contractual Services | 3,775,080.96 | 4,823,014.00 |
| General Materials & Supplies | 3,024,788.36 | 3,307,839.00 |
| Travel & Conference/Meeting | 262,761.26 | 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 | 759,852.85 | 916,500.00 |
| Contingency | - | 100,000.00 |
| Total Expenditures | 44,495,283.62 | 53,141,447.00 |
| Excess/(deficit) of revenues over expenditures | 3,793,447.49 | 1,287,208.00 |



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

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of May 2023 including details regarding the College's investments.

Recommendation

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



Clinton E. Gabbard
President

**McHenry County College
Treasurer's Report
For the Month of May 2023**

| Bank Name Account | Beginning Balance | Deposits (+) Other Additions | Disbursements (-) Other Subtractions | Ending Balance |
|--|------------------------------|---|---|---------------------------|
| Crystal Lake Bank & Trust Credit Cards | \$183,735.52 | \$603,975.76 | \$581,954.11 | \$205,757.17 |
| Crystal Lake Bank & Trust Direct Pay | \$146,908.91 | \$1,070,637.22 | \$1,151,461.77 | \$66,084.36 |
| Crystal Lake Bank & Trust Employee Benefits | \$0 | \$38,744.69 | \$38,744.69 | \$0 |
| Crystal Lake Bank & Trust Federal Student Loan | \$10,000.00 | \$415,151.28 | \$415,151.28 | \$10,000.00 |
| Crystal Lake Bank & Trust Funds Holding | \$1,069,889.41 | \$5,599,646.84 | \$5,062,786.42 | \$1,606,749.83 |
| Crystal Lake Bank & Trust Operations | \$139,853.88 | \$11,965,888.03 | \$11,927,244.53 | \$178,497.38 |
| Crystal Lake Bank & Trust Payroll | \$44,685.49 | \$2,357,074.60 | \$2,388,099.91 | \$13,660.18 |

McHenry County College
May 31, 2023

Investments

| College Fund | Financial Institution | 05/31/23 | 04/30/23 | 05/31/23 | Interest | No. of Days | Maturity |
|---|-----------------------|---------------------|---------------------|------------------------|-----------|-------------|-----------|
| | | Investments | Investments | % of Total Investments | | | |
| Education | Illinois Funds | \$13,328 | \$75,805 | 0% | see below | N/A | On Demand |
| Education | PFM Investments | 9,611,890 | 10,675,664 | 32% | see below | N/A | Various |
| Operations & Maintenance | PFM Investments | 5,232,227 | 1,033,014 | 17% | see below | N/A | Various |
| Operations & Maintenance (Restricted) | PFM Investments | 1,594,880 | 7,004,225 | 5% | see below | N/A | Various |
| Operations & Maintenance (Restricted CDB Project-810-066-019) | PFM Investments | 8,398,028 | 8,385,111 | 28% | see below | N/A | Various |
| Operations & Maintenance (Restricted CDB Project-810-066-018) | Home State Bank | 145,636 | 145,636 | 0% | variable | N/A | On Demand |
| Operations & Maintenance (Restricted CDB Project-810-066-020) | PFM Investments | 367,645 | 366,200 | 1% | see below | N/A | Various |
| Working Cash | PFM Investments | 2,946,778 | 2,948,392 | 10% | see below | N/A | Various |
| Liability, Protection and Settlement | PFM Investments | 2,096,279 | 2,097,627 | 7% | see below | N/A | Various |
| | Total | \$30,406,691 | \$32,731,674 | 100% | | | |

Investment Revenue

Investment Revenue

| College Fund | May-23 | Fiscal YTD |
|--|------------------|------------------|
| Education | (\$11,911) | \$290,105 |
| Operations & Maintenance | (722) | 16,230 |
| Operations & Maintenance (Restricted) | (8,584) | 192,842 |
| Operations & Maintenance (Restricted CDB Projects) | 14,362 | 228,352 |
| Working Cash | (1,483) | 33,316 |
| Liability, Protection and Settlement | (1,238) | 27,824 |
| Total | (\$9,576) | \$788,669 |

Illinois Fund Rates - May 31, 2023

Annualized rate - Money Market

| | |
|---------|--------|
| Low | 4.922% |
| High | 5.200% |
| Average | 5.087% |

PFM Investment Rates - May 31, 2023

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 | - | 2.640% | - | 2.260% |
| At Market | - | 4.640% | - | 4.720% |

*Currently there are no investments in these categories.

Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$1,985,778.37. Please note that the expenses are not segregated into the respective funds.

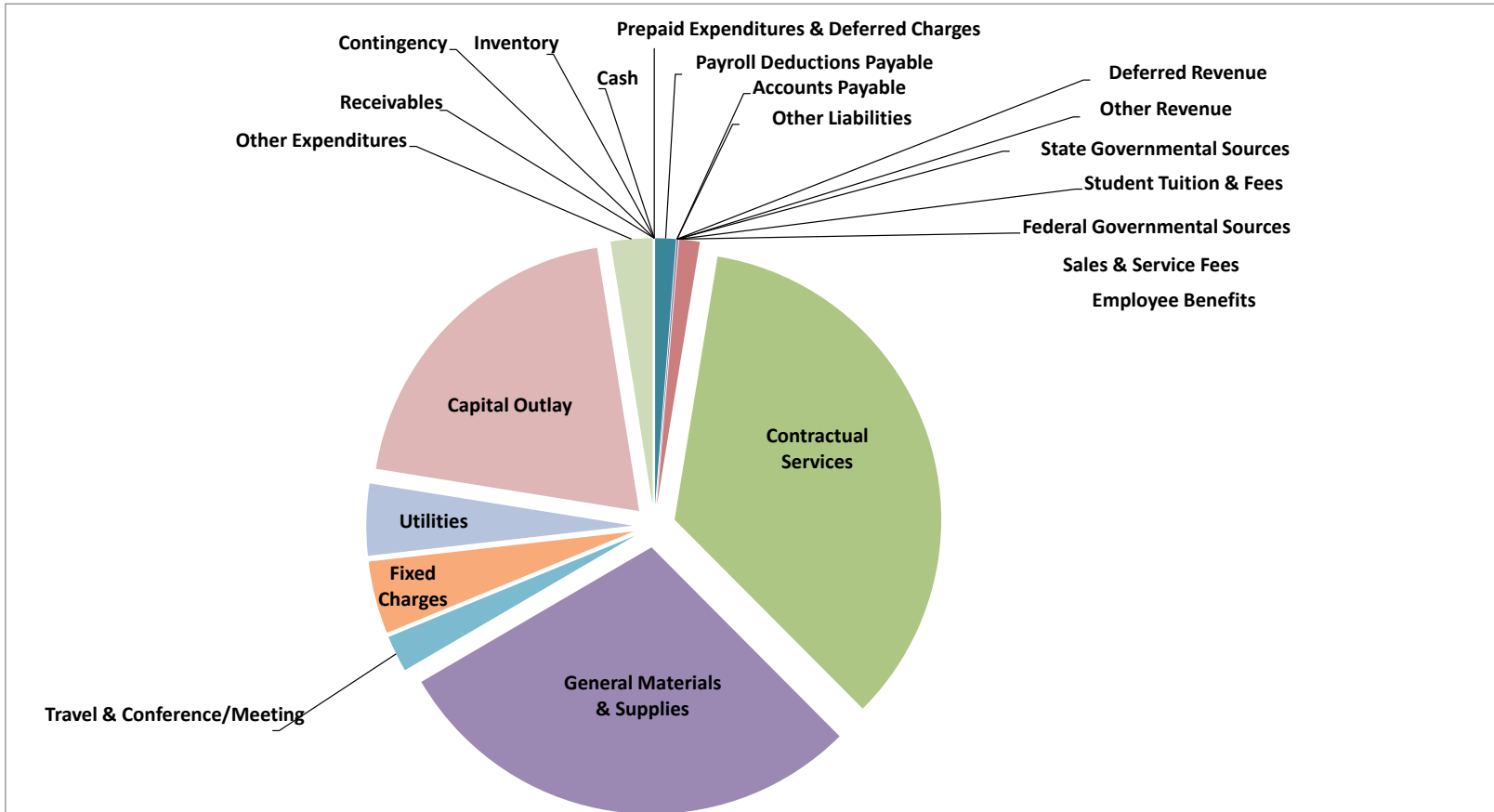
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of May 1 – May 31, 2023 totaling \$1,985,778.37.



Clinton E. Gabbard
President

Distribution of Monthly Check Register Payments 5/1/23 through 5/31/23



| Category | Amount | Percent | Category | Amount | Percent |
|---|-----------|---------|------------------------------|---------------------|----------------|
| Cash | 0.00 | 0.00% | Sales & Service Fees | 0.00 | 0.00% |
| Receivables | 0.00 | 0.00% | Other Revenue | 0.00 | 0.00% |
| Inventory | 0.00 | 0.00% | Employee Benefits | 24,772.33 | 1.25% |
| Prepaid Expenditures & Deferred Charges | 0.00 | 0.00% | Contractual Services | 694,131.65 | 34.96% |
| Payroll Deductions Payable | 24,964.39 | 1.26% | General Materials & Supplies | 576,767.05 | 29.04% |
| Accounts Payable | 0.00 | 0.00% | Travel & Conference/Meeting | 43,953.01 | 2.21% |
| Deferred Revenue | 0.00 | 0.00% | Fixed Charges | 87,431.76 | 4.40% |
| Other Liabilities | 0.00 | 0.00% | Utilities | 86,180.06 | 4.34% |
| State Governmental Sources | 0.00 | 0.00% | Capital Outlay | 395,944.96 | 19.94% |
| Federal Governmental Sources | 1,506.87 | 0.08% | Other Expenditures | 50,126.29 | 2.52% |
| Student Tuition & Fees | 0.00 | 0.00% | Contingency | 0.00 | 0.00% |
| | | | Total All Categories | 1,985,778.37 | 100.00% |

**Six Month
Select Vendor History Report**

| SubClass | Cat | CatDesc | PayeeID | Payee | Total Voucher | Six (6) Calendar Months | | | | | |
|---------------------------------|-----|------------------------------|---------|---------------------|---------------|-------------------------|---------------|---------------|---------------|---------------|---------------|
| | | | | | | FY23: (12-Dec) | FY23: (1-Jan) | FY23: (2-Feb) | FY23: (3-Mar) | FY23: (4-Apr) | FY23: (5-May) |
| Engineering | 53 | Contractual Services | 0396644 | Quality Engineering | \$2,510.00 | | | | 2,510.00 | | |
| Engineering | 53 | Contractual Services | 0402264 | HR Green Inc | \$3,344.25 | | | | | 3,344.25 | |
| Engineering | 53 | Contractual Services | 0420293 | LionHeart Engineeri | \$12,888.10 | | | | | | 12,888.10 |
| Engineering Total | | | | | \$ 18,742.35 | - | - | - | 2,510.00 | 3,344.25 | 12,888.10 |
| Food Vendor | 54 | General Materials & Supplies | 0395138 | TURANO BAKING CO. | \$5,608.19 | 961.97 | 365.65 | 408.75 | 1,630.80 | 988.01 | 1,253.01 |
| Food Vendor | 54 | General Materials & Supplies | 0395263 | GORDON FOOD SERVICE | \$2,437.40 | 2,437.40 | | | | | |
| Food Vendor | 54 | General Materials & Supplies | 0396456 | RIVERSIDE BAKE SHOP | \$4,774.37 | 1,189.70 | 102.14 | 565.25 | 781.98 | 446.24 | 1,689.06 |
| Food Vendor | 54 | General Materials & Supplies | 0396759 | 3 CHEFS CATERING SE | \$11,468.40 | 610.00 | | | | 5,975.40 | 4,883.00 |
| Food Vendor | 54 | General Materials & Supplies | 0414865 | Quality Catering fo | \$6,561.40 | 1,912.80 | 290.40 | 869.00 | 951.80 | 1,106.40 | 1,431.00 |
| Food Vendor Total | | | | | \$ 30,849.76 | 7,111.87 | 758.19 | 1,843.00 | 3,364.58 | 8,516.05 | 9,256.07 |
| Landscaping | 53 | Contractual Services | 0395554 | INTERIOR TROPICAL G | \$1,250.00 | 250.00 | 250.00 | | 500.00 | | 250.00 |
| Landscaping | 59 | Other Expenditures | 0395554 | INTERIOR TROPICAL G | \$450.00 | | 450.00 | | | | |
| Landscaping Total | | | | | \$ 1,700.00 | 250.00 | 700.00 | - | 500.00 | - | 250.00 |
| Legal | 53 | Contractual Services | 0396460 | ROBBINS SCHWARTZ | \$42,638.36 | 9,645.00 | | 16,551.11 | | 7,078.86 | 9,363.39 |
| Legal Total | | | | | \$ 42,638.36 | 9,645.00 | - | 16,551.11 | - | 7,078.86 | 9,363.39 |
| Temporary Staffing | 53 | Contractual Services | 0396989 | WORKING WORLD INC | \$85,523.24 | 12,525.42 | 5,007.26 | 21,127.56 | 18,757.89 | 13,591.94 | 14,513.17 |
| Temporary Staffing | 53 | Contractual Services | 0407503 | Robert Half Interna | \$26,805.04 | 18,831.22 | 7,973.82 | | | | |
| Temporary Staffing Total | | | | | \$ 112,328.28 | 31,356.64 | 12,981.08 | 21,127.56 | 18,757.89 | 13,591.94 | 14,513.17 |
| Grand Total | | | | | \$ 206,258.75 | \$ 48,363.51 | \$ 14,439.27 | \$ 39,521.67 | \$ 25,132.47 | \$ 32,531.10 | \$ 46,270.73 |

Request to Purchase
Higher Education Emergency Relief Fund –MCC Café Vouchers

Information

The COVID-19 pandemic has continued to cause financial instability and food insecurity for our students, which often impacts student success.

In Fall 2022, McHenry County College administered the HOPE Survey, which assesses students' needs in the following dimensions: housing insecurity; homelessness; food insecurity; mental health; course supplies; access to childcare; and access to public benefits and campus services like emergency aid. By using survey data, MCC can target future funding opportunities and current interventions toward the areas in which students are in greatest need of support. Preliminary HOPE Survey data found that of the 631 students who answered the affordability question, 47.2% MCC students indicated that "Food" is Somewhat Affordable and 9.2% indicated "Not at all Affordable" compared to 11.8% who answered Extremely Affordable.

In a continued effort to support students and increase student retention, MCC is requesting to provide students with an MCC Café voucher based on need. Students are directed to apply via an online application, and approved students will receive a voucher for food purchases in the MCC Café. These vouchers range from \$50-\$250 based on the timing of the semester and the student's on-campus schedule.

The cost of these MCC Café vouchers will be covered by the Higher Education Emergency Relief Fund from the Title III Grant fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of MCC Café gift cards, not to exceed \$30,000.00.



Clinton E. Gabbard
President

Request to Purchase
Higher Education Emergency Relief Fund –MCC Store Vouchers

Information

The COVID-19 pandemic has continued to cause financial instability for our students, and in some cases prevent students from purchasing books for their courses, making it difficult to be successful or complete the course.

MCC recently administered the HOPE Survey, which assesses students' needs in the following dimensions: housing insecurity; homelessness; food insecurity; mental health course supplies; access to childcare; and access to public benefits and campus services like emergency aid. By using survey data, the College can target future funding opportunities and current interventions toward the areas in which students are in greatest need of support. Preliminary HOPE survey data found that of the 631 students who answered the affordability question, 60.2% MCC students indicated that "Books, Course Materials" are Somewhat Affordable compared to 4.3% who answered Extremely Affordable.

In a continued effort to support students, MCC is requesting to provide approved students with an MCC Store voucher based on need. The need is based on how many courses the student is currently enrolled in and/or if they need additional supplies for the course. Students are directed to apply via an online application, and approved students will receive a voucher for the MCC Store to be used to purchase books and course supplies. MCC Store vouchers range from \$100-\$500.

The cost of the MCC Store vouchers will be covered by the Higher Education Emergency Relief Fund from the Title III Grant fund.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the MCC Store gift cards not to exceed \$85,000.00.



Clinton E. Gabbard
President

Request to Lease
Dell Desktop Computers

Information

Dell computers are the standard desktop computers at MCC. However, the College currently has more than 200 thin client computers that are over eight years old. These devices offer limited functionality to students, require additional licensing, and have reached the end of their usefulness.

The College would like to replace these thin clients and other aging computers with Dell All-in-One computers, which will allow for a better user experience for students and employees, reduced administrative overhead, and an improved classroom aesthetic.

A four-year lease with \$1 buyout option will allow MCC to either return the computers at the end of the lease or keep them permanently upon payment of \$1. This provides more flexibility to extend the useful life of the computers, thereby reducing overall computer acquisition costs. Quotes for final leasing costs have been requested from Dell Financial Services and Insight Investments, and the lowest-priced quote for the lease will be selected.

Total cost of 4-year lease of 275 computers, with \$1 buyout: Not to exceed \$375,000.00

Lease Term: 4 years, which starts upon receipt of computers.

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 General Institutional account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a four-year lease (with \$1 buyout) of 275 Dell computers from either Dell Financial Services or Insight Investments for an amount not to exceed \$375,000.00.



Clinton E. Gabbard
President

Request to Renew
Ferrilli Support Services

Information

Ferrilli, LLC has provided specialized support, monitoring, and software services for the College's Ellucian Colleague Enterprise Resource Planning (ERP) system for the past several years. These specialized services supplement the standard annual support service provided by Ellucian, ensuring that critical tasks are addressed in a timely manner. Previously, the three services provided by Ferrilli were submitted as separate proposals. This proposal combines those separate proposals into one and extends these services for another year. Combining the proposals resulted in a discount of \$10,500.00.

The specialized support services includes:

- Colleague software and database updates, cloning, tuning, and maintenance
- User Interface, Recruit, and Student Self-Service upgrades and performance tuning
- Business Intelligence (WebI) server support and performance tuning
- Server security certificate management
- SQL database maintenance, tuning, auditing, and related upgrade tasks
- 24 x 7 uptime monitoring
- 4 hours of additional phone support each month

Total Cost: \$191,100.00

Time period: August 1, 2023 – July 31, 2024

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 DevOps Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the Ferrilli Support Services renewal proposal from Ferrilli LLC, of Haddonfield, NJ covering the period August 1, 2023 through July 31, 2024 for \$191,100.00.



Clinton E. Gabbard
President

Request to Renew
Annual Microsoft Consortia Enterprise Agreement

Information

McHenry County College has relied on Microsoft-based technologies for many years and continues to leverage Microsoft products to deliver superior technology services for students and employees. These services support a wide array of technologies, including desktop computing, servers, database, and security systems.

Microsoft products are typically licensed to organizations based on organizational size and use. As higher volumes of licenses are needed, the greater the discount offered by Microsoft. The College leverages its participation in the Illinois Public Higher Education Cooperative (IPHEC) using an Enterprise Agreement to receive advantageous pricing and larger discounts. Through IPHEC, Microsoft has named CDW-G as the sole source provider for all qualifying institutions in the state of Illinois. This consortium pricing is based on a 4,000+ FTE staff employee count (due to our participation in IPHEC) and allows for superior pricing not available through any other source.

Total cost for Microsoft Consortia Enterprise Agreement: \$216,663.53.

Renewal term: September 1, 2023 – August 31, 2024

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

This expense is budgeted in the FY 2024 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual renewal of the Microsoft Consortia Enterprise Agreement through the Illinois Public Higher Education Cooperative (IPHEC) contract with CDW-G, Inc., Vernon Hills, IL, for \$216,663.53.



Clinton E. Gabbard
President

Request to Renew
Mitel VoIP Phone System/AVST Voicemail Support and Maintenance

Information

In Summer 2017, the College upgraded the aging Mitel phone system and AVST voicemail system to a fully integrated Mitel VoIP system with voicemail-integrated Unified Messaging. The current support and maintenance agreement will end on August 22, 2023 and need to be renewed.

The College's current provider of Mitel support, Telecom Innovations Group LLC. (TIG), of Itasca, IL submitted a three-year support renewal quote of \$87,022.85. It should be noted that TIG was the original installer of the Mitel system in 2000 and has been a reliable service provider. This is the first year that TIG has increased support costs. This increase is due to rising industry costs, along with the College adding more services over the last three years. By committing to a three-year plan, MCC will save an estimated \$11,190.85 (or 13%) compared to annual renewals.

Total cost: \$87,022.85

Coverage dates: 8/23/2023 – 8/22/2026

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

This expense is budgeted in the FY 2024 IT Infrastructure and Security account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of the Mitel VOIP Phone System/AVST Voicemail Support and Maintenance for the period of August 23, 2023 through August 22, 2026 from Telecom Innovations Group, LLC; Itasca, IL, for \$87,022.85.



Clinton E. Gabbard
President

Request to Renew
Sophos Central Intercept X Advanced Virus Protection

Information

Anti-Virus protection is an essential IT security component protecting the College's 2,500+ technology endpoints (desktop PC computers, Macintosh systems, thin clients and servers) from malicious attack.

The College currently uses Sophos Central Intercept X Advanced Virus Protection with XDR that protects all servers, PC's, Macintosh systems, and thin clients under a single pane of glass for management and protection. The Sophos cost is determined by the number of servers and endpoints that will be licensed. MCC will need to license a total of 2500 endpoint systems (desktops, laptops, Macintosh systems, and thin clients) and 200 servers. CDW-G supplied a quote using the Illinois Public Higher Education Cooperative (IPHEC) contract to secure the lowest pricing available.

Total cost for three years of Sophos Central Intercept X Advanced Virus Protection, with XDR: \$43,416.00

Renewal term: July 29, 2023 - July 28, 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 (f) which reads, "purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services."

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

Recommendation

It is recommended that the Board of Trustees approves the renewal of three years of Sophos Central Intercept X Advanced Virus Protection, with XDR, through the Illinois Public Higher Education Cooperative (IPHEC) contract with CDW-G, Inc., Vernon Hills, IL, for \$43,416.00.



Clinton E. Gabbard
President

Request to Purchase
Radio Advertising for FY 2024

Information

Central to McHenry County College's marketing strategy are efforts that drive enrollment and also create positive brand awareness within the community. Exposure via local radio expands brand awareness efforts by reaching a wide-but-targeted listening audience. Specifically, radio campaigns with the area's local station (Alpha Media LLC/Star 105.5 FM) deliver program-specific spots that help increase enrollment through targeted messages that have a call to action of registration for classes and programs.

The use of radio as part of MCC's multi-channel marketing approach impacts participation in featured programs, as well as contributes to positively influencing the public perception of the College. Alpha Media LLC (WZSR-Star 105.5 FM) meets the marketing objective to provide a broader brand awareness of MCC at a local level, encouraging ongoing support by target listeners – traditional students and parents of those students, adult students, and the workforce within and around McHenry County.

A rotation of both general and program-specific campaigns will run throughout the Fall 2023 and Spring 2024 semesters, totaling \$57,950.00. These ads will be heard multiple times/week during regularly scheduled programs and high drive times, and will be scheduled to align with important College dates, such as priority registration campaigns and key college-wide events. The effort will also include a new "Friday Night Lights" advertising campaign in fall during the eight weeks of high school football games throughout the county.

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 (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 Marketing and Public Relations Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of radio advertising for FY 2024, to include campaigns for the Fall 2023 and Spring 2024 semesters, in the amount of \$57,950.00 with Alpha Media LLC of Crystal Lake, IL.



Clinton E. Gabbard
President

MCC Duplication Center Services for FY 2024

Information

Since January 2022, the College has contracted with Gordon Flesch Company (formerly Stan's LPS Midwest) for duplication operator support. Through this support, a member of the Gordon Flesch team has been onsite to operate the day-to-day printing and production needs requested through MCC's Duplication Center services.

As the College's current sole-source supplier of the complete printer/copier fleet across campus, Gordon Flesch has extensive familiarity with managing MCC's standard and large-format duplication equipment. Because of this expertise, as well as consistent access to service and repair technicians and the overall cost-effectiveness of hiring a contractual partner for operating these machines, this proposal is to extend these services for another year.

With this continued partnership, Gordon Flesch's onsite operator will help the Duplication Center maximize print and duplication services to employees, continue to implement efficiencies that help the center run smoothly, and streamline various print processes. This annual service agreement will also include:

- 25 hours of service per week, onsite in MCC's Duplication Center
- Monitoring, processing, and managing job tickets and service requests, and meeting deadlines for all B&W and color printing jobs
- Development of speciality print jobs
- Bindery
- Lamination
- Cutting/folding
- Management of supplies and paper stock
- Weekly delivery to Shah Center in McHenry for enhanced service delivery
- Weekly check-in for internal customer feedback, product quality inspection, contract and policy compliance, and review of Key Performance Indicators

The cost of this service agreement is \$3,897.00 per month, with the annual FY 2024 total of \$46,764.00. Any additional services needed over the 25 hours per week included would be billed independently at \$32/hour.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (b) which reads, "contracts for the printing of finance committee reports and departmental reports"; exemption (e) which reads, "contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent"; and 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 Duplication account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual FY 2024 contract for duplication center services from Gordon Flesch Company, Inc. of Madison, WI/Geneva, IL not to exceed \$46,764.00.



Clinton E. Gabbard
President

Request to Purchase
Outdoor Billboard Advertising

Information

As part of a comprehensive outdoor advertising campaign, the College has included a strategically placed billboard near the South entrance of the Crystal Lake main campus for the past three years. This billboard is included in the outdoor advertising program to expand awareness of the College and its programs, as well as support its ongoing brand management.

The College seeks approval to extend the contract with this single-source outdoor advertising location (both northbound and southbound) for FY 2024 with a total cost of \$31,500.00.

This expense is budgeted in the Office of Marketing and Public Relations-Advertising account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves an annual FY 2024 outdoor advertising program with Phil Hellyer (sign owner) of Crystal Lake, IL in the amount not to exceed \$31,500.00.



Clinton E. Gabbard
President

Request to Approve Payment
for Architectural Services

Information

The College has used the professional and architectural services of Demonica Kemper Architects (DKA) for several critical, mission-focused projects, including Testing Center renovations, Locker Room renovations, and University Center at MCC in Woodstock renovations. DKA provides the College with schematic design, design development, construction documents, bidding documents, construction administration, and engineering planning and prints for all of these projects.

The invoices for DKA services are as follows:

| DKA Professional Services Invoices | |
|---|---------------------|
| Testing Center Renovations | \$72,000.00 |
| Locker Room Renovations | \$25,000.00 |
| University Center at MCC Renovations | \$465,000.00 |
| TOTAL | \$562,000.00 |

The cost for Testing Center and Locker Room renovations will be paid from the HEERF account budget. The University Center at MCC effort will be paid from the Physical Facilities-Architectural Services Budget. These amounts are also progress payments and will be paid when invoiced.

Recommendation

It is recommended that the Board of Trustees approves payment to Demonica Kemper Architects, Chicago, IL, for professional, architectural services related to Testing Center, Locker Room, and University Center at MCC renovations, totaling \$562,000.00.



Clinton E. Gabbard
President

Authorization for Personnel Appointment

Information

The Board of Trustees has no regularly scheduled meeting in the month of July 2023. Since the College continues to be open and operating during this time, it is critical that employee appointments for full-time administrators and faculty can continue, as the next Board of Trustees meeting will not be held until Thursday, August 24, 2023.

Recommendation

It is recommended that the Board of Trustees authorizes Dr. Gabbard to approve full-time administrative and faculty personnel appointments prior to the August 24, 2023 regular Board meeting.



Clinton E. Gabbard
President

Salary Adjustment

Information

The Administrative Advanced Placement Program includes a salary adjustment of \$1,400.00 for full-time administrative staff members upon completion of 15 credit hours of pre-approved course work. In accordance with this program, the following administrator qualifies for a salary adjustment at this time. The salary adjustment takes effect for the fiscal year noted.

| | <u>Current Salary</u> | <u>Adjusted Salary</u> |
|---|-----------------------|------------------------|
| Kimberly Hankins – 3rd Adjustment – FY 2023 Director of Sustainability | \$100,659.63 | \$102,059.63 |

Recommendation

It is recommended that the Board of Trustees ratifies the salary adjustment as stated above.



Clinton E. Gabbard
President

Appointment of Replacement Administrator
Information Security Officer

Information

The resignation of Mark Radell in September 2022 created a vacancy for the full-time position of Information Security Officer. Ms. Bonnie Johnson has been recommended to fill this position effective July 5, 2023. Ms. Johnson obtained a Certified Information Security Manager certification in 2020 from the Information Systems Audit and Control Association (ISACA), Schaumburg, IL . Her experience is as follows:

- 2021 – Present Chief Information Security Officer
Community Wellness, Campbell, CA
- 2017 – 2020 Senior Vice President, Security & Infrastructure
NGC US, Crystal Lake, IL
- 2013 – 2017 Director, Information Security & Identity Management
Roosevelt University, Chicago, IL

6 applications were received, 6 met the position minimum requirements, and the search committee interviewed 1 candidate.

Below is a summary of the Executive Director of Library and Learning Resources position:

| Pay Grade | Minimum Salary | Midpoint Salary | Maximum Salary | Benefit Value | Salary of Replaced Employee | Salary Offer |
|-----------|----------------|-----------------|----------------|---------------|-----------------------------|--------------|
| A2 | \$62,455.89 | \$89,220.20 | \$115,988.50 | \$26,435.64 | \$94,688.00 | \$95,000.00 |

Classification: Administrator | Full-Time, Pay Grade A2, Exempt

Position Summary: The Information Security Officer provides expertise, advice, and leadership in all areas of cyber security. The primary responsibilities of the ISO include leading incident response efforts, assisting in formulating, maintaining, enforcing, and reviewing information security policies and procedures, and performing advanced analytics, device manipulation and control in support of information security operations.

The Information Security Officer is responsible for daily management and coordination of network intrusion prevention and other security systems, monitoring of security controls, reviewing device and security logs for anomalies, and identifying trends for forensic analysis correlation. The Information Security Officer is responsible for the development and delivery of a comprehensive security and privacy program for the College.

QUALIFICATIONS:

- Bachelor’s degree from a regionally accredited institution in Computer Science or related field; equivalent combination of education/experience may be considered.

DESIRED QUALIFICATIONS:

- At least five years of experience in information security and information technology
- SSCP, CISSP, CISA, MCSE, CCNA, PMP, Security + and/or ITIL certifications

Recommendation

It is recommended that the Board of Trustees approve the appointment of Bonnie Johnson to the full-time administrative position of Information Security Officer, effective July 5, 2023, with a 12-month salary of \$95,000.00.



Clinton E. Gabbard
President

Appointment of Replacement Administrator
Fire Science Chief

Information

The retirement of Wesley Crain September 30, 2022 created a vacancy for the full time position of Fire Science Department Chair. The role has been recreated as Fire Science Chief to better serve the needs of the program. Mr. Michael Majercik has been recommended to fill this position effective July 17, 2023. Mr. Majercik has a Bachelor’s Degree in Marketing from University of Wisconsin, Whitewater, WI and a Bachelor’s Degree in Fire Science Management from Southern Illinois University, Carbondale, IL . He also holds an Executive Fire Officer designation from the National Fire Academy, Emmitsburg, MD. His experience is as follows:

- 1991-2023 Battalion Chief
McHenry Township Fire Protection District, McHenry, IL

- 2019 – 2023 Fire Marshal
Spring Grove Fire Department, Spring Grove, IL

- 2012 – 2019 Fire Marshal
Wonder Lake Fire Protection District, Wonder Lake, IL

17 applications were received, 17 met the position minimum requirements, and the search committee interviewed 7 candidates.

Below is a summary of the Executive Director of Library and Learning Resources position:

| Pay Grade | Minimum Salary | Midpoint Salary | Maximum Salary | Benefit Value | Salary of Replaced Employee | Salary Offer |
|-----------|----------------|-----------------|----------------|---------------|-----------------------------|--------------|
| A3 | \$71,377.77 | 98,145.49 | \$124,913.20 | \$26,435.64 | N/A | \$80,000.00 |

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

Position Summary: Provide direction and overall leadership for the Fire Science department with the goal of ensuring that its services, resources, faculty, curriculum, and facilities remain responsive and relevant for the community. The Chief will collaborate with Chiefs and other officers in the community, high school counselors and principals, MCC faculty and staff, and academic administration to help shape innovative programs and services. The Chief should be familiar with the challenges and barriers that community college students face in college and develop resources and services to help students overcome the obstacles in their path to post-secondary education completion.

QUALIFICATIONS:

- Associate’s degree in Fire Science or a related field from a regionally accredited institution
- Office of the State Fire Marshal Fire Instructor II certification
- Office of the State Fire Marshal Firefighter III certification or Advanced Firefighter certification
- Current National Registry or Illinois EMT license or previous EMT-B or EMT-P Illinois license
- Five years of fire service experience including 2000 clock hours of Fire Service-related experience

- Two years of fire service administrative experience
- Commitment to the mission of the community college as well as teaching and engaging students in ways appropriate to their diverse backgrounds and learning styles
- Demonstrated commitment to ongoing professional development

DESIRED QUALIFICATIONS:

- Bachelor's or master's degree in Fire Science or a related field from a regionally accredited institution
- Office of the State Fire Marshal Fire Instructor III certification
- Training Program Manager (TPM) certification
- Certification as an officer through a nationally accredited organization such as ProBoard or International Fire Service Accreditation Congress
- Current National Registry Emergency Medical Technology (NREMT) EMT or Paramedic license

Recommendation

It is recommended that the Board of Trustees approve the appointment of Michael Majercik to the full-time administrative position of Fire Science Chief, effective July 17, 2023, with a 12-month salary of \$80,000.00.



Clinton E. Gabbard
President

Appointment of Replacement Administrator
Executive Director Library and Learning Resources

Information

Cynthia Wolfe’s transition from Interim Executive Director Library to full-time Faculty (effective May 2022) created a vacancy for the full-time position of Executive Director Library and Learning Resources. Ashley Fleming has been recommended to fill this position effective July 5, 2023. Ms. Fleming has a Master’s Degree in Education-Youth Development from University of Illinois, Chicago; and a Bachelor’s Degree in Secondary Education from Illinois State University, Normal, IL. Her experience is as follows:

- 2022 – Present Assistant Director of Academic Support and Disability Services
George Williams College of Aurora University, Williams Bay, WI

- 2013 – 2022 Science Instructor and Department Chair
Washington High School, Chicago, IL

10 applications were received, 10 met the position minimum requirements, and the search committee interviewed 5 candidates.

Below is a summary of the Executive Director of Library and Learning Resources position:

| Pay Grade | Minimum Salary | Midpoint Salary | Maximum Salary | Benefit Value | Salary of Replaced Employee | Salary Offer |
|-----------|----------------|-----------------|----------------|---------------|-----------------------------|--------------|
| A4 | \$80,302.45 | \$107,068.05 | \$133,833.65 | \$26,435.64 | \$117,510.25 | \$102,000.00 |

Classification: Administrator | Full-Time, Pay Grade A4, Exempt

Position Summary: Provide direction and overall leadership for the Library and Sage Learning Center with the goal of ensuring that its services, resources, and facilities remain student centered and responsive to the needs of the campus community and the students it serves. Establish and maintain collaborative and effective relationships throughout the College. The Director should be familiar with the challenges and barriers that community college students face in college and develop resources and services to help students overcome the obstacles in their path to post-secondary education completion.

QUALIFICATIONS:

- Master’s degree from a regionally accredited institution
- Two years’ prior experience successfully leading and building a team focused on having a positive impact on student success and retention
- Academic Library, Teaching, or Tutoring Center experience

DESIRED QUALIFICATIONS:

- Three years of supervisory experience in an area of academic support
- Bilingual communication skills
- Community college experience

Recommendation

It is recommended that the Board of Trustees approve the appointment of Ashley Fleming to the full-time administrative position of Executive Director of Library and Learning Resources, effective July 5, 2023, with a 12-month salary of \$102,000.00.

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

Clinton E. Gabbard
President

Approval of Fiscal Year 2024 Tentative Budget

Information

The FY 2024 Tentative Budget is being presented to the Board of Trustees. Upon its approval, it will be available for public display no less than 30 days prior to the adoption of the final FY 2024 Budget currently planned for Thursday, September 28, 2023.

The tentative budget establishes a working budget for FY 2024, which provides the College the ability and authority to continue with the ongoing operations of the College prior to when the final budget is adopted.

The College will advertise the 30-day availability of the tentative budget for public display and the date of the public hearing in the Northwest Herald, in accordance with Chapter 110 Section 805/3-20.1 of the Illinois Public Community College Act which states, "Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least 30 days prior to the time of such hearing."

Recommendation

It is recommended that the Board of Trustees approves the Fiscal Year 2024 Tentative Budget and schedule a public hearing to be held at 6:00 p.m. on Thursday, September 28, 2023.



Clinton E. Gabbard
President

STATE OF ILLINOIS
COMMUNITY COLLEGE DISTRICT NO. 528

TENTATIVE
FISCAL YEAR 2024 BUDGET

McHENRY COUNTY COLLEGE
8900 U.S. HWY 14
CRYSTAL LAKE, IL. 60012

FISCAL YEAR 2024
ALL FUNDS BUDGET COMBINED

FY24 Combined Budget Summary of All Funds

| <i>Object Group</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>%Change</i> |
|--------------------------------------|--------------------|--------------------|------------------|----------------|
| Beginning Fund Balance | \$79,240,141 | \$82,688,394 | | |
| Revenue | | | | |
| Local Government | \$29,739,823 | \$29,739,823 | \$0 | 0.0% |
| State Government | \$25,622,505 | \$30,370,193 | \$4,747,688 | 18.5% |
| Federal Government | \$10,335,624 | \$8,658,865 | (\$1,676,759) | -16.2% |
| Student Tuition and Fees | \$14,968,405 | \$16,007,091 | \$1,038,686 | 6.9% |
| Sales and Service Fees | \$3,220,500 | \$3,490,712 | \$270,212 | 8.4% |
| Facilities Revenue | \$53,966 | \$43,966 | (\$10,000) | -18.5% |
| Investment Revenue | \$337,315 | \$460,368 | \$123,053 | 36.5% |
| Non Governmental Gifts | \$2,713,000 | \$4,818,000 | \$2,105,000 | 77.6% |
| Other Sources | \$34,720,244 | \$36,114,198 | \$1,393,954 | 4.0% |
| Sum of all Revenue | \$121,711,382 | \$129,703,216 | \$7,991,834 | 6.6% |
| Expense | | | | |
| Salaries | \$31,678,914 | \$32,940,429 | \$1,261,515 | 4.0% |
| Employee Benefits | \$36,863,561 | \$37,503,923 | \$640,362 | 1.7% |
| Contractual Services | \$6,223,256 | \$6,413,464 | \$190,208 | 3.1% |
| Supplies | \$4,805,090 | \$6,876,850 | \$2,071,760 | 43.1% |
| Travel | \$518,581 | \$600,631 | \$82,050 | 15.8% |
| Fixed Charges | \$2,340,091 | \$2,451,012 | \$110,921 | 4.7% |
| Utilities | \$1,221,758 | \$1,198,863 | (\$22,895) | -1.9% |
| Capital Outlay | \$34,859,204 | \$43,361,140 | \$8,501,936 | 24.4% |
| Other | \$12,557,077 | \$10,742,698 | (\$1,814,379) | -14.4% |
| Sum of all Expense | \$131,067,533 | \$142,089,010 | \$11,021,477 | 8.4% |
| Contingency | | | | |
| Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| Sum of all Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| Net Transfer | | | | |
| Interfund Transfer Out | \$1,530,279 | \$2,110,717 | \$580,438 | 37.9% |
| Interfund Transfer In | \$1,530,279 | \$2,110,717 | \$580,438 | 37.9% |
| Sum of all Net Transfers | \$0 | \$0 | N/A | N/A |
| Surplus/(Deficit) | (\$9,456,151) | (\$12,485,794) | (\$3,029,643) | 32.0% |
| Estimated Ending Fund Balance | \$69,783,990 | \$70,202,600 | \$418,610 | 0.6% |

Grand Total All Funds Combined

| | | |
|---------------|----------------|---------------|
| (\$9,456,151) | (\$12,485,794) | (\$3,029,643) |
|---------------|----------------|---------------|

FISCAL YEAR 2024
OPERATING FUNDS

FY24 Operating Funds (01 and 02) Summary By Object

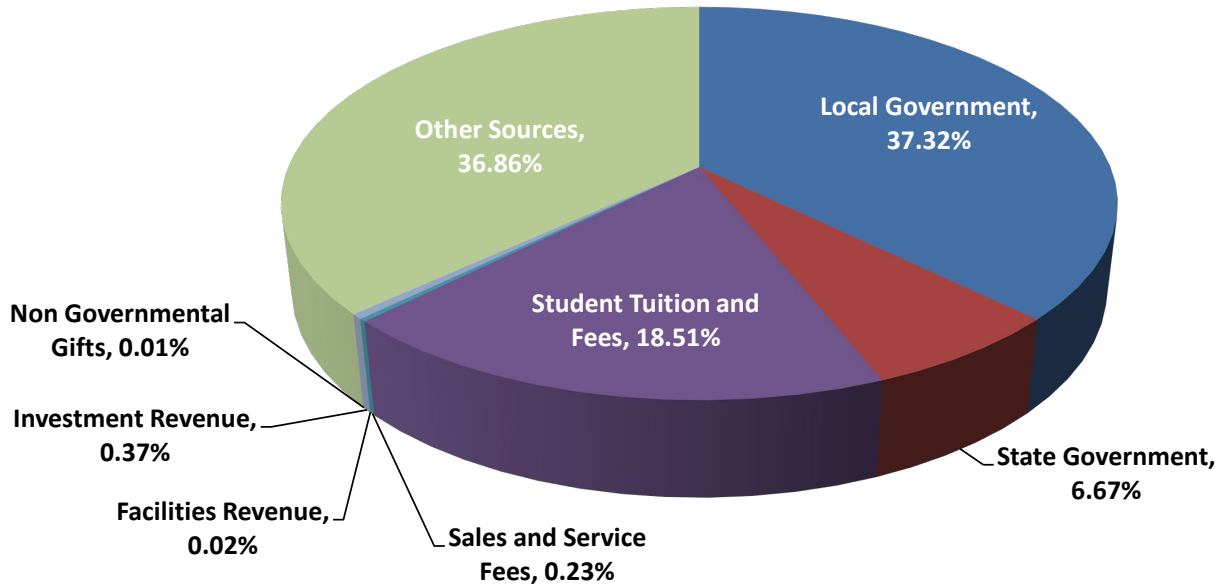
| <i>Object Group</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--------------------------------------|--------------------|--------------------|------------------|-----------------|
| Beginning Fund Balance | \$30,873,031 | \$33,702,147 | | |
| Revenue | | | | |
| Local Government | \$28,962,379 | \$28,962,379 | \$0 | 0.0% |
| State Government | \$4,872,056 | \$5,179,082 | \$307,026 | 6.3% |
| Federal Government | \$0 | | | |
| Student Tuition and Fees | \$13,350,427 | \$14,360,846 | \$1,010,419 | 7.6% |
| Sales and Service Fees | \$164,000 | \$175,000 | \$11,000 | 6.7% |
| Facilities Revenue | \$18,966 | \$18,966 | \$0 | 0.0% |
| Investment Revenue | \$243,071 | \$289,062 | \$45,991 | 18.9% |
| Non Governmental Gifts | \$11,000 | \$11,000 | \$0 | 0.0% |
| Other Sources | \$28,606,848 | \$28,604,798 | (\$2,050) | 0.0% |
| Sum of all Revenue | \$76,228,747 | \$77,601,133 | \$1,372,386 | 1.8% |
| Expense | | | | |
| Salaries | \$28,170,285 | \$29,241,851 | \$1,071,566 | 3.8% |
| Employee Benefits | \$32,549,507 | \$33,234,350 | \$684,843 | 2.1% |
| Contractual Services | \$4,823,014 | \$5,080,087 | \$257,073 | 5.3% |
| Supplies | \$3,307,839 | \$3,361,494 | \$53,655 | 1.6% |
| Travel | \$332,032 | \$404,981 | \$72,949 | 22.0% |
| Fixed Charges | \$1,591,347 | \$1,619,785 | \$28,438 | 1.8% |
| Utilities | \$1,220,675 | \$1,197,780 | (\$22,895) | -1.9% |
| Capital Outlay | \$1,687,269 | \$1,553,805 | (\$133,464) | -7.9% |
| Other | \$916,500 | \$957,000 | \$40,500 | 4.4% |
| Sum of all Expense | \$74,598,468 | \$76,651,133 | \$2,052,665 | 2.8% |
| Contingency | | | | |
| Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| Sum of all Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| Net Transfer | | | | |
| Interfund Transfer Out | \$1,530,279 | \$850,000 | (\$680,279) | -44.5% |
| Sum of all Net Transfers | \$1,530,279 | \$850,000 | (\$680,279) | -44.5% |
| Surplus/(Deficit) | \$0 | \$0 | | |
| Estimated Ending Fund Balance | \$30,873,031 | \$33,702,147 | | |

Total of Op Funds (01 & 02)

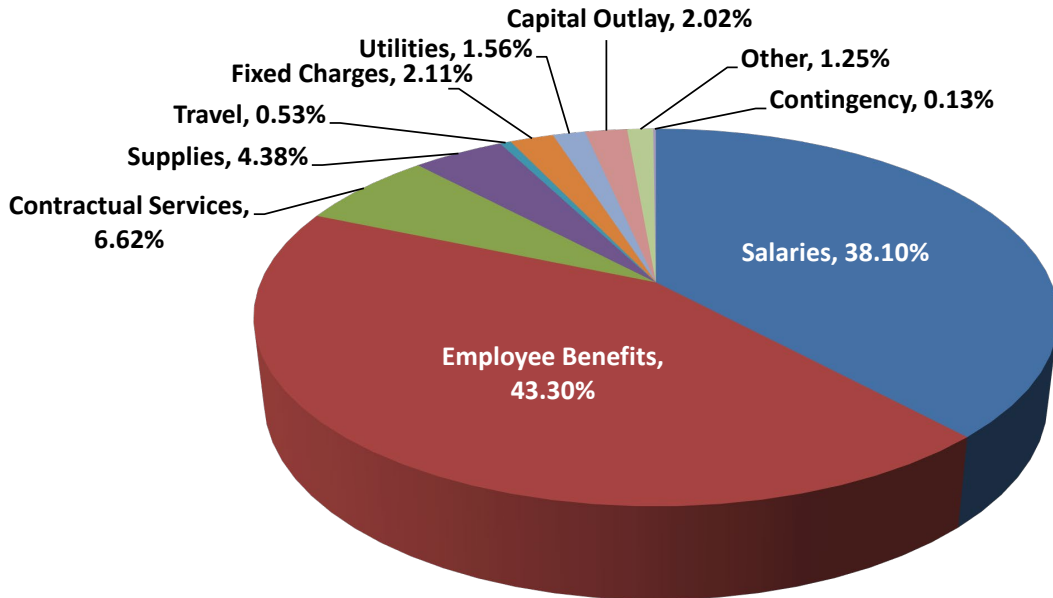
| | | |
|-----|-----|-----|
| \$0 | \$0 | N/A |
|-----|-----|-----|

**Combined Budget For Operating Funds
Education Fund 01 and Operations Maintenance Fund 02**

FY24 Budgeted Operating Revenue By Source



FY24 Budgeted Operating Expenditure By Group



FISCAL YEAR 2024
BUDGETS BY FUND

FUND BALANCE
TENTATIVE RESERVE RATIO

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---|---------------------|---------------------|--------------------|-----------------|
| 01 Education | | | | |
| Beginning Fund Balance | \$25,093,593 | \$27,584,510 | \$2,490,917 | 9.9% |
| Local Governmental Sources | \$26,216,305 | \$26,216,305 | \$0 | 0.0% |
| State Governmental Sources | \$3,998,885 | \$4,244,789 | \$245,904 | 6.1% |
| Federal Governmental Sources | \$0 | | | |
| Student Tuition & Fees | \$11,796,580 | \$12,701,417 | \$904,837 | 7.7% |
| Sales & Service Fees | \$164,000 | \$175,000 | \$11,000 | 6.7% |
| Facilities Revenue | \$18,966 | \$18,966 | \$0 | 0.0% |
| Investment Revenue | \$232,447 | \$273,492 | \$41,045 | 17.7% |
| Nongovernmental Gifts | \$11,000 | \$11,000 | \$0 | 0.0% |
| Other Revenue | \$28,570,848 | \$28,568,798 | (\$2,050) | 0.0% |
| Total Education Fund Revenue | \$71,009,031 | \$72,209,767 | \$1,200,736 | 1.7% |
| Salaries | \$27,527,424 | \$28,586,011 | \$1,058,587 | 3.8% |
| Employee Benefits | \$32,399,884 | \$33,048,386 | \$648,502 | 2.0% |
| Contractual Services | \$2,842,385 | \$3,073,132 | \$230,747 | 8.1% |
| Supplies | \$2,622,904 | \$2,716,504 | \$93,600 | 3.6% |
| Travel | \$308,372 | \$380,321 | \$71,949 | 23.3% |
| Fixed Charges | \$1,539,347 | \$1,567,785 | \$28,438 | 1.8% |
| Utilities | \$257,675 | \$241,780 | (\$15,895) | -6.2% |
| Capital Outlay | \$894,269 | \$641,805 | (\$252,464) | -28.2% |
| Other | \$916,500 | \$957,000 | \$40,500 | 4.4% |
| Total Education Fund Expense | \$69,308,760 | \$71,212,724 | \$1,903,964 | 2.7% |
| Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| Total Education Fund Contingency | \$100,000 | \$100,000 | \$0 | 0.0% |
| | | \$0 | N/A | N/A |
| Interfund Transfer Out | \$530,279 | \$850,000 | \$319,721 | 60.3% |
| Total Education Fund Transfers | \$530,279 | \$850,000 | \$319,721 | 60.3% |
| Education Surplus/(Deficit) | \$1,069,992 | \$47,043 | (\$1,022,949) | -95.6% |
| Estimated Ending Fund Balance | \$26,163,585 | \$27,631,553 | \$1,467,968 | 5.6% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 02 Operations and Maintenance | | | | |
| Beginning Fund Balance | \$5,779,438 | \$6,117,637 | \$338,199 | 5.9% |
| Local Governmental Sources | \$2,746,074 | \$2,746,074 | \$0 | 0.0% |
| State Governmental Sources | \$873,171 | \$934,293 | \$61,122 | 7.0% |
| Student Tuition & Fees | \$1,553,847 | \$1,659,429 | \$105,582 | 6.8% |
| Investment Revenue | \$10,624 | \$15,570 | \$4,946 | 46.6% |
| Other Revenue | \$36,000 | \$36,000 | \$0 | 0.0% |
| Total Operations and Maintenance Fund Revenue | \$5,219,716 | \$5,391,366 | \$171,650 | 3.3% |
| Salaries | \$642,861 | \$655,840 | \$12,979 | 2.0% |
| Employee Benefits | \$149,623 | \$185,964 | \$36,341 | 24.3% |
| Contractual Services | \$1,980,629 | \$2,006,955 | \$26,326 | 1.3% |
| Supplies | \$684,935 | \$644,990 | (\$39,945) | -5.8% |
| Travel | \$23,660 | \$24,660 | \$1,000 | 4.2% |
| Fixed Charges | \$52,000 | \$52,000 | \$0 | 0.0% |
| Utilities | \$963,000 | \$956,000 | (\$7,000) | -0.7% |
| Capital Outlay | \$793,000 | \$912,000 | \$119,000 | 15.0% |
| Total Operations and Maintenance Fund Expense | \$5,289,708 | \$5,438,409 | \$148,701 | 2.8% |
| | | \$0 | N/A | N/A |
| Interfund Transfer Out | \$1,000,000 | \$0 | N/A | N/A |
| Total Operations and Maintenance Fund Transfers | \$1,000,000 | \$0 | N/A | N/A |
| Operations and Maintenance Surplus/(Deficit) | (\$1,069,992) | (\$47,043) | \$1,022,949 | -95.6% |
| Estimated Ending Fund Balance | \$4,709,446 | \$6,070,594 | \$1,361,148 | 28.9% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---|---------------------------|---------------------------|-------------------------|------------------------|
| 03 Operations and Maintenance Restricted | | | | |
| Beginning Fund Balance | \$7,914,874 | \$10,066,119 | \$2,151,245 | 27.2% |
| State Governmental Sources | \$19,658,987 | \$24,495,351 | \$4,836,364 | 24.6% |
| Student Tuition & Fees | \$79,133 | \$79,134 | \$1 | 0.0% |
| Investment Revenue | \$57,630 | \$121,550 | \$63,920 | 110.9% |
| Nongovernmental Gifts | \$2,500,000 | \$4,600,000 | \$2,100,000 | 84.0% |
| Other Revenue | \$1,000,000 | \$1,000,000 | \$0 | 0.0% |
| Total Operations and Maintenance Restricted Fund Revenue | \$23,295,750 | \$30,296,035 | \$7,000,285 | 30.0% |
| Contractual Services | \$105,000 | \$107,000 | \$2,000 | 1.9% |
| Supplies | \$0 | \$0 | N/A | N/A |
| Capital Outlay | \$32,405,625 | \$41,501,335 | \$9,095,710 | 28.1% |
| Total Operations and Maintenance Restricted Fund Expense | \$32,510,625 | \$41,608,335 | \$9,097,710 | 28.0% |
| | | \$0 | N/A | N/A |
| Interfund Transfer In | \$1,300,000 | \$1,560,717 | \$260,717 | 20.1% |
| Total Operations and Maintenance Restricted Fund Transfers | (\$1,300,000) | (\$1,560,717) | (\$260,717) | 20.1% |
| Operations and Maintenance Restricted Surplus/(Deficit) | (\$7,914,875) | (\$9,751,583) | (\$1,836,708) | 23.2% |
| Estimated Ending Fund Balance | (\$1) | \$314,536 | \$314,537 | -31453670.0% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---|---------------------------|---------------------------|-------------------------|------------------------|
| 04 Bond and Interest | | | | |
| Beginning Fund Balance | \$334,743 | \$450,522 | \$115,779 | 34.6% |
| Student Tuition & Fees | \$738,579 | \$738,579 | \$0 | 0.0% |
| Total Bond and Interest Fund Revenue | \$738,579 | \$738,579 | \$0 | 0.0% |
| Fixed Charges | \$622,800 | \$626,200 | \$3,400 | 0.5% |
| Total Bond and Interest Fund Expense | \$622,800 | \$626,200 | \$3,400 | 0.5% |
| Bond and Interest Surplus/(Deficit) | \$115,779 | \$112,379 | (\$3,400) | -2.9% |
| Estimated Ending Fund Balance | \$450,522 | \$562,901 | \$112,379 | 24.9% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---------------------------------------|---------------------------|---------------------------|-------------------------|------------------------|
| 05 Auxiliary | | | | |
| Beginning Fund Balance | \$167,528 | \$50,000 | (\$117,528) | -70.2% |
| Student Tuition & Fees | \$800,266 | \$828,532 | \$28,266 | 3.5% |
| Sales & Service Fees | \$3,056,500 | \$3,315,712 | \$259,212 | 8.5% |
| Facilities Revenue | \$35,000 | \$25,000 | (\$10,000) | -28.6% |
| Nongovernmental Gifts | \$0 | \$2,000 | \$2,000 | #Div/0! |
| Other Revenue | \$7,500 | \$9,400 | \$1,900 | 25.3% |
| Total Auxiliary Fund Revenue | \$3,899,266 | \$4,180,644 | \$281,378 | 7.2% |
| Salaries | \$2,033,362 | \$2,209,687 | \$176,325 | 8.7% |
| Employee Benefits | \$453,295 | \$394,149 | (\$59,146) | -13.0% |
| Contractual Services | \$417,933 | \$547,738 | \$129,805 | 31.1% |
| Supplies | \$1,284,467 | \$1,498,609 | \$214,142 | 16.7% |
| Travel | \$84,700 | \$92,550 | \$7,850 | 9.3% |
| Fixed Charges | \$22,040 | \$18,000 | (\$4,040) | -18.3% |
| Capital Outlay | \$8,000 | \$0 | N/A | N/A |
| Other | \$11,000 | \$11,000 | \$0 | 0.0% |
| Total Auxiliary Fund Expense | \$4,314,797 | \$4,771,733 | \$456,936 | 10.6% |
| | | \$0 | N/A | N/A |
| Interfund Transfer In | \$230,279 | \$550,000 | \$319,721 | 138.8% |
| Total Auxiliary Fund Transfers | (\$230,279) | (\$550,000) | (\$319,721) | 138.8% |
| Auxiliary Surplus/(Deficit) | (\$185,252) | (\$41,089) | \$144,163 | -77.8% |
| Estimated Ending Fund Balance | (\$17,724) | \$8,911 | \$26,635 | -150.3% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---|---------------------------|---------------------------|-------------------------|------------------------|
| 06 Restricted Purposes | | | | |
| Beginning Fund Balance | (\$11,346) | (\$11,346) | \$0 | 0.0% |
| Local Governmental Sources | \$0 | | | |
| State Governmental Sources | \$1,091,462 | \$695,760 | (\$395,702) | -36.3% |
| Federal Governmental Sources | \$10,335,624 | \$8,658,865 | (\$1,676,759) | -16.2% |
| Nongovernmental Gifts | \$202,000 | \$205,000 | \$3,000 | 1.5% |
| Other Revenue | \$3,605,896 | \$5,000,000 | \$1,394,104 | 38.7% |
| Total Restricted Purposes Fund Revenue | \$15,234,982 | \$14,559,625 | (\$675,357) | -4.4% |
| Salaries | \$1,475,267 | \$1,488,891 | \$13,624 | 0.9% |
| Employee Benefits | \$260,802 | \$275,467 | \$14,665 | 5.6% |
| Contractual Services | \$795,309 | \$593,639 | (\$201,670) | -25.4% |
| Supplies | \$212,784 | \$2,016,747 | \$1,803,963 | 847.8% |
| Travel | \$101,849 | \$103,100 | \$1,251 | 1.2% |
| Fixed Charges | \$0 | \$0 | N/A | N/A |
| Utilities | \$1,083 | \$1,083 | \$0 | 0.0% |
| Capital Outlay | \$758,310 | \$306,000 | (\$452,310) | -59.6% |
| Other | \$11,629,577 | \$9,774,698 | (\$1,854,879) | -15.9% |
| Total Restricted Purposes Fund Expense | \$15,234,982 | \$14,559,625 | (\$675,357) | -4.4% |
| | | \$0 | N/A | N/A |
| Total Restricted Purposes Fund Transfers | | \$0 | N/A | N/A |
| Restricted Purposes Surplus/(Deficit) | \$0 | \$0 | N/A | N/A |
| Estimated Ending Fund Balance | (\$11,346) | (\$11,346) | \$0 | 0.0% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 07 Working Cash | | | | |
| Beginning Fund Balance | \$3,010,717 | \$3,044,039 | \$33,322 | 1.1% |
| Investment Revenue | \$30,289 | \$44,960 | \$14,671 | 48.4% |
| Total Working Cash Fund Revenue | \$30,289 | \$44,960 | \$14,671 | 48.4% |
| Interfund Transfer Out | | \$1,260,717 | | |
| Total Working Cash Fund Transfers | | \$1,260,717 | | |
| Working Cash Surplus/(Deficit) | \$30,289 | (\$1,215,757) | (\$1,246,046) | -4113.9% |
| Estimated Ending Fund Balance | \$3,041,006 | \$1,828,282 | (\$1,212,724) | -39.9% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|---|---------------------------|---------------------------|-------------------------|------------------------|
| 08 General Fixed Asset | | | | |
| Beginning Fund Balance | \$73,557,934 | \$70,970,812 | (\$2,587,122) | -3.5% |
| Capital Outlay | \$0 | \$0 | N/A | N/A |
| Total General Fixed Asset Fund Expense | \$0 | \$0 | N/A | N/A |
| | | \$0 | N/A | N/A |
| Total General Fixed Asset Fund Transfers | | \$0 | N/A | N/A |
| General Fixed Asset Surplus/(Deficit) | \$0 | \$0 | N/A | N/A |
| Estimated Ending Fund Balance | \$73,557,934 | \$70,970,812 | (\$2,587,122) | -3.5% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 09 General Long-Term Debt | | | | |
| Beginning Fund Balance | (\$10,180,383) | (\$9,050,693) | \$1,129,690 | -11.1% |
| Other Revenue | \$0 | | | |
| Total General Long-Term Debt Fund Revenue | \$0 | | | |
| Fixed Charges | \$0 | \$0 | N/A | N/A |
| Total General Long-Term Debt Fund Expense | \$0 | \$0 | N/A | N/A |
| | | \$0 | N/A | N/A |
| Total General Long-Term Debt Fund Transfers | | \$0 | N/A | N/A |
| General Long-Term Debt Surplus/(Deficit) | \$0 | \$0 | N/A | N/A |
| Estimated Ending Fund Balance | (\$10,180,383) | (\$9,050,693) | \$1,129,690 | -11.1% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 10 Trust & Agency | | | | |
| Beginning Fund Balance | \$403,874 | \$419,489 | \$15,615 | 3.9% |
| Nongovernmental Gifts | \$0 | \$0 | N/A | N/A |
| Other Revenue | \$0 | \$0 | N/A | N/A |
| Total Trust & Agency Fund Revenue | \$0 | \$0 | N/A | N/A |
| Other | \$0 | \$0 | N/A | N/A |
| Total Trust & Agency Fund Expense | \$0 | \$0 | N/A | N/A |
| | | \$0 | N/A | N/A |
| Total Trust & Agency Fund Transfers | | \$0 | N/A | N/A |
| Trust & Agency Surplus/(Deficit) | \$0 | \$0 | N/A | N/A |
| Estimated Ending Fund Balance | \$403,874 | \$419,489 | \$15,615 | 3.9% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--------------------------------------|---------------------------|---------------------------|-------------------------|------------------------|
| 11 Audit | | | | |
| Beginning Fund Balance | \$52,685 | (\$47,315) | (\$100,000) | -189.8% |
| Local Governmental Sources | \$75,000 | \$75,000 | \$0 | 0.0% |
| Total Audit Fund Revenue | \$75,000 | \$75,000 | \$0 | 0.0% |
| Contractual Services | \$82,000 | \$85,000 | \$3,000 | 3.7% |
| Total Audit Fund Expense | \$82,000 | \$85,000 | \$3,000 | 3.7% |
| Audit Surplus/(Deficit) | (\$7,000) | (\$10,000) | (\$3,000) | 42.9% |
| Estimated Ending Fund Balance | \$45,685 | (\$57,315) | (\$103,000) | -225.5% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 12 Liability, Protection & Settlement | | | | |
| Beginning Fund Balance | \$635,329 | \$613,466 | (\$21,863) | -3.4% |
| Local Governmental Sources | \$702,444 | \$702,444 | \$0 | 0.0% |
| Investment Revenue | \$6,325 | \$4,796 | (\$1,529) | -24.2% |
| Total Liability, Protection & Settlement Fund Revenue | \$708,769 | \$707,240 | (\$1,529) | -0.2% |
| Employee Benefits | \$599,959 | \$599,959 | \$0 | 0.0% |
| Fixed Charges | \$103,904 | \$187,027 | \$83,123 | 80.0% |
| Total Liability, Protection & Settlement Fund Expense | \$703,863 | \$786,986 | \$83,123 | 11.8% |
| | | \$0 | N/A | N/A |
| Total Liability, Protection & Settlement Fund Transfers | | \$0 | N/A | N/A |
| Liability, Protection & Settlement Surplus/(Deficit) | \$4,906 | (\$79,746) | (\$84,652) | -1725.5% |
| Estimated Ending Fund Balance | \$640,235 | \$533,720 | (\$106,515) | -16.6% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|--|---------------------------|---------------------------|-------------------------|------------------------|
| 17 OPEB Liability | | | | |
| Beginning Fund Balance | (\$27,518,845) | (\$27,518,846) | (\$1) | 0.0% |
| Other Revenue | \$1,500,000 | \$1,500,000 | \$0 | 0.0% |
| Total OPEB Liability Fund Revenue | \$1,500,000 | \$1,500,000 | \$0 | 0.0% |
| Employee Benefits | \$2,999,998 | \$2,999,998 | \$0 | 0.0% |
| Total OPEB Liability Fund Expense | \$2,999,998 | \$2,999,998 | \$0 | 0.0% |
| OPEB Liability Surplus/(Deficit) | (\$1,499,998) | (\$1,499,998) | \$0 | 0.0% |
| Estimated Ending Fund Balance | (\$29,018,843) | (\$29,018,844) | (\$1) | 0.0% |

FY24 Budget Summary By Fund & Object Group

| <i>Fund Code & Name</i> | <i>FY23 Budget</i> | <i>FY24 Budget</i> | <i>\$ Change</i> | <i>% Change</i> |
|------------------------------------|---------------------------|---------------------------|-------------------------|------------------------|
|------------------------------------|---------------------------|---------------------------|-------------------------|------------------------|

| | | | | |
|--|-------------|---------------|----------------|---------------|
| <i>Grand Total All Funds Combined</i> | \$4,439,141 | (\$9,456,151) | (\$12,485,794) | (\$3,029,643) |
|--|-------------|---------------|----------------|---------------|

Board Policy 2.1.5.1

Operating Fund Balance

Reserve Requirement Calculation (b.)

| FY24 Tentative Budget | OPERATING EXPENSE BUDGETED | | |
|--|----------------------------|-------------------|-------------------|
| | Fund 01 | Fund 02 | Combined |
| FY24 Total Operating Funds Expenditures | 72,162,724 | 5,438,409 | 77,601,133 |
| Less: Budgeted SURS Pass-Thru 01-8060-501016-5299900-50 | (22,500,000) | - | (22,500,000) |
| Less: Contingency | (100,000) | - | (100,000) |
| Less: Net Transfers | - | - | - |
| Net Annual Operating Funds Expenditures | 49,562,724 | 5,438,409 | 55,001,133 |
| 4 Months Minimum Reserve | 33.33% | 16,520,908 | 18,333,711 |
| 8 Months Maximum Reserve | 66.67% | 33,041,816 | 36,667,422 |

| Calculated Tentative Budget Reserve Method 1: Contingency is not utilized | BUDGETED ENDING FUND BALANCE | | |
|--|------------------------------|------------------|-------------------|
| | Fund 01 | Fund 02 | Combined |
| FY24 Budgeted Ending Balance | 26,177,158 | 5,515,347 | 31,692,505 |
| Adjustments | | | |
| Add: Contingency (assumed not used) | 100,000 | - | 100,000 |
| Ending Budgeted Fund Balance Reserve | 26,277,158 | 5,515,347 | 31,792,505 |
| Number Of Months In Reserve | | | 6.94 |

| | | | |
|--|--|--|--------------------|
| 4 Month Over/(Under) Ending Balance Minimum | | | 13,458,794 |
| 8 Month Over/(Under) Ending Balance Maximum | | | (4,874,917) |

| Method 2: Contingency fully utilized | | | |
|--------------------------------------|-------------------|------------------|-------------------|
| FY24 Budgeted Ending Balance | 26,177,158 | 5,515,347 | 31,692,505 |
| Adjustments | | | |
| Add: Contingency (assumed used) | - | - | - |
| FY24 Budgeted Ending Balance | 26,177,158 | 5,515,347 | 31,692,505 |
| Number Of Months In Reserve | | | 6.90 |

| | | | |
|--|--|--|--------------------|
| 4 Month Over/(Under) Ending Balance Minimum | | | 13,358,794 |
| 8 Month Over/(Under) Ending Balance Maximum | | | (4,974,917) |

Budget is in compliance with Board Policy 2.1.5.1. b). under either method displayed.

A second calculation of compliance from the CAFR at year end will be used to determine actual compliance per Board Policy 2.1.5.1. a).

| | |
|---------------------------------|--------|
| Operating Cash Ratio (method 1) | 57.80% |
| Operating Cash Ratio (method 2) | 57.62% |

FISCAL YEAR 2024
TENTATIVE BUDGET
ILLINOIS COMMUNITY COLLEGE BOARD
ICCB FORMAT

STATE OF ILLINOIS
COMMUNITY COLLEGE DISTRICT NO. 528

TENTATIVE
FISCAL YEAR 2024 BUDGET

McHENRY COUNTY COLLEGE
8900 U.S. HWY 14
CRYSTAL LAKE, IL. 60012

McHenry County College
Community College District No. 528
Budget Calendar
Fiscal Year Ending June 30, 2024

January 2023

- 09-Jan-23 President's Cabinet establish planning parameters and assumptions regarding revenue projections, new programs, enrollment, capital requests.
- 10-Jan-23 FY 2024 budget worksheets are prepared and distributed to budget officers.
- 23-Jan-23 Budget managers confer with their Cabinet members regarding budget parameters and assumptions and prepare their budgets for submission.

February 2023

- 27-Feb-23 PC to review initial oversight of budget for compliance with stated missions and to discuss personnel and strategic initiatives

March 2023

- 27-Mar-23 Cabinet members review and revise budget officers requests. Requests are updated through the budget database. All budget worksheets submitted to the CFO for compilation.
- 27-Mar-23 CFO to produce preliminary budget reports for the Cabinet members for review and adjustment as may be needed.

May 2023

- 01-May-23 Presidents Cabinet initial review of the preliminary budget. Adjustments to the requests or parameters are made as needed.
- 02-May-23 Campus Community involvement in new budget construction.
- 03-May-23 Campus Community involvement in new budget construction.
- 08-May-23 Cabinet members review modified initial budgets based previous review and adjust budget requests as necessary. Based on acceptance of changes/adjustments, a draft version of the FY 2024 Tentative Budget will be created.
- 16-May-23 Presentation of FY 2024 Tentative Budget to the Board's Finance & Audit Committee.

June 2023

- 08-Jun-23 Optional: Budget workshop for overview and discussion if requested by Finance and Audit Committee.
- 20-Jun-23 Optional: Budget review in Finance & Audit Committee if necessary prior to Committee of the Whole Meeting.
- 20-Jun-23 Optional: Tentative budget presentation for June 20, 2023 COTW Meeting if needed.
- 29-Jun-23 Board approval of Tentative Budget and Public notice of hearing on Budget to be issued. FY 2024 Tentative Budget made available for public inspection. Legal notice of public inspection to be published in local newspaper per statute (Exact Dates TBD).

July 2023

- 01-Jul-23 FY 2024 Tentative Budget goes into effect until Final Budget is adopted.

September 2023

- 04-Sep-23 Cabinet members incorporate any adjustments if needed into the FY 2024 Tentative Budget based upon modifications to revenue assumptions and changes in areas of expenditures.
- 28-Sep-23 Board review of Fund Balance Policy and comparison to new budget.
- 28-Sep-23 Public Hearing @ 6:00pm for FY 2024 Final Budget. After the Public Hearing the Board is expected to adopt FY 2024 Final Budget resolution.
- 28-Sep-23 FY 2024 Final Budget finalized for presentation to and adoption by the Board of Trustees.

SUMMARY OF FISCAL YEAR 2024 BUDGET BY FUND

| | Beginning Balance | Budgeted Revenues | Budgeted Expenditures | Budgeted Transfers from (to) Other Funds | Budgeted Ending Balance |
|--|------------------------------|------------------------------|----------------------------------|---|--|
| General | | | | | |
| Education Fund | 27,584,510 | 72,209,767 | 71,312,724 | -850,000 | 27,631,553 |
| Operations and Maintenance Fund | 6,117,637 | 5,391,366 | 5,438,409 | 0 | 6,070,594 |
| Special Revenue | | | | | |
| Restricted Purposes Fund | -11,346 | 14,559,625 | 14,559,625 | 0 | -11,346 |
| Audit Fund | -47,315 | 75,000 | 85,000 | 0 | -57,315 |
| Liability, Protection, and Settlement Fund | 613,466 | 707,240 | 786,986 | 0 | 533,720 |
| Public Building Commission Operations and Maintenance Fund | 0 | 0 | 0 | 0 | 0 |
| Debt Service | | | | | |
| Bond and Interest Fund | 450,522 | 738,579 | 626,200 | 0 | 562,901 |
| Public Building Commission Rental Fund | 0 | 0 | 0 | 0 | 0 |
| Capital Projects | | | | | |
| Operations and Maintenance (Restricted) Fund | 10,066,119 | 30,296,035 | 41,608,335 | 1,560,717 | 314,536 |
| Building Bond Proceeds Fund | 0 | 0 | 0 | 0 | 0 |
| Proprietary Fund | | | | | |
| Auxiliary Enterprises Fund | 50,000 | 4,180,644 | 4,771,733 | 550,000 | 8,911 |
| OPEB Liability | | | | | |
| OPEB Liability Fund | -27,518,846 | 1,500,000 | 2,999,998 | 0 | -29,018,844 |

The Official Budget which is accurately summarized in this document was approved by the Board of Trustees on _____

Date

ATTEST: _____
Secretary, Board of Trustees

SUMMARY OF FISCAL YEAR 2024 ESTIMATED REVENUES

| | Education Fund | Operations and Maintenance Fund | Public Building Commission Operation & Maintenance Fund | Total Operating Funds |
|--|-------------------|---------------------------------------|---|--------------------------|
| OPERATING REVENUES BY SOURCE | | | | |
| Local Government | | | | |
| Local Taxes | 25,564,854 | 2,355,204 | 0 | 27,920,058 |
| Payment in Lieu of Taxes | 651,451 | 390,870 | 0 | 1,042,321 |
| Total Local Government | 26,216,305 | 2,746,074 | | 28,962,379 |
| State Government | | | | |
| Base Operating Grants | 3,737,175 | 934,293 | 0 | 4,671,468 |
| ICCB Equalization Grant | 50,000 | 0 | 0 | 50,000 |
| State Grants | 107,614 | 0 | 0 | 107,614 |
| Illinois State Board of Education | 350,000 | 0 | 0 | 350,000 |
| Total State Government | 4,244,789 | 934,293 | | 5,179,082 |
| Federal Government | | | | |
| Dept. Of Education - Other Sources | 0 | 0 | 0 | |
| Total Federal Government | | | | |
| Student Tuition and Fees | | | | |
| Resident | 9,649,122 | 1,624,632 | 0 | 11,273,754 |
| Out-of-District | 150,148 | 29,230 | 0 | 179,378 |
| Out-of-State | 20,533 | 4,626 | 0 | 25,159 |
| International | 13,855 | 941 | 0 | 14,796 |
| Student Fees | 2,068,584 | 0 | 0 | 2,068,584 |
| Other Student Tuition and Fees | 799,175 | 0 | 0 | 799,175 |
| Total Student Tuition and Fees | 12,701,417 | 1,659,429 | | 14,360,846 |
| Sales and Service Fees | | | | |
| Public Service/Community Education/Customized Traini | 157,500 | 0 | 0 | 157,500 |
| Other Sales and Service | 17,500 | 0 | 0 | 17,500 |
| Total Sales and Service Fees | 175,000 | | | 175,000 |
| Facilities Revenue | | | | |
| Facility/Misc Rentals | 18,966 | 0 | 0 | 18,966 |
| Total Facilities Revenue | 18,966 | | | 18,966 |
| Investment Revenue | | | | |
| Investment Revenue | 273,492 | 15,570 | 0 | 289,062 |
| Total Investment Revenue | 273,492 | 15,570 | | 289,062 |
| Non Governmental Gifts | | | | |
| Non Governmental Gifts | 11,000 | 0 | 0 | 11,000 |
| Total Non Governmental Gifts | 11,000 | | | 11,000 |
| Other Sources | | | | |
| Other Revenues | 28,568,798 | 36,000 | 0 | 28,604,798 |
| Total Other Sources | 28,568,798 | 36,000 | | 28,604,798 |

SUMMARY OF FISCAL YEAR 2024 OPERATING BUDGETED EXPENDITURES

| | Education Fund | Operations and Maintenance Fund | Public Building Commission Operation Maintenance Fund | Total Operating Funds | % |
|---|-------------------|---------------------------------------|---|--------------------------|---------------|
| <u>BY PROGRAM</u> | | | | | |
| Instruction | 20,544,069 | 0 | 0 | 20,544,069 | 26.47 |
| Academic Support | 3,424,951 | 0 | 0 | 3,424,951 | 4.41 |
| Student Services | 4,565,182 | 0 | 0 | 4,565,182 | 5.88 |
| Public Service/Continuing Education | 1,130,272 | 0 | 0 | 1,130,272 | 1.46 |
| Operation & Maintenance of Plant | 0 | 5,438,409 | 0 | 5,438,409 | 7.01 |
| Institutional Support | 42,373,250 | 0 | 0 | 42,373,250 | 54.60 |
| Scholarships, Student Grants & Waivers | 125,000 | 0 | 0 | 125,000 | 0.16 |
| Total 2024 Budgeted Expenditures | 72,162,724 | 5,438,409 | 0 | 77,601,133 | 100.00 |
| Less Nonoperating Items* | | | | | |
| Tuition Chargeback | 0 | 0 | 0 | 0 | 0.00 |
| Instructional Service Contracts | 75,000 | 0 | 0 | 75,000 | 0.10 |
| Adjusted Expenditures | 72,087,724 | 5,438,409 | 0 | 77,526,133 | 99.90 |

*Interdistrict activity that does not generate related local district credit hours are subtracted to allow for statewide comparisons.

BY OBJECT

| | | | | | |
|------------------------|------------|-----------|---|------------|-------|
| Salaries | 28,586,011 | 655,840 | 0 | 29,241,851 | 37.68 |
| Employee Benefits | 33,048,386 | 185,964 | 0 | 33,234,350 | 42.83 |
| Contractual Services | 3,073,132 | 2,006,955 | 0 | 5,080,087 | 6.55 |
| Supplies | 2,716,504 | 644,990 | 0 | 3,361,494 | 4.33 |
| Travel | 380,321 | 24,660 | 0 | 404,981 | 0.52 |
| Fixed Charges | 1,567,785 | 52,000 | 0 | 1,619,785 | 2.09 |
| Utilities | 241,780 | 956,000 | 0 | 1,197,780 | 1.54 |
| Capital Outlay | 641,805 | 912,000 | 0 | 1,553,805 | 2.00 |
| Other | 957,000 | 0 | 0 | 957,000 | 1.23 |
| Contingency | 100,000 | 0 | 0 | 100,000 | 0.13 |
| Interfund Transfer Out | 850,000 | 0 | 0 | 850,000 | 1.10 |

| | | | | | |
|---|-------------------|------------------|----------|-------------------|--------------|
| Total 2024 Budgeted Expenditures | 72,162,724 | 5,438,409 | 0 | 77,601,133 | 100.00 |
| Less Nonoperating Items* | | | | | |
| Tuition Chargeback | 0 | 0 | 0 | 0 | 0.00 |
| Instructional Service Contracts | 75,000 | 0 | 0 | 75,000 | 0.10 |
| Adjusted Expenditures | <u>72,087,724</u> | <u>5,438,409</u> | <u>0</u> | <u>77,526,133</u> | <u>99.90</u> |

*Interdistrict activity that does not generate related local district credit hours are subtracted to allow for statewide comparisons.

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| Education | Appropriations | Totals |
|---------------------------------------|-----------------------|---------------|
| Instruction | | |
| Salaries | 16,672,257 | |
| Employee Benefits | 2,613,690 | |
| Contractual Services | 205,884 | |
| General Materials and Supplies | 708,157 | |
| Travel and Conference/Meeting Expense | 59,851 | |
| Fixed Charges | 36,625 | |
| Utilities | 4,000 | |
| Capital Outlay | 229,605 | |
| Other | 14,000 | |
| Provision for Contingency | 0 | |
| | | 20,544,069 |
| Academic Support | | |
| Salaries | 2,310,884 | |
| Employee Benefits | 375,782 | |
| Contractual Services | 137,500 | |
| General Materials and Supplies | 302,735 | |
| Travel and Conference/Meeting Expense | 76,050 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 175,000 | |
| Other | 47,000 | |
| Provision for Contingency | 0 | |
| | | 3,424,951 |
| Student Services | | |
| Salaries | 3,195,294 | |
| Employee Benefits | 792,018 | |
| Contractual Services | 348,107 | |
| General Materials and Supplies | 182,970 | |
| Travel and Conference/Meeting Expense | 46,243 | |
| Fixed Charges | 50 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 500 | |
| Provision for Contingency | 0 | |
| | | 4,565,182 |

Public Service/Continuing Education

| | | |
|---------------------------------------|---------|-----------|
| Salaries | 812,417 | |
| Employee Benefits | 236,355 | |
| Contractual Services | 46,100 | |
| General Materials and Supplies | 32,150 | |
| Travel and Conference/Meeting Expense | 3,250 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 1,130,272 |

Institutional Support

| | | |
|---------------------------------------|------------|------------|
| Salaries | 5,595,159 | |
| Employee Benefits | 29,030,541 | |
| Contractual Services | 2,335,541 | |
| General Materials and Supplies | 1,490,492 | |
| Travel and Conference/Meeting Expense | 194,927 | |
| Fixed Charges | 1,531,110 | |
| Utilities | 237,780 | |
| Capital Outlay | 237,200 | |
| Other | 770,500 | |
| Provision for Contingency | 100,000 | |
| | | 41,523,250 |

Scholarships, Student Grants & Waivers

| | | |
|---------------------------------------|---------|---------|
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 125,000 | |
| Provision for Contingency | 0 | |
| | | 125,000 |

Interfund Transfers Out

850,000

Total Education Fund Expenditures

72,162,724

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| Operations and Maintenance | Appropriations | Totals |
|---|-----------------------|---------------|
| Operation & Maintenance of Plant | | |
| Salaries | 655,840 | |
| Employee Benefits | 185,964 | |
| Contractual Services | 2,006,955 | |
| General Materials and Supplies | 644,990 | |
| Travel and Conference/Meeting Expense | 24,660 | |
| Fixed Charges | 52,000 | |
| Utilities | 956,000 | |
| Capital Outlay | 912,000 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 5,438,409 |
| Institutional Support | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 0 |
| Interfund Transfers Out | | |
| | | 0 |
| Total Operations and Maintenance Fund Expenditures | | 5,438,409 |
| Total Operating Fund Expenditures | | 76,751,133 |

FISCAL YEAR 2024 BUDGETED REVENUES

| Operations and Maintenance Restricted | Revenues | Totals |
|---|-----------------|---------------|
| State Government | | |
| Other State Sources | 24,495,351 | 24,495,351 |
| Student Tuition and Fees | | |
| Student Fees | 79,134 | 79,134 |
| Investment Revenue | | |
| Investment Revenue | 121,550 | 121,550 |
| Non Governmental Gifts | | |
| Non Governmental Gifts | 4,600,000 | 4,600,000 |
| Other Sources | | |
| Other Revenues | 1,000,000 | 1,000,000 |
| Interfund Transfers | | |
| Transfers In | 1,560,717 | 1,560,717 |
| | <hr/> | <hr/> |
| Total Operations and Maintenance Restricted Revenues | | 31,856,752 |
| | | <hr/> <hr/> |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|---|------------|-------------|
| Institutional Support | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 107,000 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 41,501,335 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | <hr/> | 41,608,335 |
| Interfund Transfers Out | | 0 |
| | | <hr/> |
| Total Operations and Maintenance Restricted Expenditures | | 41,608,335 |
| | | <hr/> <hr/> |

FISCAL YEAR 2024 BUDGETED REVENUES

| Bond and Interest | Revenues | Totals |
|---|-----------------|---------------|
| Student Tuition and Fees | | |
| Student Fees | 738,579 | 738,579 |
| | _____ | _____ |
| Total Bond and Interest Revenues | | 738,579 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|---|---------|---------|
| Institutional Support | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 626,200 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | _____ | 626,200 |
| Interfund Transfers Out | | 0 |
| | | _____ |
| Total Bond and Interest Expenditures | | 626,200 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED REVENUES

| Auxiliary | Revenues | Totals |
|---|-----------------|------------------|
| Student Tuition and Fees | | |
| Resident | 781,618 | 781,618 |
| Out-of-District | 625 | 625 |
| Out-of-State | 14,063 | 14,063 |
| International | 2,226 | 2,226 |
| Application Fees | 30,000 | 30,000 |
| Sales and Service Fees | | |
| Food/Cafeteria | 656,000 | 656,000 |
| Bookstore | 826,750 | 826,750 |
| Public Service/Community Education/Custom | 1,309,962 | 1,309,962 |
| Other Sales and Service | 523,000 | 523,000 |
| Facilities Revenue | | |
| Facility/Misc Rentals | 25,000 | 25,000 |
| Non Governmental Gifts | | |
| Non Governmental Gifts | 2,000 | 2,000 |
| Other Sources | | |
| Other Revenues | 9,400 | 9,400 |
| Transfers | | |
| Transfers In | 550,000 | 550,000 |
| Total Auxiliary Revenues | | 4,730,644 |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|---------------------------------------|-------|--------------|
| Student Services | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 1,000 | |
| General Materials and Supplies | 400 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 1,400 |

Public Service/Continuing Education

| | | |
|---------------------------------------|---------|---------|
| Salaries | 305,621 | |
| Employee Benefits | 77,095 | |
| Contractual Services | 55,915 | |
| General Materials and Supplies | 72,125 | |
| Travel and Conference/Meeting Expense | 6,300 | |
| Fixed Charges | 1,000 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 10,000 | |
| Provision for Contingency | 0 | |
| | | 528,056 |

Auxiliary Services

| | | |
|---------------------------------------|-----------|-----------|
| Salaries | 1,904,066 | |
| Employee Benefits | 317,054 | |
| Contractual Services | 490,823 | |
| General Materials and Supplies | 1,426,084 | |
| Travel and Conference/Meeting Expense | 86,250 | |
| Fixed Charges | 17,000 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 1,000 | |
| Provision for Contingency | 0 | |
| | | 4,242,277 |

Interfund Transfers Out

0

Total Auxiliary Expenditures

4,771,733

FISCAL YEAR 2024 BUDGETED REVENUES

| Restricted Purposes | Revenues | Totals |
|---|-----------------|---------------|
| State Government | | |
| State Grants | 19,000 | 19,000 |
| Adult Education - State Basic Grant | 289,135 | 289,135 |
| Adult Education - Performance Grants | 123,485 | 123,485 |
| Other State Grant | 98,736 | 98,736 |
| Other State Sources | 165,404 | 165,404 |
| Federal Government | | |
| Dept. Of Education - Direct Grants | 5,850,119 | 5,850,119 |
| Dept. Of Education - Other Sources | 2,808,746 | 2,808,746 |
| Non Governmental Gifts | | |
| Non Governmental Gifts | 205,000 | 205,000 |
| Other Sources | | |
| Other Revenues | 5,000,000 | 5,000,000 |
| | | <hr/> |
| Total Restricted Purposes Revenues | | 14,559,625 |
| | | <hr/> <hr/> |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|---------------------------------------|-----------|-----------|
| Other | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 5,000,000 | |
| Provision for Contingency | 0 | |
| | | <hr/> |
| | | 5,000,000 |
| | | <hr/> |

Instruction

| | | |
|---------------------------------------|-----------|-----------|
| Salaries | 697,021 | |
| Employee Benefits | 91,655 | |
| Contractual Services | 49,479 | |
| General Materials and Supplies | 1,873,334 | |
| Travel and Conference/Meeting Expense | 10,300 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 198,036 | |
| Provision for Contingency | 0 | |
| | | 2,919,825 |

Academic Support

| | | |
|---------------------------------------|---------|---------|
| Salaries | 143,200 | |
| Employee Benefits | 34,862 | |
| Contractual Services | 38,668 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 18,938 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 184,332 | |
| Provision for Contingency | 0 | |
| | | 420,000 |

Student Services

| | | |
|---------------------------------------|-----------|-----------|
| Salaries | 538,067 | |
| Employee Benefits | 148,940 | |
| Contractual Services | 164,213 | |
| General Materials and Supplies | 135,413 | |
| Travel and Conference/Meeting Expense | 73,862 | |
| Fixed Charges | 0 | |
| Utilities | 1,083 | |
| Capital Outlay | 306,000 | |
| Other | 4,360,168 | |
| Provision for Contingency | 0 | |
| | | 5,727,746 |

Public Service/Continuing Education

| | | |
|---------------------------------------|---------|---------|
| Salaries | 4,990 | |
| Employee Benefits | 10 | |
| Contractual Services | 341,279 | |
| General Materials and Supplies | 8,000 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 354,279 |

Operation & Maintenance of Plant

| | | |
|---------------------------------------|---|---|
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 0 |

Institutional Support

| | | |
|---------------------------------------|---|---|
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 0 |

Scholarships, Student Grants & Waivers

| | | |
|---|---------|-------------|
| Salaries | 105,613 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 32,162 | |
| Provision for Contingency | 0 | |
| | | <hr/> |
| | | 137,775 |
| Interfund Transfers Out | | <hr/> |
| | | 0 |
| Total Restricted Purposes Expenditures | | <hr/> |
| | | 14,559,625 |
| | | <hr/> <hr/> |

FISCAL YEAR 2024 BUDGETED REVENUES

| Working Cash | Revenues | Totals |
|------------------------------------|-----------------|---------------|
| Investment Revenue | | |
| Investment Revenue | 44,960 | 44,960 |
| | _____ | _____ |
| Total Working Cash Revenues | | 44,960 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|--|-------|-----------|
| Revenue | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | _____ | 0 |
| | | _____ |
| Interfund Transfers Out | | 1,260,717 |
| | | _____ |
| Total Working Cash Expenditures | | 1,260,717 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED REVENUES

| Audit | Revenues | Totals |
|-----------------------------|-----------------|---------------|
| Local Government | | |
| Local Taxes | 75,000 | 75,000 |
| | _____ | _____ |
| Total Audit Revenues | | 75,000 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|---------------------------------------|--------|--------|
| Institutional Support | | |
| Salaries | 0 | |
| Employee Benefits | 0 | |
| Contractual Services | 85,000 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | _____ | 85,000 |
| Interfund Transfers Out | | 0 |
| | | _____ |
| Total Audit Expenditures | | 85,000 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED REVENUES

| Liability, Protection & Settlement | Revenues | Totals |
|--|-----------------|---------------|
| Local Government | | |
| Local Taxes | 702,444 | 702,444 |
| Investment Revenue | | |
| Investment Revenue | 4,796 | 4,796 |
| | _____ | _____ |
| Total Liability, Protection & Settlement Revenues | | 707,240 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

| | | |
|--|---------|---------|
| Institutional Support | | |
| Salaries | 0 | |
| Employee Benefits | 599,959 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 187,027 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 786,986 |
| | _____ | _____ |
| Interfund Transfers Out | | 0 |
| | | _____ |
| Total Liability, Protection & Settlement Expenditures | | 786,986 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED REVENUES

| OPEB Liability | Revenues | Totals |
|--------------------------------------|-----------------|------------------|
| Other Sources | | |
| Other Revenues | 1,500,000 | 1,500,000 |
| | _____ | _____ |
| Total OPEB Liability Revenues | | 1,500,000 |
| | | ===== |

FISCAL YEAR 2024 BUDGETED EXPENDITURES

Instruction

| | | |
|---------------------------------------|---------|---------|
| Salaries | 0 | |
| Employee Benefits | 180,594 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 180,594 |
| | _____ | _____ |

Academic Support

| | | |
|---------------------------------------|---------|---------|
| Salaries | 0 | |
| Employee Benefits | 148,026 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 148,026 |
| | _____ | _____ |

Student Services

| | |
|---------------------------------------|---------|
| Salaries | 0 |
| Employee Benefits | 631,346 |
| Contractual Services | 0 |
| General Materials and Supplies | 0 |
| Travel and Conference/Meeting Expense | 0 |
| Fixed Charges | 0 |
| Utilities | 0 |
| Capital Outlay | 0 |
| Other | 0 |
| Provision for Contingency | 0 |

Public Service/Continuing Education

| | | |
|---------------------------------------|-----------|-----------|
| Salaries | 0 | |
| Employee Benefits | 1,552,722 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 1,552,722 |

Auxiliary Services

| | | |
|---------------------------------------|--------|--------|
| Salaries | 0 | |
| Employee Benefits | 60,340 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 60,340 |

Operation & Maintenance of Plant

| | | |
|---------------------------------------|---------|---------|
| Salaries | 0 | |
| Employee Benefits | 121,068 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 121,068 |

Institutional Support

| | | |
|---------------------------------------|-------|-------|
| Salaries | 0 | |
| Employee Benefits | 7,284 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 7,284 |

Scholarships, Student Grants & Waivers

| | | |
|---------------------------------------|---------|---------|
| Salaries | 0 | |
| Employee Benefits | 298,618 | |
| Contractual Services | 0 | |
| General Materials and Supplies | 0 | |
| Travel and Conference/Meeting Expense | 0 | |
| Fixed Charges | 0 | |
| Utilities | 0 | |
| Capital Outlay | 0 | |
| Other | 0 | |
| Provision for Contingency | 0 | |
| | | 298,618 |

Interfund Transfers Out

0

Total OPEB Liability Expenditures

2,999,998

McHenry County College
Proposed Capital Outlay Expenditures
Fiscal Year 2024

Instruction

| | | | | |
|---|--|---------|--|----------------|
| 01-1020-102016-580600000 | CTE equipment for instruction | 25,000 | | |
| | | | | 25,000 |
| 01-1030-102030-580900000 | PBF - phase 2 auto renovation overhead doors | 204,605 | | |
| | | | | 204,605 |
| TOTAL INSTRUCTION CAPITAL OUTLAY | | | | 229,605 |

Academic Support

| | | | | |
|--|--|---------|--|----------------|
| 01-2080-201010-580600000 | Misc capital equipment for programatic needs and instruction | 175,000 | | |
| | | | | 175,000 |
| TOTAL ACADEMIC SUPPORT CAPITAL OUTLAY | | | | 175,000 |

Institutional Support

| | | | | |
|---|---|--------|--|----------------|
| 01-8020-501010-580600005 | Duplication equipment | 1,200 | | |
| | | | | 1,200 |
| 01-8060-501016-580900060 | PBF-renovation needs for general use | 40,000 | | |
| 01-8060-501016-580500000 | PBF-office needs for general use | 40,000 | | |
| | | | | 80,000 |
| 01-8030-501032-580500000 | photo/video equipment for studio | 2,500 | | |
| | | | | 2,500 |
| 01-8040-503010-580900000 | software, single-user and multi-user software | 10,000 | | |
| | | | | 10,000 |
| 01-8080-504010-580500000 | PBF - IT Equipment | 7,500 | | |
| | | | | 7,500 |
| 01-8080-504020-580500000 | PBF - IT equipment | 56,000 | | |
| | | | | 56,000 |
| 01-8080-504030-580900000 | PBF - IT equipment | 80,000 | | |
| | | | | 80,000 |
| TOTAL INSTITUTIONAL SUPPORT CAPITAL OUTLAY | | | | 237,200 |

| | | | | |
|--|--|--|--|----------------|
| TOTAL EDUCATION FUND CAPITAL OUTLAY | | | | 641,805 |
|--|--|--|--|----------------|

Operation & Maintenance of Plant

| | | | |
|---|--|---------|----------------|
| 02-7030-505035-580700000 | Reduce 15000 | 50,000 | |
| | | | 50,000 |
| 02-7090-505050-580900007 | increase 12 k | 12,000 | |
| 02-7090-505050-580900060 | LED Lighting Changing of old T5 and T8 ballasts to LED lights in several classrooms and hallways-replacing 250 lights @ \$100 ea. | 25,000 | |
| 02-7090-505050-580900060 | Ceiling Tiles Replace worn and stained ceiling tiles on campus in E215, E222, E221, C hallway, D hallway, Music, and Building A 4000 sq ft of track and tile replacement @ 10 sq ft | 40,000 | |
| 02-7090-505050-580900060 | Carpeting/Flooring- approx 7500 sq ft. Replace worn carpeting and tiles on campus including Sage A208 thru A210, B Building Music Area, faculty offices, and ArtPBF - carpet for A 210 Suite (CTL & CCR) confirmed budget for FY23 Carpet for A 210 Suite (CTL & CCR) confirmed budget for FY23 @ 29,664 | 150,000 | |
| 02-7090-505050-580900060 | A300 Floor furniture admin and 2 offices, Paint and Carpet | 70,000 | |
| 02-7090-505050-580900060 | A117 Mac Lab furniture, Paint and Carpet | 40,000 | |
| 02-7090-505050-580900060 | PBF-2 HVAC projects from TRANE for controls: #1. \$275,000.00- replace FPB/VAV boxes (59) AND BAS #2. \$235,521.00 Retro fit all VAV boxes (45) in E Building. Will apply for a grant in April for one of these, otherwise add to budget the 3-5 year plan. | 275,000 | |
| 02-7090-505050-580200000 | decrease 13k | 50,000 | |
| 02-7090-505050-580900060 | Public Meeting Room- Furniture, Paint, Carpet | 50,000 | |
| 02-7090-505050-580900060 | Paint interior walls and trim on campus Painting of 100,000 sq feet of walls on campus Including: Music area in B, Liebman F, and D wing main hall C Hall, E stairwell, Sage Offices, 4 classrooms | 150,000 | |
| | | | 862,000 |
| TOTAL OPERATION & MAINTENANCE OF PLANT CAPITAL OUTLAY | | | 912,000 |
| TOTAL OPERATIONS AND MAINTENANCE FUND CAPITAL OUTLAY | | | 912,000 |

Institutional Support

| | | |
|--|--|-------------------|
| 03-8020-501030-580900010 | University Center | 4,924,353 |
| 03-8020-501030-580900000 | Lights, Radio-CLC Lots, Driveways \$900,000.00 CDB Initial Match 75% \$300,000.00 MCC Initial Match 25% | 1,200,000 |
| 03-8020-501030-580900000 | Ring Road \$937,500.00 CDB Initial Match \$140,625.00 CDB 15% COVID Escalation 75% \$312,500.00 MCC Initial Match \$46,875.00 MCC 15% COVID Escalation 25% | 1,437,500 |
| 03-8020-501030-580100000 | 2nd payment for Woodstock University Center | 300,000 |
| | | 7,861,853 |
| <hr/> | | |
| 03-8020-501054-580500000 | Estimated lease accounting procedural entry | 1,000,000 |
| | | 1,000,000 |
| <hr/> | | |
| 03-8060-501060-580600000 | CATI Equipment Budget \$1,693,100.00 Grant AMC 06-1030-904170 \$378,539.00 Equipment # 1 Advance McHenry County Match \$300,000.00 FY2023 additional transfer for equipment or building \$1,057,406 from Fund balance due to Rep Foster Grant \$1,233,436.00 Net CASH Available From Fund 03 | 2,969,381 |
| 03-8060-501060-580300000 | CATI Building Project \$15,761,499.75 CDB Initial Match 75% \$2,399,612.25 CDB 2nd Match 75% \$3,298,708 CDB 3rd Match 100% \$5,253,833.25 MCC Initial Match 25% \$834,867.00 MCC-2yrs lost RAMP escalation 100% \$799,870.75 MCC 2nd Match 25% \$1,300,000.00 MCC Connecting Link \$21,192.50 MCC Art In Architecture Increase \$517.70 Budget variance | 29,670,101 |
| | | 32,639,482 |
| <hr/> | | |
| TOTAL INSTITUTIONAL SUPPORT CAPITAL OUTLAY | | 41,501,335 |
| TOTAL OPERATIONS AND MAINTENANCE RESTRICTED FUND CAPITAL OUTLAY | | 41,501,335 |
| <hr/> | | |

Student Services

| | | | |
|--|---|---------|----------------|
| 06-3040-901026-580600000 | Perkins equipment budget for instruction | 170,000 | |
| | | | 170,000 |
| 06-3080-904147-580900060 | Total 5 year budget=\$461K, inception to date Actuals=\$313K | 50,000 | |
| 06-3080-904147-580600000 | There have been no actuals in equipment in prior years | 86,000 | |
| | | | 136,000 |
| TOTAL STUDENT SERVICES CAPITAL OUTLAY | | | 306,000 |
| TOTAL RESTRICTED PURPOSES FUND CAPITAL OUTLAY | | | 306,000 |

Approval of
FY 2025 Resource Allocation Management Program (RAMP) Submissions

Information

It is a requirement of the Illinois Board of Higher Education (IBHE) through the Illinois Community College Board (ICCB) to assist the State in resource allocation and budget planning. Resource Allocation Management Program (RAMP) submissions are official requests of the College for state funding of specific capital improvement projects.

Due to changes and a complete reset in the RAMP process during FY 2020, MCC submissions were changed to those currently listed herein. The attached RAMP documents are the updated submissions for FY 2025. These projects were initially approved at the June 2022 Board meeting and have been adjusted for inflation. This year the Board is approving the FY 2025 RAMP, as it is one year in advance for state budgeting and approval.

The three projects to be included in this year's RAMP document and prioritized are:

- 1) Multi-Purpose Center Addition (\$17,306,850.00)
- 2) First Responder Training Center (\$12,265,303.00)
- 3) Library/Student Success Center Renovation (\$10,616,398.00)

The combined FY 2025 cost, with the escalation factor applied for all three projects in this submission, is estimated at \$40,188,551.00. The College requests that the State appropriate 75% estimated at \$30,141,413.00, with local funds supporting the remaining 25% estimated at \$10,047,138.00.

Recommendation

It is recommended that the Board of Trustees approves FY 2025 Resource Allocation Management Program (RAMP) projects submissions, which include the Multi-Purpose Center Addition, First Responder Training Center, and Library/Student Success Center Renovation, to the Illinois Community College Board as presented for a total cost of \$40,188,551.00 with a required local match of \$10,047,138.00.



Clinton E. Gabbard
President



Capital Project Application

Complete one application for each project.

District/College: District 528 / McHenry County College

District #: 528-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 528-01NC2023-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: New Construction

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Multi-Purpose Addition

District Project Rank # (1 of 3): 1 of 3

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$4,326,713
(25% minimum)

Estimated State Funds: \$12,980,138

Estimated Total Funds: \$17,306,851

Budget Detail

| | |
|---|---------------------|
| BLDGS, ADDITIONS, AND/OR STRUCTURES: | <u>\$8,416,612</u> |
| LAND: | <u>\$0</u> |
| EQUIPMENT: | <u>\$432,745</u> |
| UTILITIES: | <u>\$0</u> |
| REMODELING & REHABILITATION: | <u>\$3,194,466</u> |
| SITE IMPROVEMENTS: | <u>\$162,279</u> |
| PLANNING: | <u>\$1,980,809</u> |
| Other: | <u>\$3,119,940</u> |
| TOTAL Funds Requested: | <u>\$17,306,851</u> |

Project Scope:

In order to address the lack of large meeting space on campus to support events such as career fairs, college fairs, and industry-related events, as well as to create space to support the health and wellness of the college community and the community-at-large, a new addition and a series of renovations to the existing facilities will need to be implemented. The general scope of work will include the following:

Proposed New Multi-Purpose Addition (approx. 24,600 SF)

1. Large Multi-Purpose Room
2. Pre-Function Space
3. Storage Space
4. Elevated Walking Track
5. Office Space
6. Concessions Space

Renovations (approx. 9,950 SF)

1. Upgrade existing home team locker rooms / training room, improve handicap accessibility, replace existing MEP infrastructure, and replace deteriorated lockers and finishes
2. Create space for visiting team locker rooms that does not currently exist
3. Relocate the existing Fitness Center from the second floor down to the first floor, adjacent to the locker rooms, in order to improve accessibility for the community. This move is also required to free up space to accommodate the growth of the Library / Teaching & Learning Center on the 2nd Floor

The addition and renovation work is proposed to be developed at the southwest corner of the existing campus, adjacent to the existing Gymnasium and Conference Center. A new, more inviting entry for the community-at-large will be created at this public entrance to the College which is highly visible from US Highway 14. Due to the proximity of the proposed addition to the existing parking on campus, the existing parking lot will be slightly re-configured to accommodate the new construction and to provide a drop-off / pick-up area lane for vehicles. There is currently adequate, under-utilized parking on the south side of the campus, and therefore, no additional parking will be required.

In keeping with the College's commitment to sustainability, the new facility will also incorporate “green” design strategies consistent with LEED certification requirements.

The estimated cost breakdown for the project is as follows:

New Construction Work

24,600 SF x \$323.78 per SF \$ 8,416,612

Sitework \$ 162,279

Renovation Work

9,950 SF x \$303.83per SF \$ 3,194,466

Subtotal \$11,773,358

General Conditions / OH&P @ 15% \$ 1,766,004

Contingency @ 10% \$ 1,353,936

Construction Administration Fee @ 3% \$ 446,799

A/E Fees & Reimbursables \$ 1,534,010

Furnishings and Equipment \$ 432,745

TOTAL ESTIMATED PROJECT COST \$17,306,850

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Multi-Purpose Center

An expansion of A-Building to house a new Multi-Purpose Center is needed to accommodate and expand existing programs for athletics and to be able to develop new ones or make available the space used by the community and internal users that compete with athletic use of the same facility. The current space serves not only internal campus needs but the residents of the larger McHenry County area. This causes disruptions and scheduling conflicts for athletics for the use of the same space for competition and practice sessions forcing athletics to seek other venues.

Therefore, in order to address the lack of a large open meeting space on campus to support events such as career fairs, college fairs, and industry-related events, as well as to create space to support the health and wellness of the college community and the community-at-large, a new addition and a series of renovations to the existing facilities will need to be implemented. The general scope of work will include the following:

Proposed New Addition (approx. 24,600 SF)

A new open space is needed that will allow for large events that cannot be hosted in existing spaces and that will not compete with athletics. This new addition will be adjacent to the existing multi-purpose room and will extend into the B parking lot area.

Renovations (approx. 9,950 SF)

Additionally, renovations to the existing spaces surrounding the multi-purpose are needed to improve the space to accommodate athletic and fitness center needs.

- Upgrade existing home team locker rooms and training room, improve handicap accessibility, replace existing MEP infrastructure, replace deteriorated lockers and finishes
- Create space for visiting team locker rooms that does not currently exist and officials.
- Relocate the existing Fitness Center from the Second Floor down to the First Floor, adjacent to the Locker Rooms, in order to improve accessibility for the community.
- This move is also required to free up space to accommodate the growth of the Library / Teaching & Learning Center on the 2nd Floor.

These above renovations are necessary to in order to improve outdated and inadequate facilities. A new, more inviting entry for the community-at-large will be created at this public entrance to the College which is highly visible from US Highway 14. Due to the proximity of the proposed addition to the existing parking on campus, the existing parking lot will need to be slightly re-configured to accommodate the new construction and to provide a drop-off / pick-up area lane for vehicles.

The total estimated new facility project cost, in keeping with the College's commitment to sustainability, will also incorporate "green" design strategies consistent with LEED certification requirements.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** June 29, 2023

District Contact Name: Robert Tenuta, Chief Financial Officer / Treasurer

District Contact Email Address: btenuta@mchenry.edu

District Contact Phone Number: 815-455-8585

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: District 528 / McHenry County College

District #: 528-01

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 528-01NC2023-2

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: New Construction

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: First Responder Training Center

District Project Rank # (1 of 3): 2 of 3

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$3,066,326
(25% minimum)

Estimated State Funds: \$9,198,977

Estimated Total Funds: \$12,265,303

Budget Detail

| | |
|---|---------------------|
| BLDGS, ADDITIONS, AND/OR STRUCTURES: | <u>\$5,801,482</u> |
| LAND: | <u>\$0</u> |
| EQUIPMENT: | <u>\$135,233</u> |
| UTILITIES: | <u>\$236,657</u> |
| REMODELING & REHABILITATION: | <u>\$973,675</u> |
| SITE IMPROVEMENTS: | <u>\$1,595,746</u> |
| PLANNING: | <u>\$1,241,506</u> |
| Other: | <u>\$2,281,004</u> |
| TOTAL Funds Requested: | <u>\$12,265,303</u> |

Project Scope:

The proposed new First Responder Training Center at McHenry County College will consist of the construction of new structures as well as sitework to support the needs of the Fire Science, EMT, and Criminal Justice programs on campus. The proposed new complex will be located at the southeast portion of the existing campus on property that was recently acquired by the College and will include the following:

Proposed New Multi-Purpose / Garage Space (approx. 22,000 SF)

100' x 220' Precast Concrete Structure, Two-Story Volume to Accommodate Various Emergency Situations / Scenarios, with Overhead Doors to Accommodate Emergency Vehicles

Proposed New Classroom / Office Space (approx. 4,500 SF)

2) Classrooms @ 900 SF each, Office Suite for Faculty and Staff, Student Collaboration Space, and Toilet Rooms

Proposed New Burn Tower

Pre-Manufactured Burn Tower, Multiple Levels, Multiple Configurations

Proposed Sitework

Access Drive / Parking for Approximately 40 Vehicles
 Emergency Vehicle Operations Course (EVOC) Pad (150' 450')
 Maneuvering Space Around Burn Tower

In order to accommodate the space needs associated with this project the existing soccer field at the southeast corner of the campus will require relocation south of the existing baseball field. Due to the amount of impervious area being provided, a significant amount of stormwater management work will also be required.

In keeping with the College's commitment to sustainability, the new facility will also incorporate “green” design strategies consistent with LEED certification requirements.

The estimated cost breakdown for the project is as follows:

| | |
|---|----------------------|
| <u>New Multi-Purpose / Classroom / Garage Space</u> | |
| 26,500 SF x \$207.18 per SF | \$ 5,801,482 |
| <u>Burn Tower</u> | |
| 4,500 SF x \$204.76 per SF | \$ 973,675 |
| <u>Sitework</u> | |
| <u>Earthwork / Erosion Control</u> | \$ 608,547 |
| <u>Utilities</u> | \$ 236,657 |
| <u>Access Drive / Parking</u> | \$ 108,186 |
| <u>EVOC Pad</u> | \$ 385,413 |
| <u>Maneuvering Space Around Burn Tower</u> | \$ 250,180 |
| <u>Stormwater Management</u> | \$ 108,186 |
| <u>Landscaping</u> | <u>\$ 135,233</u> |
| Subtotal | \$ 8,607,560 |
| General Conditions / OH&P @ 15% | \$ 1,291,134 |
| Contingency @ 10% | \$ 989,869 |
| Construction Administration Fee @ 3% | \$ 326,657 |
| A/E Fees & Reimbursables | \$ 914,849 |
| Furnishings and Equipment | <u>\$ 135,233</u> |
| TOTAL ESTIMATED PROJECT COST | \$ 12,265,303 |

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

First Responder Training Center

A First Responder Training Center at McHenry County College is needed to accommodate and expand existing programs and to be able to develop new ones that will serve the residents of the larger McHenry County area needs. Current space restrictions limit the ability and type of training current programs can offer, in particular Fire Science and Criminal Justice.

The College is also exploring a training center for police academy training. Current academy training is limited with no coverage in the northeast portion of Illinois. The lack of academy training options has caused delays in training new officers until spots are available. Additionally, there is support from the surrounding municipal and county law enforcement agencies for the College to develop a training academy and to be able to host a training center that can be utilized by law enforcement agencies to meet the demand for continuing training of officers.

The College is looking to expand courses currently offered and to partner with North East Multi-Regional Training (NEMRT) and Illinois Law Enforcement Training and Standards Board) as well as other agencies that will improve the content and quality of program offerings. The expanded programs will include offering state certified criminal justice courses to current police officers and first responders, offering advanced professional development courses to law enforcement officers and to develop either a part-time or full-time police training academy.

The First Responder Training Center will include a Proposed New Multi-Purpose/Garage Space (approx. 22,000 SF). This new space will allow for flexible inside training for both individuals and vehicles. Currently, the College lacks space to instruct users on vehicles that include ambulances, fire engines, police cruisers, and other emergency vehicles.

The First Responder Training Center will also include a Proposed New Classroom/Office Space (approx. 4,500 SF). Currently, the College lacks adequate space for all its current training needs, especially in the Fire Sciences, which at times is forced to use common hallways and stairways for training. These new classrooms in conjunction with the open multi-purpose space will provide dedicated classrooms for all first responder training.

The First Responder Training Center will include a new Proposed New Burn Tower. Currently, the existing burn tower is beyond its service life and is in need of a full restoration. A full restoration is not a cost effective solution as the burn tower is limited in its capabilities. The current burn tower is not able to provide the full suite of fire science training and is not modular so expansion is not feasible. The new burn tower will be multiple levels with different configuration options and have the ability to expand as may be needed for future training.

The First Responder Training Center will includes proposed site work that will consist of the construction of new structures as well as site work to support the needs of the Fire Science, EMT (Emergency Medical Technician), and Criminal Justice programs on campus. The proposed new complex is currently being planned to be located at the southeast portion of the existing campus on property that was recently acquired by the College and will include the following:

Access Drive/Parking for Approximately 40 Vehicles to handle the students that will utilize the new center. An Emergency Vehicle Operations Course (EVOC) Pad (150' 450') that will be used for first

First Responder Training Center, Project #2 of 3
Continuation of Project Justification, page 3a

...The proposed new complex is currently being planned to be located at the southeast portion of the existing campus on property that was recently acquired by the College and will include the following:

Access Drive/Parking for Approximately 40 Vehicles to handle the students that will utilize the new center. An Emergency Vehicle Operations Course (EVOC) Pad (150' 450') that will be used for first responder training of vehicle for outside needs as well as maneuvering space around the new burn tower,

In order to accommodate the space needs associated with this project the existing soccer field at the southeast corner of the campus will require relocation south of the existing baseball field (if determined to be final location of center). An alternate site would be on the northeast portion of the campus. Due to the amount of impervious area being provided, a significant amount of storm water management work will also be required regardless of final location.

In keeping with the College's commitment to sustainability, the new facility will also incorporate "green" design strategies consistent with LEED certification requirements.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** June 29, 2023

District Contact Name: Robert Tenuta, Chief Financial Officer / Treasurer

District Contact Email Address: btenuta@mchenry.edu

District Contact Phone Number: 815-455-8585

Signature _____ *Date* _____



Capital Project Application

Complete one application for each project.

District/College: District 528 / McHenry County College

District #: 528-01
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 528-01NC2023-2
District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel
(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Library / Student Success Center Renovations

District Project Rank # (1 of 3): 3 of 3
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$2,654,099
(25% minimum)

Estimated State Funds: \$7,962,298

Estimated Total Funds: \$10,616,397

Budget Detail

| | |
|---|---------------------|
| BLDGS, ADDITIONS, AND/OR STRUCTURES: | <u>\$0</u> |
| LAND: | <u>\$0</u> |
| EQUIPMENT: | <u>\$912,821</u> |
| UTILITIES: | <u>\$0</u> |
| REMODELING & REHABILITATION: | <u>\$6,803,894</u> |
| SITE IMPROVEMENTS: | <u>\$0</u> |
| PLANNING: | <u>\$1,096,650</u> |
| Other: | <u>\$1,803,032</u> |
| TOTAL Funds Requested: | <u>\$10,616,397</u> |

Project Scope:

As one of the major hubs on campus that supports student engagement and overall student success as well as a tremendous resource that serves the community-at-large, the existing Library at McHenry County College is in need of significant renovations, re-organization, and upgrades. Once completed, the new Library / Student Success Center will accommodate the following spaces / functions:

Library

- Circulation / Reference Desk and Staff Offices
- Technical Processing
- General Collection Stacks
- Reference Collection
- Group Study / One-Button Studio Spaces
- Collaborative Seating Space
- Quiet Study Space
- Open Computing Space
- Information Literacy Computer Lab
- Coffee Bar / Cafe

Student Success Center

- Open Tutoring Space for One-on-One / Small Groups
- Open Computing Stations for Tutoring
- Individual Group Study / Small Group Tutoring Rooms

On-Line Learning Center

- Open Collaborative Resource Area for On-Line / Hybrid Students
- Small Computer Lab for On-Line / Hybrid Training
- Staff Work Space

Teaching and Learning Center (TLC)

- Open Collaborative Space for Faculty / Staff Training
- TLC Staff Offices
- Conference / Seminar Space

As part of the proposed renovation work, the existing MEP infrastructure that serves the existing spaces will be completely upgraded, and the technology that serves the spaces will be replaced in order to accommodate the significant amount of technology and audio-visual equipment that will be incorporated within the area of renovation. Additionally, a new code-required automatic fire door assembly will be added within the Library space to meet current code requirements.

In keeping with the College's commitment to sustainability, the new facility will also incorporate "green" design strategies consistent with LEED certification requirements.

The estimated cost breakdown for the project is as follows:

Renovation Work

| | |
|---|----------------------|
| 28,750 SF x \$223.96 per SF | \$ 6,803,894 |
| <u>General Conditions / OH&P @ 15%</u> | \$ 1,020,584 |
| <u>Contingency @ 10%</u> | \$ 782,448 |
| <u>Construction Administration Fee @ 3%</u> | \$ 258,208 |
| <u>A/E Fees & Reimbursables</u> | \$ 838,443 |
| <u>Furnishings and Equipment</u> | \$ 912,821 |
| TOTAL ESTIMATED PROJECT COST | \$ 10,616,398 |

Project Justification:

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

Library Renovations

As one of the major hubs on campus that supports student engagement and overall student success as well as a tremendous resource that serves the community-at-large, the existing Library at McHenry County College is in need of significant renovations, re-organization, and upgrades to reflect the changing nature of information literacy and student engagement.

The Library concept in higher education has changes and the dated, physical space itself is in need of renovations and upgrades. The project scope includes the reconfiguration of the floorplan to reflect the interactive functions required of a modern Library. Specifically, the renovation will affect the Circulation and Reference Desk, reduction of General Collection Stacks, Open Computing Space, Reference Collection, and Information Literacy Computer Lab. Additionally, the renovation and installation of the following areas are necessary:

- Group Study/One-Button Studio Spaces
- Variety of learning style pods (quiet space, interactive, technology-assisted)
- Staff Offices
- Technical Processing
- Collaborative Seating Space
- Quiet Study Space
- Coffee Bar/Café if space allows.

The Student Success Center is currently housed within the existing Library and will require renovations that will include the following:

- Open Tutoring Space for One-on-One/Small Groups
- Open Computing Stations for Tutoring
- Individual Group Study/Small Group Tutoring Rooms

The renovation will also include adding a new On-Line Learning Center that will provide for the following:

- Open Collaborative Resource Area for On-Line/Hybrid Students
- Small Computer Lab for On-Line/Hybrid Training
- Supplemental technology and software for students to prepare high-quality academic projects
- Staff Work Space

The renovation will also include adding a new Teaching and Learning Center (TLC) within the LRC that will provide for the following:

- Open Collaborative Space for Faculty/Staff Training
- TLC Staff Offices
- Conference/Seminar Space

As part of the proposed renovation work, the existing Mechanical Electrical and Plumbing (MEP) infrastructure that serves the existing spaces will need to be completely upgraded. The technology that serves the spaces will be also be replaced in order to accommodate the significant amount of technology and audio-visual equipment that will be incorporated within the area of renovation. Additionally, a new code-required automatic fire door assembly will be added within the Library space to meet current code

Library Renovations, Project #3 of 3

Last two paragraphs of Project Justification, page 3a

As part of the proposed renovation work, the existing Mechanical Electrical and Plumbing (MEP) infrastructure that serves the existing spaces will need to be completely upgraded. The technology that serves the spaces will be also be replaced in order to accommodate the significant amount of technology and audio-visual equipment that will be incorporated within the area of renovation. Additionally, a new code-required automatic fire door assembly will be added within the Library space to meet current code requirements.

In keeping with the College's commitment to sustainability, the new facility will also incorporate “green” design strategies consistent with LEED certification requirements.

Additional Documentation Required Prior to Funding (this will be required before funding is released):

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?

Yes No

Does this project have the approval of your local governing board?

Yes No **Date of Board Meeting** June 29, 2023

District Contact Name: Robert Tenuta, Chief Financial Officer / Treasurer

District Contact Email Address: btenuta@mchenry.edu

District Contact Phone Number: 815-455-8585

Signature _____ *Date* _____

Administrative Compensation Adjustment for FY 2024

Information

It is recommended that a flat percentage increase be applied for FY 2024, specifically:

- Administrators hired before April 1, 2023 and holding the positions listed on Board Report #23-47 Administrative Appointments for FY 2024 are considered “eligible administrators”
- All eligible administrators will receive a 2.9% increase effective July 1, 2023
- All salary ranges will increase by 6.5%, the December 2022 CPI-U rate
- Eligible administrators who have been on a performance improvement plan or who have been on discipline during FY 2023 will not be eligible for a compensation increase
- If the increase moves an eligible administrator over the top of his/her range, the overage becomes paid as a non-SURS eligible bonus throughout the year

Recommendation

It is recommended that the Board of Trustees approve a 2.9% compensation adjustment for eligible administrators for FY 2024.



Clinton E. Gabbard
President

Compensation Adjustment for Contingent Employees for Academic Year 2023- 2024

Information

Contingent employees at McHenry County College include:

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

It is recommended that employees currently holding these positions receive a 2.9% increase to the base salary cell on the applicable salary matrix or their hourly rate, effective with the next Academic Year 2023-2024.

Recommendation

It is recommended that the Board of Trustees approve a 2.9% increase as detailed above, for the next Academic Year 2023-2024.



Clinton E. Gabbard
President

Agreement Between the Board of Trustees of McHenry County College
and the
McHenry County College Adjunct Faculty Association

Information

The current two-year adjunct faculty contract that took effect in July 2021 and expires at the end of the Summer 2023 semester. Therefore, the Board of Trustees and Adjunct Faculty Association negotiation teams, co-lead by the CFO/Treasurer and the Vice President of Academic Affairs and Workforce Development and the President of the Adjunct Faculty Association respectively, have been meeting to negotiate terms of a new contract. The attached contract incorporates the changes that were agreed upon during negotiations, which include a 3.0% salary increase in the first year, and a 3.0% salary increase in the second year. The salary increase is reflected in the tables throughout Appendix A of the contract.

If approved, the new contract would take effect on August 16, 2023 and remain in effect until the end of the Summer 2025 semester.

Recommendation

It is recommended that the Board of Trustees approves the attached contract with the McHenry County Collee Faculty Association, effective August 16, 2023 until the end of the Summer 2025 semester.



Clinton E. Gabbard
President

McHenry County College Adjunct Faculty Agreement

Between

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

And

McHenry County College
Adjunct Faculty Association
IEA-NEA



2023 - 2024

Through

2024 – 2025

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AGREEMENT

This AGREEMENT is entered into this 29th day of June, 2023, by and between the BOARD OF TRUSTEES OF MCHENRY COUNTY COLLEGE, DISTRICT No. 528 (hereinafter referred to as the "Board" or the "College") and the MCHENRY COUNTY COLLEGE ADJUNCT FACULTY ASSOCIATION (MCCAFA) an affiliate of the NEA/IEA (hereinafter referred to as the "Association"), and only applies to said parties.

PREAMBLE

WHEREAS, the parties agree to continue to work together harmoniously and to promote and maintain relations between the Board and the Association which will serve the best interests of all concerned, and

WHEREAS, the Board and the Association do hereby agree that the welfare of the student is paramount in the operation of the system and will be promoted by both parties, and

WHEREAS, the Board and the Association have voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting relations between the Board and the adjunct faculty insofar as such practices and procedures are appropriate to the obligations of the Board to retain the right effectively to operate McHenry County College and are consonant with the paramount interests of the public and the students of McHenry County College, and

WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise provided for the salaries, fringe benefits, and conditions of employment of the adjunct faculty members covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of McHenry County College, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree with each other as follows:

ARTICLE I

DEFINITIONS

This Agreement shall incorporate the definitions enumerated below:

- A. **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.
- B. **College** – The term "College" shall mean McHenry County College and its authorized representatives. The terms "Board" and "College" are used interchangeably in this Agreement.
- C. **Adjunct Faculty** – The terms "faculty", "faculty member", or "adjunct faculty member" shall mean those employees specifically included in the bargaining unit as set forth in Article III, Section 3.1 of this Agreement.
- D. **Working Days** – The term "working days" shall include Mondays through Friday on days when credit classes are in session, and administrative offices are open, except where otherwise indicated.
- E. **Calendar Days** – The term "calendar days" shall mean all days, including those when credit classes are not in session.
- F. **Summer Session** – Is considered a part of the academic year and adjunct faculty members who teach in the Summer session will retain all rights under this Agreement, including Paid Sick Leave.
- G. **Academic Year** – Beginning with the Fall semester through Summer session.
- H. **Calendar Year** – January 1 to December 31.
- I. **Credit Hour** – Academic unit awarded to student. Credit hours are determined according to the Illinois Community College Board's Administrative Rules and is/was determined when the course was approved.
- J. **Contact Hour** – Hours of classroom and/or online instruction of a course (800 minutes equals one contact hour). Contact hours are determined according to the Illinois Community College Board's Administrative Rules and is/was determined when the course was approved.
- K. **Contingent Class Assignment** – Classes identified and tentatively assigned prior to a formal Notification of Assignment being issued.

ARTICLE II

TERM OF AGREEMENT

This Agreement shall be effective on the date of its execution by both parties or as otherwise specifically indicated in this Agreement and shall remain in full force and effect until 11:59 p.m. on the day prior to adjunct faculty reporting to work for the 2024-2025 academic year. It shall automatically be renewed from year to year unless either party shall notify the other in writing at least ninety (90) days prior to the end of the contract.

ARTICLE III

RECOGNITION AND REPRESENTATION

Section 3.1 Recognition

The Board of Trustees of McHenry County College, Illinois Community College District 528 (hereinafter the “Board”) or its agents, hereby recognize the McHenry County College Adjunct Faculty Association, IEA-NEA, (hereinafter referred to as the “Adjunct Faculty Association”), as the exclusive and sole collective bargaining representative for adjunct faculty currently employed at McHenry County College as follows:

Included: All adjunct faculty who teach a minimum of three (3) credit hours of instruction in a single semester in any combination of MCC course(s) classified through the Illinois Community College Board (ICCB) Program Classification System (PCS code) as 1.1, 1.2, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9. Bargaining unit eligibility shall commence at the beginning of the adjunct faculty first academic semester following completion of a notification of assignment.

Excluded: All adjunct faculty members who do not meet the bargaining unit eligibility criteria set forth above, all supervisors, managers, officers, part-time, short-term and confidential employees, as defined in the Illinois Educational Labor Relations Act.

Section 3.2 Loss of Unit Status

- A. **Involuntary Inactive Status** – Adjunct faculty members who are eligible for inclusion in the bargaining unit, but who subsequently fail to teach, because no courses are available for them to teach, shall be in an inactive status for two (2) consecutive academic years. No change in seniority or step will occur during this inactive status. Adjunct faculty members who are on involuntary inactive status after two (2) consecutive academic years will lose unit and seniority status.
- B. **Voluntary Inactive Status** – Adjunct faculty members who choose not to teach should notify the appropriate administrative supervisor at the beginning of the preceding academic semester. No change in seniority or step will occur during this inactive status. Adjunct faculty members who are on voluntary inactive status after two (2) consecutive academic years will lose unit and seniority status and all applicable benefits. Adjunct faculty members who are on voluntary inactive status after two (2) consecutive academic years will lose unit status and all applicable benefits. Accrued Tuition Waivers can be maintained and used for up to two (2) calendar years after the adjunct faculty member is placed into Voluntary Inactive Status, so long as the adjunct faculty member notifies the Office of Human Resources in writing at the beginning of the preceding academic semester prior to going on Voluntary Inactive Status.
- C. **Re-eligibility** – Any adjunct faculty member who is removed from the bargaining unit in accordance with Sections 3.2A and 3.2B must meet eligibility criteria set forth in Section 3.1 to regain unit status.

Section 3.3 Tri-Annual Unit Listing

- A. The College will tri-annually provide the Association, during the tenth week of the Fall and Spring semesters, and the fifth week of the Summer semester with a listing of all adjunct faculty members who do and will meet the eligibility criteria set forth in Sections 3.1 and 3.2 for the next regular academic semester. The list shall contain the names, postal addresses, position titles, and MCC email address of each eligible adjunct faculty member. The list shall also contain the status of New, Member, or Terminated for each adjunct.

- B. Each list shall be used for staffing decisions related to the matching semester in the following academic year.

Section 3.4 Duty of Fair Representation

The Association agrees to fulfill its duty to fairly represent all employees in the bargaining unit regardless of Association membership. The Association further agrees to indemnify and hold harmless the Board from any and all liability, including monetary damages, resulting from any failure on the part of the Association to fulfill its duty of fair representation.

Section 3.5 Meeting with Other Faculty Organizations

The Board agrees not to negotiate with any adjunct faculty employee organization other than the Adjunct Association for the duration of this Agreement. Further, the Board agrees not to negotiate with any adjunct faculty union member individually during the duration of the Agreement on items covered by this Agreement.

ARTICLE IV

BOARD RIGHTS

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

ARTICLE V

STATUS AND EFFECT OF THE AGREEMENT

Section 5.1 Ratification and Amendment

This Agreement shall become effective when ratified by the Board and Association membership and signed by authorized representatives thereof.

Section 5.2 Contract Controlling

No agreement, understanding, consideration or interpretation which alters, waives or modifies any of the terms or conditions contained herein shall be made with any adjunct faculty member by the Board or any of its agents or representatives, unless it has been made and agreed to in writing by the Board and the Association. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein.

ARTICLE VI

RESPONSIBILITIES AND RIGHTS

Section 6.1 Academic Freedom

Institutions of higher education are conducted for the common good and not to further the interest of either the individual adjunct faculty member or the particular institution. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

- A. Adjunct faculty members are entitled to academic freedom in the classroom in discussing their subject, but they are responsible not to introduce into their teaching controversial matter which has no relation to their subject and to present controversial material in a fair and reasonable manner.
- B. Course content and instructional material must be consistent with purpose and objectives of the course as adopted by the College through its collaborative process and approved by the Illinois Community College Board (ICCB). Adjunct faculty members have the latitude to determine appropriate methods for teaching course content. However, the methods utilized to teach course content should be appropriate for the subject matter being taught and subject to applicable College policies and procedures. The College shall observe due process in investigating any allegations of abuse of academic freedom by adjunct faculty members. [See Section 11.2]
- C. Adjunct faculty members are citizens, members of a learned profession, and members of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. They should remember that the public may judge their profession and their institution by their communication. Hence, adjunct faculty members should at all times endeavor to be accurate, to exercise appropriate restraint, and to show respect for the opinions of others; and should make every reasonable effort to indicate that they are not speaking for the institution. An adjunct faculty member who, when speaking or writing as a citizen, has not expressly claimed or acknowledged any connection with the College shall be considered to have made such a "reasonable effort."
- D. Adjunct faculty members are entitled to academic freedom in research and in the publication of results, subject to the adequate performance of their other academic duties. [See Section 6.10 regarding research and publication for monetary return.]

Section 6.2 Good Faith

- A. "Good Faith" is defined as the mutual responsibility of the Board and the Association to meet at a reasonable time, to deal with each other openly and fairly, and sincerely to endeavor to reach agreement with respect to all items as identified in the agreed upon substantive portion of this document.
- B. The Association subscribes to a code of ethics and agrees to assist the Board and the administration on matters pertaining to professional conduct when requested.
- C. Both parties agree that the provisions of this Agreement shall not be applied in a manner that is arbitrary, capricious, or discriminatory.
- D. Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and Association for ratification.

Section 6.3 Dues Check-off

Upon receipt of a properly executed dues deduction form by an adjunct faculty member, delivered via hard copy or electronic format by the adjunct faculty or the Association, the Payroll Office shall regularly deduct the appropriate monies from such employee's paycheck in conformity with the Payroll Office's regular and ordinary payroll procedures. The specific amount of the dues deduction shall be communicated to the College's Chief Financial Officer, or their designee, via email by the Association's Treasurer by as close as practical to September 1st for the current academic year. The Association shall hold the Board harmless for all such deductions completed pursuant to the dues authorization form. Such authorization shall remain in effect until modified or withdrawn by an adjunct faculty member.

Section 6.4 Fair Share

If Fair Share salary withholding is ever held to be constitutional and lawful, the parties will meet to negotiate the effect of such a ruling.

Section 6.5 Distribution of Contract

Within thirty (30) working days following ratification and execution of this Agreement by both parties, or as soon thereafter as practicable, the Board will provide an electronic copy of the Agreement to the Association President and will also post a copy of the Agreement on the College's website.

Section 6.6 College Services and Facilities

- A. In accordance with applicable Board policy, the Association shall have reasonable use of College office services, to include duplicating, printing, and electronic communication privileges for the conduct of Association business. The Association agrees to pay the standard rates for the duplicating and printing services and supplies used. Use of such services and facilities shall be scheduled and prioritized by the appropriate administrative officers.
- B. The Board agrees that space for a bulletin board, to be purchased by the Association, shall be provided for the exclusive use of the Association for posting notices of activities and other matters of Association concern, provided such posting shall not include any item attacking the character, integrity, or ability of any member of the Board of Trustees or any of its agents or employees.
- C. The Board agrees to provide the Association reasonable access to conference space for the conduct of normal Association business. The Board shall allow the Adjunct Faculty Association President ordinary use of non-dedicated office space and equipment for the conduct of Association business.
- D. The rights granted to the Association under this Section 6.6 shall not be provided to any other labor organization competing with the Adjunct Faculty Association.

Section 6.7 Policies and Faculty Resource Guide

- A. **Board Policy** – The Board will post the Board Policies on the College’s website.
- B. **Faculty Resource Guide** – The Board will post a copy of the Faculty Resource Guide on the College’s intranet.

Section 6.8 Board Agenda

The Association may request to be placed on the agenda of a regular Board meeting in accordance with the Board's Policy Manual and procedures contained therein.

Section 6.9 Personnel File

- A. There shall be only one (1) official personnel file, but nothing herein shall preclude retention of duplicate information in other files.
- B. An adjunct faculty member shall have the right, upon request, to review the contents of her/his own personnel file during normal business hours. A representative(s) of the Association may be requested to accompany the adjunct faculty member to such review. Confidential credentials (and related personal references) normally obtained prior to the time of employment are specifically exempted from such review and shall be removed prior to the review of the personnel file.

- C. Any material that is added to the personnel file shall be done so in a timely manner. An adjunct faculty member shall have the right, upon request, to be given a copy of material added to the file within five (5) business days from the date of the request.
- D. An adjunct faculty member shall have the right to place a response to any material placed in the personnel file, and that response shall be made part of said file if submitted within thirty (30) business days of receipt of notification.
- E. After six (6) consecutive semesters, an adjunct faculty member may request from the Office of Human Resources, to have any progressive discipline removed from the personnel file if no other related infractions have occurred since the initial progressive discipline was received.

Section 6.10 Patent and Copyrights

Adjunct faculty members, as members of academia, may engage in research and other activities that may result in the creation of devices, books, programs, or other works in which the adjunct faculty member may obtain intellectual property rights leading to a market and profit to be obtained, as long as such does not interfere with his/her assigned duties. Use of the College equipment, materials and resources for this purpose must be approved in advance by the Chief Academic Officer.

If an adjunct faculty member creates an original work using his/her own resources, the College shall not be entitled to any royalties or proceeds from the work.

A "work-for-hire" is a work commissioned by the College for its use through a special project with an adjunct faculty member. Commissioned work might include, but is not limited to, instructional text and computer programs. The College will be the sole owner of the work, and the work will not be available for use without the College's prior express written permission.

Section 6.11 Non-Discrimination

Neither the Board nor the Union shall discriminate against any employee as per Board Policy. The Union agrees that the Board may take any action necessary to comply with the Americans with Disabilities Act.

McHenry County College declares and reaffirms a policy of equal opportunity and non-discrimination. The College will make all decisions regarding: admission, employment, participation in educational programs, or activities, without discrimination on grounds of race, color, creed or religion, sex, national origin, age, physical or mental disabilities, sexual orientation, veteran status, or other factors. MCC is committed to diversity and inclusion in its college community.

Section 6.12 Communication Committee

6.12.1 Frequency of Meetings

On the request of the MCC Adjunct Faculty Association or the College, the Communication Committee shall meet at least once per academic semester to discuss non-negotiable matters of mutual concern. By mutual agreement, the Communication Committee may meet more frequently.

6.12.2 Meeting Participants

The Association President (or the President's designee) may invite up to two additional faculty members from the bargaining unit to these meetings. The Chief Academic Officer (CAO) or CAO's designee may invite up to two additional representatives to these meetings. By mutual agreement, the number of participants can be increased.

6.12.3 Agenda and Minutes

The party requesting the meeting must submit a written agenda it wishes to discuss at least five (5) weekdays prior to the date of the meeting; this requirement may be waived with the consent of the Association's President and the CAO or their designee. Within ten (10) weekdays of each meeting, a record shall be prepared by the requesting party and distributed to each participant.

6.12.4 Purpose

The Association and the College meet to share information and discuss issues of mutual interest at Communication Committee meetings. Communication Committee meetings shall not be used to discuss any matter that is being processed pursuant to the grievance procedure outlined in this Agreement or to negotiate changes or additions to this Agreement. The parties agree that all participants in meetings of the Communication Committee must maintain an appropriate collegial demeanor and respect for the opinions and views of others. Therefore, the focus should be on issues and questions suitable for discussion at such meetings, and not on individuals. In addition, all participants should be aware that understanding an issue or problem does not equate to agreement on an issue or problem.

ARTICLE VII

NEGOTIATION PROCEDURES

Section 7.1 Selection and Composition of Negotiating Teams

The Board and the Association shall each select representatives to act on their behalf in negotiations.

Section 7.2 Commencement of Negotiations

The parties agree to commence negotiations for a successor agreement no earlier than two (2) weeks before September 1st and no later than two (2) weeks after September 1st during the last academic year of the Agreement.

Section 7.3 Agreement and Ratification

When the Association and Board representatives reach tentative agreement on all matters being negotiated, the items will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval at the next regularly scheduled meeting of the Board of Trustees for which the agenda deadline has not passed.

ARTICLE VIII

GRIEVANCE PROCEDURE

Section 8.1 Definitions

- A. Any written claim by an adjunct faculty member, or members, of the Association that there has been a violation, misapplication, or misinterpretation of the provisions of this Agreement shall be a grievance.
- B. Time limits during the academic year shall be Mondays through Fridays (working days) except holidays, designated in the Academic Calendar, and other officially declared school closings. In cases which occur/extend outside the regular academic year or the Summer session, time limits for grievance purposes shall be suspended until the first full regular instructional day of the next academic semester or Summer session. Time limits during Summer sessions shall be Mondays through Fridays unless a four (4) day week is officially adopted by the College. If a four (4) day week is adopted, the time limits shall be Mondays through Thursdays during the Summer.

Section 8.2 Right to Association Representation

- A. Association representatives (one of whom may be a non-faculty member) shall have the right to be present at any meeting, hearing, appeal, or other proceeding relating to a grievance that has been formally presented. Nothing contained herein shall be construed as limiting the right of an adjunct faculty member having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.
- B. The Board acknowledges the right of the Association's grievance representative to participate in the processing of a grievance commencing at Section 8.4A (Step One). However, any individual employee or a group of employees may at any time present grievances to their employer and have them adjusted without the intervention of the bargaining representative as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement, provided that the bargaining representative has been given an opportunity to be present at such adjustment. (115 ILCS 5/3(b)) Individual adjustments will be memorialized in writing and will be signed by the appropriate representative of the Board and adjunct(s). A copy of the resolution will be provided to the Association.

Section 8.3 Pre-Grievance Procedure (Informal Resolution)

The parties hereto acknowledge that it is usually most desirable for adjunct faculty members and the appropriate administrator to resolve problems through free and informal communications. When requested by the adjunct faculty member(s), an Association representative may accompany the adjunct faculty member(s) to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the adjunct faculty member(s) or the Association, a grievance shall be processed as follows:

Section 8.4 Formal Grievance Procedure

- A. **Step One** - If a complaint is not resolved through an informal resolution procedure, the grievant or the Association may present a formal grievance in writing stating specifically what section(s) of the contract has been violated to the appropriate, immediately involved administrator who will arrange for a meeting to take place within ten (10) working days after receipt of the grievance. Such written grievance shall be submitted not later than fifteen (15) working days after the occurrence of the events giving rise to the grievance or fifteen (15) working days from the date by which the affected faculty member(s) and/or the Association knew or should have known of such occurrence. The Association representative, the grievant and the immediately involved administrator or designee shall be present at the meeting. The immediately involved administrator or designee shall provide the grievant and the Association with a written answer with reason(s) to the grievance within ten (10) working days after the meeting.
- B. **Step Two** - If the grievance is not resolved at Step One, then the grievant or the Association shall refer the grievance to the Chief Academic Officer or her/his official designee within seven (7) working days after the receipt of the Step One answer or within seven (7) working days after the Step One meeting, whichever is later. The Chief Academic Officer or designee shall arrange for a meeting with the grievant and the representative(s) of the Association's grievance committee to take place within ten (10) working days of her/his receipt of the Step Two filing. A written response, including reason(s) shall be provided to the grievant within ten (10) working days after the meeting.

If the grievance arises from a decision by the Chief Academic Officer, the grievance may be initiated at Step Two, provided such is filed no later than the time limits prescribed in Step One.

- C. **Step Three-Arbitration** - If the Association is not satisfied with the decision at Step Two, the Association may refer the grievance to arbitration within twenty (20) working days after the decision is provided at Step Two.
1. The parties shall attempt to agree upon an arbitrator within seven (7) working days after receipt of the notice of referral. In the event the parties are unable to agree upon an arbitrator within said seven (7) working day period, the parties shall immediately jointly request the Federal Mediation Conciliatory Services (FMCS) to submit a panel(s) of arbitrators, and to otherwise administer the arbitration proceedings under the American Arbitration Association (AAA) rules.
 2. More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing. In the event of multiple grievances submitted to arbitration either party may request that the arbitrator consolidate the grievances for arbitration if the grievances are related and consolidation does not prejudice either party.
 3. The fees and expenses of the arbitrator and the cost of a written transcript (if a transcript is jointly requested) shall be shared equally by the parties involved in

the arbitration. Each party shall be responsible for compensating its own representatives or witnesses.

Section 8.5 Grievances Arising from a Decision Made by the College President or Board of Trustees

In the event the grievance concerns a decision made or action taken by either the President or the Board of Trustees, the parties may mutually agree to a modified grievance proceeding whereby the grievance is moved to Step Two and Step Two is modified by having the grievance referred to the President of the College. In such event, the same timelines for appeal and the issuance of the College's grievance response shall be retained.

Section 8.6 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. The arbitrator's ruling in any grievance shall not violate the relevant decisions of federal and state courts, the appropriate decisions of federal and state regulatory agencies, and applicable federal and state laws. The arbitrator shall have no authority to make a recommendation on any issue not so submitted or raised. The arbitrator's award shall be final and binding. However, neither party waives its right to administrative and/or judicial review of any arbitration ruling or award which, it feels has violated the limitations of this Article VIII.

Section 8.7 No Reprisals

- A. No reprisals of any kind shall be taken by the Board, its designee (agent), or the bargaining unit member Association against any individual because of his/her participation in this grievance procedure.
- B. All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

Section 8.8 Scheduling of Grievance Meetings

Should the investigation or processing of any grievance require that an adjunct faculty member or an Association representative be released from her/his regular assignment, she/he shall be released without loss of pay or benefits, provided that every reasonable attempt has been made by the parties involved to schedule grievance-related meetings during times which do not conflict with her/his regular assignment.

Section 8.9 Cooperation and Withdrawal Without Establishing Precedent

- A. The College and the Association shall cooperate in the investigation of any grievance, and further, all parties shall be furnished with such information requested for the fair and proper processing of any grievance.
- B. A grievance may be withdrawn at any level without establishing precedent.

ARTICLE IX

WORKLOAD/CLASS ASSIGNMENT

Section 9.1 Workload

Adjunct faculty members may work up to the maximum number of hours per week allowed by law for part-time employees. The College will determine the workload (number of contact hours) of individual adjunct faculty members and notify the adjunct faculty member via a written Notification of Assignment, following Section 10.1 Seniority.

Adjunct faculty members will receive a written Notification of Assignment, by Faculty Development Day, prior to the start of the semester.

If the payroll department did not receive notification of assignment in time for the next pay date due to a College error, adjunct faculty member(s) will be issued a manual payroll check in the form designated by their payroll setup within one (1) business day (excludes holidays) after the pay date once the payroll department is in receipt of a signed and processed notification of assignment.

Section 9.2 Preference Request/Contingent Assignment

A. Contingent Assignment – Preference Request

The College will request that adjunct faculty members submit a written contingent assignment preference to identify the days and times the adjunct faculty member is available and/or would prefer to teach prior to publishing the course schedule for the subsequent term. The College will attempt to honor such requests when practicable. Adjuncts may be offered courses outside of their preference request unless the adjunct request includes specific limitations.

B. Contingent Assignments

In attempting to honor contingent assignment requests made in accordance with Section 9.2(A), the College will give preference based on seniority status (as defined in Section 10.1 - Seniority) to adjunct faculty members in the bargaining unit over adjunct faculty members who are not in the bargaining unit. Nothing in this Article shall limit the College's ability to determine and set class schedules.

C. Contingent Assignment – Seniority Criteria

Contingent Assignments, based on availability, and the permissible adjunct faculty load will be made as follows, as defined in Section 10.1 - Seniority:

1. Seniority Level I, II, and III Adjunct Faculty will be offered one (1) course.
2. Level IV Adjunct Faculty will be offered a second course.
3. Level IV Adjunct Faculty will be offered a third course.
4. Level III Adjunct Faculty will be offered a second course.

5. Level III Adjunct Faculty will be offered a third course.
6. Level II Adjunct Faculty will be offered a second course.
7. Level I Adjunct Faculty will be offered a second course.
8. Further classes will be offered at the discretion of the Dean, including non-unit and unit adjunct faculty members.
9. Deans will make their best effort to meet the requests of unit adjunct faculty.
10. In rare instances, upon agreement between the Association and the Board, pedagogical or operational needs will supersede class preference/class assignments and this section will not apply.

D. Contingent Assignments – Withdrawal of Contingent Assignment

If a contingent assignment is withdrawn, the College will make their best attempt to remove contingent assignments from non-unit members first, then Seniority Level I, then Level II, then Level III, and then Level IV, as long as all Seniority Levels retain one (1) course. Once the adjunct faculty member has received the Notification of Assignment, the adjunct faculty member will not be bumped to fill a full-time faculty member's overload.

E. Contingent Assignments – Replacement of Contingent Assignment (Bumping)

If a contingent assignment is withdrawn, the College will make every attempt to replace the maximum contingent assignments as described in 9.2C. Seniority will be considered when reassigning courses. The immediate supervisor will make multiple attempts to contact the adjunct faculty member. Adjunct faculty will have two (2) working days to respond to the new offer. In the rare case where a contingent assignment must be made within 96 hours of the start of the class, the two (2) working day response will not apply.

Section 9.3 Office Hours and Space

- A. Adjunct faculty members shall make themselves available for student conferences either before or after class, and by College email or special appointment as necessary. They shall inform students of when they are routinely available and how best to contact them on their course syllabi.
- B. The College will provide shared office space designated for use by adjunct faculty members to the extent that such space is available. Adjunct faculty members should work through their immediate administrative supervisor to make such office space arrangements and to ensure needed office equipment and software are available for their use on campus.
- C. The College recognizes the importance of informal employee gatherings and shall continue to facilitate them. Annually, adjunct faculty members must be compensated for attending a meeting of all adjunct faculty. This gathering will not exceed two (2) consecutive hours. The compensation for attending the meeting of all adjunct faculty will be \$50.00.

Section 9.4 Double Sections

- A. In scheduling students, the College will strive to maintain a “normal class size.” For purposes of this agreement, “normal class size” is defined in a list mutually agreed upon by the Adjunct Association and the College. The list is maintained in the Chief Academic Officer’s office.

- B. Where the College designates a class to have the capacity of two (2) times the normal class size, the College will provide additional compensation to adjuncts assigned to the class in accordance with the following terms:
 - 1. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is twelve (12) students or more in excess of the normal class size, the adjunct will receive \$1,150.00 additional compensation, provided the adjunct teaches through the end of the semester.

 - 2. If first day enrollment in a class (which has been designated by the College to have twice the normal capacity) is one to eleven (1 to 11) students in excess of the normal class size, the adjunct will be compensated at a rate of \$87.00 per additional student beyond the normal class size up to eleven (11) students, provided the adjunct teaches through the end of the semester.

 - 3. Adjunct members eligible for additional compensation under this paragraph shall not receive any additional compensation for any additional students beyond what is prescribed in this paragraph. Adjuncts will be limited to teaching only one (1) class per semester which class size is set at twice the normal capacity.

- C. Because Section 9.1 of the current Adjunct Agreement addresses maximum workload, additional compensation provided under this Agreement will not contribute to workload, and will be paid during the semester in which the large class is taught.

- D. This Agreement will be administered consistent with Section 9.2 of the current Adjunct Agreement concerning class assignment preferences.

Section 9.5 Shared Governance

Adjunct faculty members will have representation within the shared governance model of the College. Annually, the College and the Association will mutually agree to representation and compensation, if any, through a Special Notification of Assignment.

ARTICLE X

SENIORITY

Section 10.1 Seniority

- A. Seniority shall mean the length of employment as determined by the number of semesters taught with a minimum annual evaluation rating of satisfactory as an adjunct faculty of the College. Summer teaching will contribute to the total number of semesters taught. Seniority will be used to determine contingent class assignments for courses that an adjunct faculty member is qualified to teach.
- B. Seniority Status – Levels Seniority status will be determined following the five (5) categories outlined below: The Board grants Seniority Status to adjunct faculty unit and (union) members who have fulfilled the following requirements:

Non-Seniority – Unit faculty who have no seniority status.

1. Seniority Status Level I Adjunct Faculty - Bargaining Unit Members advance to Seniority Level I after completing their third (3rd) semester teaching at least three (3) contact hours per semester for the college with satisfactory or better annual evaluations.
2. Seniority Status Level II Adjunct Faculty - Bargaining Unit Members advance to Seniority Level II after completing their eighth (8th) semester teaching at least three (3) contact hours per semester for the college with satisfactory or better annual evaluations.
3. Seniority Status Level III Adjunct Faculty - Bargaining Unit Members advance to Seniority Level III after completing their sixteenth (16th) semester teaching at least three (3) contact hours per semester for the college with satisfactory or better annual evaluations.
4. Seniority Status Level IV Adjunct Faculty - Bargaining Unit Members advance to Seniority Level IV after completing their thirty-second (32nd) semester teaching at least three (3) contact hours per semester for the college with satisfactory or better annual evaluations.
5. Seniority status begins the Fall semester following completion of the teaching and annual evaluation requirements.
6. An adjunct faculty who falls below satisfactory on two (2) or more evaluations will lose their Level II, Level III, or Level IV status. In the event of a poor observation that may affect the satisfactory rating on the overall evaluation for a Level II, Level III, or Level IV status, the adjunct faculty may request a second observation. The request must be made in writing no later than five (5) working days from the date the observation report was received by the adjunct faculty and the request must be made to the adjunct faculty's immediate supervisor.

ARTICLE XI

EVALUATION AND DISCIPLINE

Section 11.1 Evaluation and Observation System

A. Evaluation

Adjunct faculty unit members will be formally evaluated annually according to posted procedures, including a follow-up interview if requested by the adjunct faculty or immediate supervisor. This evaluation tool will be provided to the adjuncts in the faculty handbook as a reference. Adjunct faculty are expected to demonstrate and/or exhibit and model:

- Follow College policies and procedures found in the Board Policy Manual and Faculty Handbook, as well as written communication from College Administration.
- Use appropriate, departmentally agreed upon materials required for course, including, but not limited to textbook(s), lab manual(s), and/or software.
- Exhibit professional interactions with MCC employees and students.

B. Observations

Adjunct faculty unit members will be formally observed, including a follow-up interview, at least once every three (3) years in online and/or classroom methods of instruction as applicable. The College reserves the right to observe an adjunct faculty unit member at any time. Adjuncts will be notified prior to the observation. Adjuncts may request a formal observation at any time. The observer's comments and/or suggestions will be provided to the adjunct by email after each visit, and further dialog with the observer will be encouraged.

C. Evaluation and Observation Follow-Up

If necessary, an individualized professional development plan will be implemented to address any concerns within the evaluation or observation. The parties agree that as a part of this evaluation and observation system, the adjunct faculty member shall have the right to rebut in writing applicable evaluation or observation reports regardless of whether such evaluation or observations reports are made a part of the adjunct faculty member's personnel file.

Section 11.2 Due Process and Discipline of Adjunct Faculty Members

- A. The College must investigate in an attempt to determine if there is information or material that clarifies matters related to the alleged conduct that could result in progressive discipline. This process may include but is not limited to interviewing the complainant, the adjunct faculty member against whom the allegation is made, any pertinent witnesses, and reviewing any relevant documentation.
- B. Before any due process investigatory interview meeting, the College shall inform the adjunct faculty member in writing of the nature of the matter or complaint in sufficient detail to reasonably apprise him/her of the matter, unless such notice would endanger the investigation.

- C. Minimum information to be included in the notice shall be: Notification of the adjunct faculty member's right of representation; a description of the alleged violation(s) or action(s); the standard(s) allegedly violated; the date, time, and location for the investigatory interview meeting; and College representative(s) to be present at the meeting.
- D. The College will notify the adjunct faculty member of the meeting no less than 48 hours in advance. At the discretion of the College, the College may bypass the 48 hour notification timeline in the event of an egregious offense, as outlined in Section 11.2.F. An adjunct faculty member may request to have an Association representative present at a disciplinary meeting or an investigatory meeting which the adjunct faculty member reasonably believes could lead to discipline. The adjunct faculty member shall be provided with an opportunity to reschedule if needed to accommodate for a representative to be present.
- E. The College will follow due process including an investigatory meeting with the adjunct faculty member before rendering a disciplinary decision.
- F. Progressive discipline principles will be followed in addressing misconduct, including use of oral reprimand, written reprimand, suspension and termination. At the discretion of the College, the College may bypass any or all progressive discipline levels in the event of an egregious offense (such as an act that could lead to criminal charges or endangers self or others). This provision is not intended to be a waiver of any statutory rights.

ARTICLE XII
COMPENSATION

Section 12.1 Salary

The index matrix of the adjunct faculty salary schedule, together with implementing language thereof, is included as Appendix A of this Agreement.

Section 12.2 Substitute Pay

1. An adjunct faculty member who substitute teaches shall be compensated as identified in Appendix A, Section III.
2. Any adjunct who substitute teaches more than one-quarter (1/4) of a double section course shall receive a proportional amount of the Double Sections (Section 9.4) compensation due that adjunct for teaching the double section course, and payable at the end of the course.

Section 12.3 Independent Study and Individualized Classes

An adjunct faculty member shall be eligible for an independent study assignment or individualized classes at the discretion of their immediate administrative supervisor. For both independent study and individualized classes, compensation shall be at the rate of one-twelfth (1/12) of the adjunct faculty member's course rate (rate per contact hour times the number of contact hours in that course) times the number of students enrolled in the independent study or individualized class on the tenth business day after the start of the course and adjusted at the mid-term of the semester to account for enrollment changes.

Applied lessons compensation shall be at the rate per student defined in Appendix A. Applied lessons compensation shall be calculated on the tenth business day after the start of the course and adjusted at the mid-term of the semester to account for enrollment changes.

Section 12.4 Special Projects

Adjunct faculty members who accept a Notice of Assignment to perform a special project shall be compensated at the amount specified in a signed document approved by the Chief Academic Officer before the commencement of the special project. On standing or recurring special projects, the Association and Board will mutually agree upon a compensation amount, unless outlined in Appendix A.

Section 12.5 New Course Development

The College may offer a Special Notification of Assignment for an adjunct faculty member to develop a new course at the rate of \$2,500.00 per course. The Special NOA will outline the deliverables and the review process that will be agreed upon prior to commencement. The deliverables will become property of the College. Other course materials developed by the

adjunct faculty member and not included as deliverables in the Special NOA will remain the intellectual property of the individual adjunct faculty member. The first time the newly developed course is offered, the College will make every attempt to include it in the contingent assignment for the adjunct faculty member who developed it.

Section 12.6 Summer Classes

An adjunct faculty member assigned to teach a summer class shall be compensated at the rate of pay applicable to the previous academic semester unless a higher rate of pay has been specifically authorized by the Board for that summer class.

Section 12.7 Professional Development

Adjunct faculty members may submit reimbursement requests for pre-approved professional development activities taken in accordance with an approved professional development plan. Reimbursement will be processed in a timely manner, in incremental amounts, up to a total of \$300.00 per academic year with no carryover of any unused money from one (1) academic year to the next.

In addition to the individual Professional Development activities, adjunct faculty members may request additional professional development funding from the Chief Academic Officer. The Chief Academic Officer will maintain a fund of \$25,000.00 per academic year, within budgetary constraints, for the purposes of additional professional development opportunities for adjunct faculty members.

Section 12.8 Tax-Sheltered Annuity

Voluntary employee salary reductions for internal revenue code section 403(b) tax sheltered annuities and 457(b) deferred compensation shall be available to adjunct faculty members in accordance with current college policy for full-time faculty and in accordance with plan documents and applicable vendor agreements.

Section 12.9 Tuition Waiver

All adjunct faculty are eligible to receive a tuition waiver of two (2) credit hours of McHenry County College courses for each semester of teaching credit classes at the College. These hours may be used by the adjunct faculty member, domestic partner or by their spouse, dependent children, or those grandchildren for whom the adjunct faculty member is the legal guardian.

Approval for courses must be obtained from the Office of Human Resources before registration by using the application for tuition waiver form. Proof of identity and dependent status will be required for spouse, dependent children, or those grandchildren for which the adjunct faculty member is the legal guardian.

These credits continue to accumulate and are available for use as long as unit eligibility is maintained.

Section 12.10 Class Preparation Compensation

A stipend of one quarter (1/4) of an adjunct faculty member's contact hour salary shall be paid to any adjunct whose assigned course section is cancelled within seven (7) calendar days of the first class meeting

Before the meeting of the first class, the College has the sole discretion to change the class to individualized instruction. In such circumstances, no Class Preparation Compensation will be available. The College will make a good faith effort to offer the course in an individualized instruction mode when scheduling and pedagogical needs allow.

Section 12.11 Vacancies

In the event of an opening of a full-time faculty position, qualified unit adjuncts will be granted an initial interview so long as they submit a completed application within the initial ten (10) working days of the posting, meet the minimum qualification requirements, and are not on disciplinary action.

In the event of a position opening, qualified unit adjuncts will be granted an initial interview so long as they submit a completed application within the initial five (5) working days of the posting, meet the minimum qualification requirements, and are not on disciplinary action.

An announcement of vacancies will be listed on the HR section of the College Portal and accessible to adjunct faculty.

Section 12.12 Release Time

The Board shall grant release time in the amount of up to five (5) days total per calendar year. Release time shall be for the purpose of Association leaders' attendance at the executive council meetings, professional development, conferences or conventions of the Association's local, state or national affiliates. Release time shall be taken on scheduled days of the intended conference, meeting, class or convention. Such release time shall be used as full days. The individuals using release time shall give advance notice of the use of such leave to the appropriate Dean two (2) weeks prior to the absence. The adjunct faculty Association agrees to reimburse the College for each of the release time days utilized at the rate of \$150.00 per missed class period.

ARTICLE XIII

ALLOWANCE FOR EMPLOYEE ABSENCE

Section 13.1 Paid Sick Leave

- A. During a semester or summer session, in which an adjunct faculty member is under assignment, each adjunct faculty member shall be granted two (2) calendar days of paid sick leave. Adjuncts who only teach during the intersession are excluded.
- B. In addition to Section 13.1.A., each adjunct faculty under assignment for nine (9) to 11.99 contact hours in a semester shall be granted an additional one (1) calendar day of paid sick leave. Each adjunct faculty under assignment for twelve (12) or more contact hours in a semester shall be granted an additional two (2) calendar days of paid sick leave.
- C. Sick leave may be used in half day increments.
- D. Accrued sick leave may be used on any day in which an adjunct faculty member is scheduled to teach.
- E. Adjunct faculty will make every effort to notify the College at least four (4) hours prior to the use of paid sick leave.
- F. Sick leave will accumulate if unused in the semester earned. The maximum accumulation shall be 180 days.
- G. Sick leave will be reported to SURS during a termination of employment event.

In extraordinary circumstances, such as serious illness or death of a family member where the adjunct faculty must miss work and doesn't have any accrued paid sick time available, and with the approval of the Office of Human Resources, up to two (2) sick days may be donated by any individual adjunct faculty to the individual needing time away, to a maximum of twenty (20) donated sick days. Any days not utilized by the recipient adjunct faculty member will be forfeited.

Section 13.2 Jury Duty

An adjunct faculty member called for jury duty shall be granted special leave with pay to fulfill such duty.

Section 13.3 Emergency Leave Without Pay

An adjunct faculty member shall be granted emergency leave without pay during any given semester for a period up to the duration of that semester, provided the appropriate immediate administrative supervisor has been notified of the circumstances making such leave necessary. No loss of bargaining unit status shall result from this leave, and Section 3.2(b) Voluntary

Inactive Status will apply to any further leave required by the adjunct. An adjunct faculty member may receive an emergency leave once every two (2) years.

Section 13.4 Bereavement Policy

Adjunct faculty members shall be allowed four (4) days of paid leave to be taken within one (1) calendar week for the death of a member's immediate family as set forth below:

- A. The term "immediate family" shall mean the adjunct faculty member'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 adjunct faculty member. In addition, each adjunct faculty member may take one (1) bereavement leave for a person not on the above list. Additional leaves for persons not on the list shall be subject to the approval of the President of the College and shall not set a precedent.
- B. Bereavement days cannot be taken in increments of less than a full calendar day.
- C. Such bereavement leave shall not accumulate and shall not carry over.
- D. Leave shall be granted provided the appropriate administrative supervisor has been notified.

ARTICLE XIV

ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for this term. 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, provided that such changes are made in a written agreement and executed by appropriate representatives of the College and the Association.

ARTICLE XV

SAVINGS CLAUSE

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or 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.

ARTICLE XVI

AMNESTY PROVISION

The College hereby agrees that it will not initiate, authorize, commence, or participate in any reprisals or recriminations against any employees of the College as a result of such employees' participation in or support of the collective bargaining process and/or job action, or in any event or activity resulting from their participation in or support of the collective bargaining process and/or job action. The College further agrees that it will not discriminate in regard to hiring, discipline, discharge, promotion, demotion, or assignment; or in regard to salary, hours, seniority, or working conditions of any employee having participated in or supported said collective bargaining and/or job action.

ARTICLE XVII

NO STRIKE CLAUSE

During the term of this Agreement, no faculty member covered by this Agreement, nor the Association, nor any person acting on behalf of the Association, shall ever or at any time engages in, authorize, or instigate any strike, slow-down, or other refusal to render full and complete services to the Board. In the event of any violation or violations of any provision of this Article by the Association, its members or representatives, or by any faculty member, the Association shall, upon notice from the Board, immediately direct such faculty members, both orally and in writing, to resume normal operations immediately and make every other reasonable effort to end any violation(s).

APPENDIX A

ADJUNCT FACULTY SALARY SCHEDULE INDEX MATRIX

I. The following tables represents the instructional per contact hour rate for the academic years 2023-2024 and 2024-2025.

| MCC Semesters Taught | 2023-2024 | | |
|----------------------|-----------------------------|-----------------|------------|
| | Lane I | Lane II | Lane III |
| | Less than a Master's Degree | Master's Degree | Doctorate* |
| 0-5 | 1.000 | 1.070 | 1.110 |
| 6-12 | 1.050 | 1.121 | 1.160 |
| 13-19 | 1.129 | 1.180 | 1.210 |
| 20-29 | 1.190 | 1.240 | 1.290 |
| 30-39 | 1.300 | 1.350 | 1.400 |
| 40+ | 1.350 | 1.400 | 1.450 |

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

| MCC Semesters Taught | 2023-2024 Per Contact Hour Rates | | |
|----------------------|----------------------------------|-----------------|------------|
| | Lane I | Lane II | Lane III |
| | Less than a Master's Degree | Master's Degree | Doctorate* |
| 0-5 | \$1,033.72 | \$1,106.08 | \$1,147.43 |
| 6-12 | \$1,085.40 | \$1,158.80 | \$1,199.11 |
| 13-19 | \$1,167.07 | \$1,219.79 | \$1,250.80 |
| 20-29 | \$1,230.12 | \$1,281.81 | \$1,333.50 |
| 30-39 | \$1,343.83 | \$1,395.52 | \$1,447.21 |
| 40+ | \$1,395.52 | \$1,447.21 | \$1,498.89 |

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

| MCC Semesters Taught | 2024-2025 | | |
|----------------------|-----------------------------|-----------------|------------|
| | Lane I | Lane II | Lane III |
| | Less than a Master's Degree | Master's Degree | Doctorate* |
| 0-5 | 1.000 | 1.070 | 1.110 |
| 6-12 | 1.050 | 1.121 | 1.160 |
| 13-19 | 1.129 | 1.180 | 1.210 |
| 20-29 | 1.190 | 1.240 | 1.290 |
| 30-39 | 1.300 | 1.350 | 1.400 |
| 40+ | 1.350 | 1.400 | 1.450 |

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

| MCC Semesters Taught | 2024-2025 Per Contact Hour Rates | | |
|----------------------|----------------------------------|-----------------|------------|
| | Lane I | Lane II | Lane III |
| | Less than a Master's Degree | Master's Degree | Doctorate* |
| 0-5 | \$1,064.73 | \$1,139.26 | \$1,181.85 |
| 6-12 | \$1,117.97 | \$1,193.56 | \$1,235.09 |
| 13-19 | \$1,202.08 | \$1,256.38 | \$1,288.32 |
| 20-29 | \$1,267.03 | \$1,320.27 | \$1,373.50 |
| 30-39 | \$1,384.15 | \$1,437.39 | \$1,490.62 |
| 40+ | \$1,437.39 | \$1,490.62 | \$1,543.86 |

*Doctorate includes PhD, ThD, EdD, JD, MD, DDS, and DC

II. The following salary base will apply (to be placed in cell 1 of the matrix) for academic years 2023-2024 and 2024-2025.

| Academic ear | Base Salary per Contact Hour |
|---------------------|-------------------------------------|
| 2023-2024 | \$1,033.72 |
| 2024-2025 | \$1,064.73 |

III. An adjunct faculty member who substitute teaches shall be paid at a clock hour rate of \$50.00.

IV. An adjunct faculty member who teaches applied lessons will be paid at a rate of \$50.00 for one (1) hour lesson to be paid in a half (1/2) hour increments.. Each subsequent academic year after that the flat applied lesson rate will receive a Consumer Price Index – Urban (CPI-U) adjustment applied to the rates under the Property Tax Extension Limitation Law (PTELL).

V. A program for adjunct mentoring can be established. Each department may assign an adjunct mentor to a newly hired adjunct provided they do not exceed the College’s Affordable Care Act (ACA) limits. The mentor will assist the new adjunct in adjusting to the culture and will be available to answer any questions the adjunct may have. Each semester, the mentor will be compensated \$100.00 for mentoring services rendered.

APPENDIX B

ALLOCATED BONUS PAYMENT

A \$300 allocated bonus payment will be applied using the following matrix with the exception of Step 1 adjuncts.

| Step 1 % | 18.75% | 25.00% | 31.25% |
|----------|--------|----------------|--------|
| Stipend | | LANES (Matrix) | |
| STEPS | I | II | III |
| 0-5 | 1.0000 | 1.0700 | 1.1100 |
| 6-12 | 1.0500 | 1.1210 | 1.1600 |
| 13-19 | 1.1290 | 1.1800 | 1.2100 |
| 20-29 | 1.1900 | 1.2400 | 1.2900 |
| 30-39 | 1.3000 | 1.3500 | 1.4000 |
| 40+ | 1.3500 | 1.4000 | 1.4500 |

Step 1 is calculated on the percentage listed and multiplied by the \$300 bonus payment. All other steps use the index in the matrix. The table below shows the amount per individual given the classification within the step-lane matrix.

| \$300.00 | LANES (Per Person Amt) | | |
|----------|------------------------|----------|----------|
| STEPS | I | II | III |
| 0-5 | \$56.25 | \$75.00 | \$93.75 |
| 6-12 | \$315.00 | \$336.30 | \$348.00 |
| 13-19 | \$338.70 | \$354.00 | \$363.00 |
| 20-29 | \$357.00 | \$372.00 | \$387.00 |
| 30-39 | \$390.00 | \$405.00 | \$420.00 |
| 40+ | \$405.00 | \$420.00 | \$435.00 |

1. In FY2024 and FY2025, the annual bonus (non-SURS eligible) will be paid to all currently employed adjuncts. The payment for FY2024 is scheduled to be issued after the start of the second eight-week term, or November 10, 2023. Adjuncts hired after this period who did not receive a bonus payment will receive payment in June 2024. Employees hired after this final issuance will fall under the payment cycle for FY2025.

2. The FY2025 payment will be made around the same time in November 2024, following the start of the second eight-week term, and will be processed similarly to the initial payment. Adjuncts hired after this period who did not receive a bonus payment will receive payment in June 2025.

**For the McHenry County College
Adjunct Faculty Association**

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

Signature

Signature

Title

Title

Date

Date

Memorandum of Understanding between
Board of Trustees of McHenry County College and the
McHenry County College Faculty Association

Information

During the March 23, 2023 Board of Trustees meeting, the Board approved the Spring 2023 Memorandum of Agreement (MOU) between the Board and the McHenry County College (MCC) Faculty Association to give guidance and direction for the specific tasks expected of faculty for the process improvements in dual credit implementation.

In the Spring 2023 MOU, the agreement provided how these faculty will be compensated for their direct involvement in performing these tasks. It was also agreed that in the coming academic years, the two parties will work on an annual MOU to address the changing needs of an expanding dual credit program that fully aligns with the college level courses offered by MCC. This agreement for the Academic Year 2023-2024 aims to continue with improving the quality of the dual credit program and to facilitate a better partnership between the College and faculty on these initiatives. It is also meant to identify tasks and remuneration for faculty involved with dual credit.

The AY2023-2024 MOU will include policies, procedures, and remuneration relating to the Dual Credit Chair, Dual Credit Observations, the Dual Credit Program Liaisons, and May Day Dual Credit Participants.

Recommendation

It is recommended that the Board of Trustees approves the attached year-long contract with the McHenry County College Faculty Association, which would take effect in Academic Year 2023-2024.



Clinton E. Gabbard
President

Memorandum of Understanding

Between the

Board of Trustees of McHenry County College and the McHenry County College Full-time Faculty Association

THIS MEMORANDUM OF UNDERSTANDING is entered into as of the _____ day _____, 2023, between the Board of Trustees of McHenry County College, a body politic and corporate of McHenry County College, and the McHenry County College Full-Time Faculty Association.

Preamble

For the purpose of improving the Quality of the Dual Credit program and to facilitate a better partnership between the college and faculty on Dual Credit initiatives, the following is meant to align tasks and remuneration for, and only for the 2023-2024 AY. Nothing in this MOU sets precedence for ongoing CBA negotiations.

ARTICLE I

Dual Credit Chair

A full-time faculty member will serve as a Special Assignment Chair (9.10.E) for Dual Credit (Dual Credit Chair) in coordination with the Director of Office of College and Career Readiness (CCR) to ensure consistency across institutions and in support of programming. The Dual Credit Chair will work directly with the CAO, CCR, Faculty Association, Academic Council, and high school stakeholders to ensure clear communication and quality curriculum and instruction.

A. Dual Credit Chair Appointment

The CAO, or appropriate designee, is responsible for the appointment of the Dual Credit Chair. No full-time faculty member can be required to serve as Dual Credit Chair. To be appointed as chair, a faculty member must have experience working with the Dual Credit program in some capacity.

B. Dual Credit Chair Objectives

1. Assist CCR in the implementation of the Annual Review Process
2. Be the voice of faculty in working with high school stakeholders and the CCR
3. Develop and maintain the training materials for Observations, Liaisons, and Annual Review to be used by faculty
4. Assist CCR in developing and maintaining the tools for observations, liaisons, and Annual Review
5. Provide guidance to CCR in continuous improvement of procedures for Dual Credit maintenance
6. Support Dual Credit Program Liaisons

C. Dual Credit Chair Reassigned Time

The Dual Credit Chair will receive 6 contact hours of reassigned time for the academic year.

D. Dual Credit Chair Summer Load

Per 9.10.D the Dual Credit Chair will receive 3 contact hours of reassigned time in the summer for duties mutually agreed upon by the Chair and CAO. This will include work done for the May training event.

ARTICLE II

Dual Credit Observations

Faculty Dual Credit Observers will be identified by their immediate supervisors in coordination with the Dual Credit Chair and Faculty Association President. Full-Time Faculty will be given priority in choosing observation assignments. If no Full-Time Faculty member is able to serve as observer, or no Full-Time Faculty member is a content expert in the area being observed, Part-Time Faculty may be identified by their immediate supervisor in coordination with the Dual Credit Chair and Faculty Association President.

Faculty Observers will perform the established practices, procedures, and documentation methods for Dual Credit observations. Faculty Observers will receive \$165 per observation (to include: scheduling, observation, follow-up, and reporting).

ARTICLE III

Dual Credit Program Liaisons

Dual Credit Liaison Appointments will be made by the immediate supervisor, Dual Credit Chair, and Association President and will be submitted to the CAO for approval. Full-Time Faculty will be given priority in Dual Credit Liaison assignments. If no Full-Time Faculty member is able to serve as Liaison, or no Full-Time Faculty member is a content expert in the subject being supported, Part-Time Faculty may be identified by their immediate supervisor in coordination with the Dual Credit Chair and Faculty Association President.

A. Appointment Rules:

1. Full-Time Faculty will be given priority to serve as Dual Credit Liaisons.
2. No full-time faculty member can be required to serve as a Liaison.
3. To be appointed as Liaison, a faculty member must be qualified to teach at least one course offered in Dual Credit within a department or subject area.
4. Department Chairs may serve as Dual Credit Program Liaison but are not required to fill the role in their area.

B. Dual Credit Liaison Job Description and Compensation

Typically, Liaisons will be compensated for each task based on the established task rate listed below. A list of known tasks, established hours, and compensation will be calculated by the end of June for the following academic year. For every 45 hours of Dual Credit tasks a faculty member may request to receive 1 contact hour of reassigned time to be used in the spring semester in lieu of the following compensation per task.

1. Course Request & Min Qual Review: Dual Credit Liaison Duties

Dual Credit Liaisons will be compensated \$83.48 per task

- a. Review minimum qualifications on a per course, per instructor basis
- b. Review course request and anticipated offering information
- c. Meet with each district to discuss preliminary course request information

2. Curriculum Alignment: Dual Credit Liaison Duties

Dual Credit Liaisons will be compensated \$166.95 per task

- a. Complete part 1 of Curriculum Alignment form
- b. Curriculum walk through on a per district basis
- c. Complete part 2 of Curriculum Alignment form once per district

3. Annual Review: Dual Credit Liaison Duties

Dual Credit Liaisons will be compensated \$166.95 per task

- a. Review district syllabi, graded assignments, assessments, observation notes (provided by CCR)
- b. Meet with each district once per course
- c. Complete one annual review form per district per course based upon information gathered at meeting
- d. Turn completed form into CCR for inclusion in district annual review meeting

4. Dual Credit Program Maintenance

Dual Credit Liaisons will be compensated \$890.40 per semester to include:

- a. Support Faculty Observers
- b. Guidance and Follow-up on issues revealed in the observation current and previous
- c. annual review process (previous years)
- d. Provide oversight for labs, OER materials, and materials required for quality curriculum
- e. Maintain clear communication of pending curricular changes with high school stakeholders, CCR, and the Dual Credit Chair.

ARTICLE IV

May Day Dual Credit Participants

Each area in which dual credit is offered must be represented by MCC Faculty on this day. No Faculty member is forced to attend, however liaisons missing this event will need to prepare materials and train a substitute to cover this event.

Faculty participating in the May Day Dual Credit Workshop Day as presenters or facilitators will receive 45 clock hours of professional development credit in addition to any other stipends they receive as Dual

Credit Observers, Liaisons, or Chair. Professional Development hours will not require the TRAP form, they will be granted based on participation.

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

For McHenry County College Full-Time Faculty
Association:

Chair
Board of Trustees
McHenry County College

President
MCC Full-Time Faculty Association

Date

Date

Request to Grant Honorary Legacy Status

Information

Sandy Stegeman, Business Services Specialist, has submitted her intent to retire with her last date worked as June 30, 2023. Sandy has been a valuable member of the College community and at her leaving, will have over 13 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.



Clinton E. Gabbard
President

New Employees

Information

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

| Classification | Start Date | Employee Name | Primary Position | Position Status |
|----------------|------------|------------------|---|-----------------|
| STA | 6/5/2023 | Stephen Norte | Testing Center Assistant | T |
| STA | 6/20/2023 | Maricella Garza | Business Services Specialist | T |
| STA | 6/26/2023 | Raizel Herrera | Court Program Specialist | R |
| ADM | 6/26/2023 | Kailley Harmon | Executive Director MCC University Center | N |
| STA | 6/26/2023 | Kaitlyn Young | Administrative Assistant II, Allied Health | R |
| ADM | 7/5/2023 | Ashley Fleming | Executive Director Library & Learning Resources | R |
| ADM | 7/5/2023 | Bonnie Johnson | Information Security Officer | R |
| ADM | 7/17/2023 | Michael Majercik | Fire Science Chief | N |
| CON | 8/10/2023 | Jonathon Finlon | Embedded Tutor – Math | R |
| CON | 8/10/2023 | Sean Cavanaugh | Embedded Tutor – Math | R |

Through June 27, 2023

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

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

Employee Resignations and Retirement Notifications

Information

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

| Classification | End Date | Employee Name | Primary Position |
|-----------------------|-----------------|----------------------|--------------------------------------|
| STA | 5/30/2023 | Zack Seward | Network Technician |
| ADM | 6/15/2023 | Lisa Brncich | Director Student Retention & Conduct |
| STA | 6/23/2023 | Jessica Miller | Student Resource Assistant |
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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 |
|-----------------------|------------------------|----------------------|------------------------------|
| STA | 6/30/2023 | Sandy Stegeman | Business Services Specialist |
| | | | |
| | | | |

Through June 20, 2023

Friends of MCC Foundation Update

Fall 2023 Scholarship Update

Scholarship applications for the Fall 2023 semester have closed. 485 applications were submitted. This is the highest number of scholarship applications ever received by the Foundation in one semester. All scholarship applications will be reviewed and scored with scholarships awarded by the end of June.

Scholarship and Program Budget Approved - \$848,000 in funding for FY024

The Foundation Board held its year-end meeting on Wednesday, June 14. As part of that meeting, the Board approved the Foundation's FY2024 budget. The approved budget includes \$848,000 in scholarship and program funding for FY2024. This is a record amount and is a testament to the great work being done at MCC and the recognition of those efforts through the support of our MCC community. Thank you to every donor who helps make a difference for our students. Every donation and every dollar matters!

Waterloo Vocational Scholarship

The Foundation received a \$52,000 donation from an anonymous foundation to establish the Waterloo Vocational Scholarship. This scholarship will award up to 75% of course tuition for students pursuing non-credit career training. The Foundation is grateful for this generous donation.

Friends of MCC Foundation Golf Invitational

The Friends of MCC Foundation Golf Invitational was held on Monday, June 12 at Boulder Ridge Country Club. 132 golfers came together to raise a record \$122,000! All proceeds support the Foundation and student success. The winning foursome finished 12 under par and made the Coilcraft Champions Putt to establish an additional \$1,000 scholarship from Coilcraft. Event pictures are available at <https://mcc.mediavalet.com/portals/MCC-golf-2023>.



Golfers from Coilcraft.

For the first time, MCC's Student Veterans hosted a hole to raise money for the Student Veterans Association (SVA). The hole featured a beat-the-pro contest, and everyone who participated received a special military challenge coin. Through sponsorship and golfer donations, the Foundation was able to raise \$3,000 for SVA.

A special thank you to all event sponsors: Foglia Family Foundation, TC Industries, Robbins Schwartz, Demonica Kemper Architects, Old National Bank, Home State Bank, Coilcraft, AptarGroup, LeCoque Family Foundation, Crystal Lake Bank & Trust, HR Green, MLCV Investments, Associated Electrical Contractors, Fifth Third Bank, Pepper Construction, 365 Equipment & Supply, The Harvard State Bank, Snap-on, Scot Forge, Miller Verchota, Inc., Express Employment Professionals, Gordon Flesch Company, Sikich, Pavement Solutions, Kunes Woodstock, Rosati's of Woodstock, and Edge Fitness.

E2E Summer Event – Save the Date

The E2E Summer Event will take place on Thursday, July 27 at 5:30 pm at Lincoln Farmstead in Huntley. More details to come.

MCC Community Block Party – Save the Date

The first ever MCC Community Block Party will take place on Sunday, July 30, 2023, from noon to 5 p.m. at Sew Hop'd Brewery in Huntley. Save the date for this new community event which will raise awareness and funds for the Friends of MCC Foundation. The event is free and will feature live music starting at noon by David's House, Shukin & the Ramblers, and Renegade Wildflower. Food trucks will be provided by Del Toro Tacos, Big E BBQ, and Kona Ice. Family activities will be available throughout the day, and a market stand will be hosted by MCC's Center for Agrarian Learning. There will also be several opportunities to give. Additional information will be released soon. The Chuck and Helen Ruth Family have generously agreed to be the Presenting Sponsor of this new and exciting event.

E2E EmpowHer Luncheon – Save the Date

The EmpowHER Luncheon will take place on Thursday, September 28 at The District in Richmond. More details to come.

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 |
|----------------------------|--|---------------|--|
| ICCB Trades School Program | This project will provide access to and strengthen pathways to careers in the Architecture/Construction trades for in-school youth aged 16-18, with a focus on career exploration, seamless pathways to credential attainment, and work-based learning opportunities. MCC requested \$98,774 but was offered an additional \$100,000, which will provide scholarship and other wraparound supports to students in MCC’s Construction Management program. | \$198,774 | Associate VP of Workforce Development <i>(with temporary support from Workforce Development and CTE division team members)</i> |

PENDING APPLICATIONS

| Funding Source | Brief Description | Amount Requested | Status | Expected Notification |
|---|--|------------------|---------|-----------------------|
| Adult Volunteer Literacy – Illinois Secretary of State | The Adult Volunteer Literacy program provides high-quality literacy services to students throughout the county. Trained volunteer tutors assist approximately 200 students each year with English, reading, or math skills, positively impacting their quality of life and ability to find gainful employment. | \$85,000 | Pending | June |
| ICCB Adult Education and Literacy Grant (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. | \$699,628 | Pending | July |
| ICCB Integrated English Language and Civics Education (IELCE) | This grant provides operational support for Spanish language instruction and citizenship preparation classes and is designed to support successful entry into the United States workforce. | \$19,000 | Pending | July |

| 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. | \$337,549 | Pending | July |
| ICCB Pipeline for the Advancement of Healthcare (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. | \$605,145 | Pending | July |
| Illinois Green Economy Network (IGEN) | MCC requested reimbursement for two already-completed energy efficiency projects: the installation of LED lights across campus (replacing fluorescent bulbs) and an updated automation system for HVAC control based on building occupation times. | \$55,841 | Pending | July |
| IBHE Illinois Cooperative Work Study Grant | The 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 | August |
| Motorola Solutions Foundation | MCC was invited to submit a full application for a third year of funding to provide scholarships for marginalized students in MCC's Criminal Justice, Fire Science, and Emergency Medical Services programs. | \$35,000 | Pending | August |
| Mexican Consulate of Chicago – IME Becas | This program provides matching funds for scholarships awarded by the Friends of MCC Foundation to students of Mexican origin. Scholarships will be based on financial need, with preference given to students who are previous Adult Education or Upward Bound participants. | \$10,000 | Pending | September |
| Ellucian Progress, Accomplishment, Thriving, Hope (PATH) Scholarship | This grant provides funds to award scholarships of \$1,500 to students at public two-year institutions with demonstrated financial need. Students may use the funds for academic or living expenses that contribute to their ability to complete a degree. | \$25,000 | Pending | September |

| Funding Source | Brief Description | Amount Requested | Status | Expected Notification |
|--|---|------------------|---------|-----------------------|
| William Blair Foundation | MCC requested funding to purchase instructional equipment for the Art and Speech Departments to enhance student engagement and improve programming. | \$24,920 | Pending | October |
| IRS Volunteer Income Tax Assistance (VITA) | The VITA grant provides funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents, ensuring county taxpayers receive the refunds to which they are entitled. | \$50,231 | Pending | October |

APPLICATIONS IN DEVELOPMENT

| Funding Source | Brief Description | Estimated Request | Status | Application Due Date |
|---|--|-------------------|---------------------|----------------------|
| ICCB Early Childhood Access Consortium for Equity (ECACE) | MCC is developing a plan for the third year (of three) of the ICCB ECACE program. The goal of the ECACE program is to increase the number of students completing Early Childhood Education programs while also enhancing the equity and accessibility of programs. MCC's project has provided significant support in the form of coaching, scholarships, course materials, and other wraparound services for students. | \$352,199 | In development | June 23, 2023 |
| Gene Haas Foundation | The Foundation's primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit CNC machine technology students. Award amounts are determined by the Foundation; MCC received \$8,000 in October 2021. | TBD | In development | June 30, 2023 |
| Patriot Run 5K | MCC will request funding to support student veterans/the Student Veterans Resource Center. | \$1,500 | Under consideration | TBD |

APPLICATIONS DENIED: None.

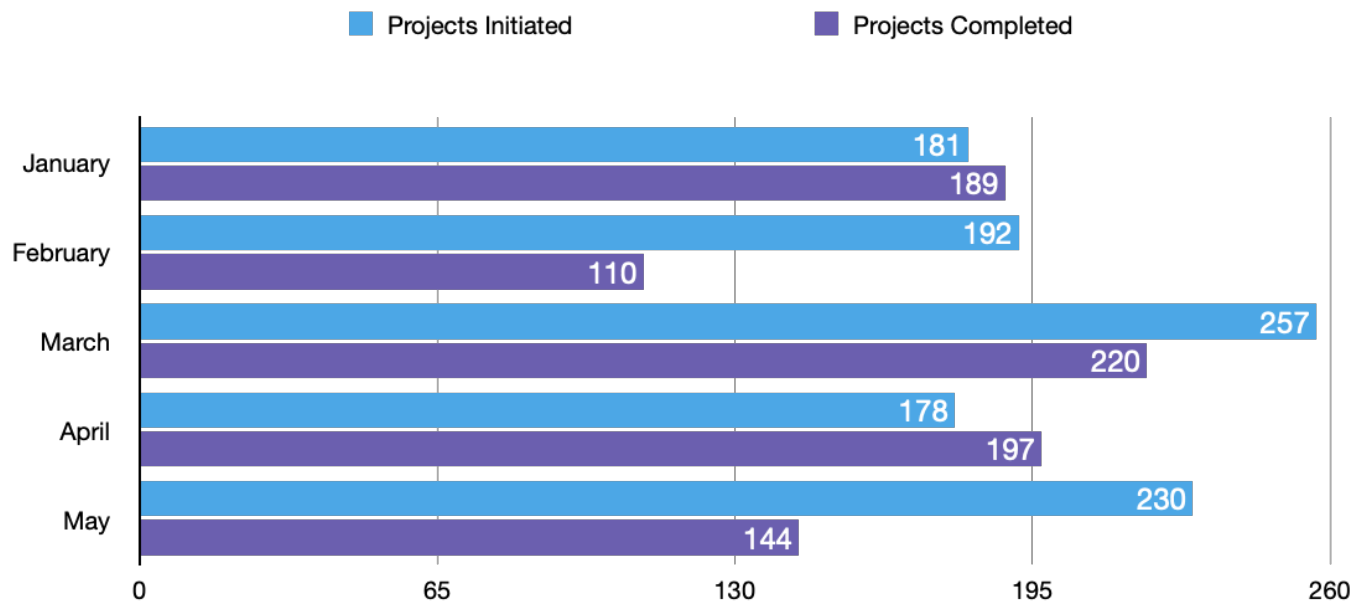
Office of Marketing and Public Relations Update

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
- 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 Stats



Current High-level College Marketing Initiatives

- University Center at McHenry County College marketing and publicity support
- Aurora University Fall 2023 enrollment promotion
- New-Student Orientation promotion and support
- Fall 2023 registration promotion
- *Experts and Insights* Faculty Speaker Series promotion
- MCC Community Block Party promotion

Monthly Releases and Features*

The following releases and feature stories were submitted to local and regional media outlets from May 26, 2023—June 12, 2023.

- MCC Student Wins National Scholarship to Study Abroad in Ireland
- McHenry County College Offers Series of Summer Planetarium Shows
- McHenry County College, University of Illinois Extension Master Gardeners to Host Annual Garden Walk on July 8
- MCC Instructor Kate Kramer Wins ICCTA Faculty Member of the Year Award

**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.*

Center for Agrarian Learning Update

Community Work

Raices Latinas: Agriculture in McHenry County

- Farm Tour at Jorge Guereca's farm in Harvard (June 8)
 - Public radio WNIU from DeKalb was there to interview him
 - 50 attendees
 - Raices Latinas Board awarded him a plaque commemorating his move from farm laborer to farm owner
 - MCC's farm manager and one of our advanced interns attended the event
- Have received second year Transformational Grant, awarded by the Community Foundation

Hosting American Farmland Trust at MCC

- Event focused on sharing the latest research on alternative plant-energy sources and providing technical assistance to farmers to help them grow them
- Expected attendance of 8-10 farmers



**Free Technical Assistance
Workshop on Perennial
Bioenergy Crops**

Wednesday, July 12th
10:00am - 12:00pm
McHenry County College
Building A, Room A229
Center for Agrarian Learning, Crystal Lake, IL
Free lunch after workshop!
Register soon: Limited space available.

REGISTER HERE:



For more information on this event or project, please contact
Marlee Giacometti, Midwest Program Associate at
mgiacometti@farmland.org, 815-267-1326.
This project is supported by Argonne National Laboratory

American Farmland Trust
SAVING THE LAND THAT SUSTAINS US

CAL Programs and Events

Planning is underway for the following events, almost all of which are in collaboration with several local partners (partners are underlined and linked):

MCC Garden Walk (July 8)

U of Extension Lake/McHenry

CRAFT FIELD DAYS

Angelic Organics Learning Center

- Tour of Greta's Goats (July 18)
- Snoop Tour, Lovefood Farm (August 6)
- Bushel and Peck's Value Added (Mid-August)
- Soil Health Seminar at MCC and Farm Tour (Late September/Early October)

TUESDAY TWILIGHT TOUR (August 22)

MCC Student Farm

MCHENRY COUNTY FARM STROLL (September 24)

McHenry County Farm Bureau, U of IL Extension

MCC Student Farm Update

Submitted by Kim Sowinski, Farm Production Manager and Practicum Lead

2023 marks the third year of vegetable production at the MCC Student Farm. With the generous help of MCC's Horticulture classes and Advanced Agriculture interns, we have completed all of our summer vegetable and flower transplanting in perfect time and with great success. We had to be very focused on watering during that long stretch of hot, sunny days.

One exciting highlight – we were able to propagate our own purple sweet potato slips (rooted transplants) from organic potatoes during the Intro to Ag Practicum class. We started this process in early February by submerging the potatoes into water-filled quart-sized jars. We have now transplanted our "slips" into the ground and can't wait to harvest them in the fall!

We are now seeing strawberries ripen in our patch, and they will make their way to our produce cooler next to the MCC Café. We are growing both day-neutral varieties and June-bearing varieties, which means that we should have multiple months with sweet, red strawberries available for students and employees.

Sustainability Center Update

Current Initiatives and Community Connections

Sustainability Center Director, Kim Hankins, spoke to the HIS-179 U.S. History class in early May. Presentation and discussion topics focused on current initiatives with plastic recycling, electric cars, and solar energy.

The IL Green Economy Network Liaison meeting was held on May 4, 2023. Current project status, end of year surplus funding, and additional funding opportunities were discussed. MCC has applied for some of the end-of-year surplus funding to cover the costs of LED lighting purchases and installations.

The McHenry County Public Transportation Advisory Committee met on May 4, 2023. Topic discussion included: updates from RTA and Metra; the MCRide expanded hours program; the PACE driving innovation program; and a transit for teens partnership with The Break teen center. Director Hankins serves on this committee as the MCC representative.

The Sustainability Center has participated in MCC New-Student Orientation (NSO) events in May and June. The NSO team is to be commended for their commitment to sustainability by using no single use plastics and providing recycled content backpacks and reusable water bottles to the new students attending orientations.

The ReUse It Corner had 45 visitors and repurposed approximately \$1,020.62 worth of gently used office and school supplies in May 2023.

Workforce Development Update

This month's Workforce Development Update uses the power of success stories to demonstrate how grants awarded to this Division have positively impacted students and the local community.

Illinois Small Business Development Center

**Clients who share success stories sign a release agreement informing them that their information and images may be used in ISBDC partner publications, in accordance with the client confidentiality policies of the ISBDC.*

The Illinois Small Business Development Center at MCC (ISBDC) is funded through a cooperative agreement with the U.S. Small Business Administration, the Illinois Department of Commerce and Economic Opportunity and McHenry County College.



ISBDC Client, Kristina Dillard

Kristina Dillard, owner of SubUrban Design and a client of the ISBDC, will soon move her business into the new McHenry Riverwalk Shoppes thanks to the advice she received from Mark Piekos, MCC's Small Business Development Center Manager. After spending the last two decades working in regional healthcare operations, Kristina decided to turn a mental break activity into a sustainable business called SubUrban Design. Her dream was to bring new life to vintage and antique wood furniture and décor through cosmetic restoration and craftsmanship.

Ready to move from her business on the side, Kristina learned of the City of McHenry's Riverwalk Shoppes Incubator Program and was eager to submit SubUrban Designs for consideration. If selected, she would be one of 10 businesses to inhabit a group of tiny shops that have a nominal cost to rent. In addition to favorable lease terms, tenants will receive network support from established local businesses and retail education from McHenry's resources.

While Kristina had a vision for her business, she was overwhelmed with the requirements of the Shoppes' application. Mark worked with Kristina to establish the required business plan, forecast business financial projections, and create a marketing strategy for the business, all at no-cost. After approval by the advisory board, SubUrban Design was selected to participate in the Riverwalk Shoppes for 2023. Kristina attests that her relationship with the SBDC helped her prepare to take the next steps in her business.

By way of cooperative grant funding, the ISBDC has assisted in creating over 100 local jobs and launching more than 20 unique small businesses over the last year. The Center has assisted local businesses in procuring close to 3 million dollars in funding, provided 30 specialized training events, and logged just under 1500 hours of one-on-one business advising to our community.



Career Services

Internships allow employers to promote academic, career, and student success while giving students the hands-on opportunity to enhance their knowledge and skills as they learn in a work-place setting. MCC welcomes the opportunity to partner with businesses to provide this rewarding learning experience for students.

Through encouragement from MCC Student Success Coaches and information provided by the Career Services team, MCC student, Jason Ramirez, completed a Fall 2023 semester internship at Mixed Media Group in Cary, IL. He decided to pursue an internship to gain real world experience in customer service and marketing. “The knowledge you gain from books may differ from its actual application,” he said. “Seeing the real world of your field changes everything.” One of his favorite projects involved designing the advertisement sign for the City of Woodstock when it was named one of the “Merriest Main Streets” by The Today Show in December 2022. Now an MCC graduate, Jason plans to use his customer care and client development skills to become a financial analyst or financial advisor.



MCC alumnus, Jason Ramirez

His employer was able to leverage 65% reimbursement in payroll funding from the Illinois Cooperative Work Study (ICWS) Grant (awarded through the Illinois Board of Higher Education) to provide a paid work-based learning experience, reducing the financial barrier of unpaid work, while allowing the student to continue their academic studies. Students must have a certain number of credit hours completed and a minimum cumulative 2.0 GPA to qualify. Businesses must be located within Illinois to benefit from the program. You can read more of Jason’s feature story from the MCC website, [here](#).

Career Training

William “Bill” Salvia, a returning, non-traditional, veteran student, completed Phlebotomy and EKG Career Training courses in the Spring 2023 and Fall 2023 semesters, respectively. Thanks to the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant, he will next complete the Medical Assistant course. All tuition for those three courses were paid for by the PATH Grant (a total value of nearly \$5,000). This grant expands opportunities for individuals to enter and advance careers in the healthcare industry. Bill decided to change his career and begin a new track working in the healthcare industry. He wrote an essay sharing his story, goals, and motivation to join the healthcare workforce:

The COVID pandemic exposed the urgent need for medical professionals and also strained our medical professionals to the brink. I know that I will never be a doctor or a nurse, but I want to help support them in what they do. I joined the Air Force in 1992 just after the first Gulf War because I saw the need to help defend our country, and today I see a similar need to support our medical professionals. My educational goal is to take all of MCC's Professional Healthcare training programs, complete the Medical Assistant capstone, and then get a job somewhere supporting medical professionals. I'll pay for this any way that I can. I currently have one son at University studying to be a Chemist and another son who is tentatively planning to become a Psychologist. Going to college is going to strain my bank account by forcing me to cut my hours at my current job but I see the end goal as worth the time and effort. Thank you for your time and attention.

Thus far, the PATH grant has provided aid to 40 MCC students, with more than \$79,000 awarded in scholarship and tuition assistance.

Workforce Training

In June 2022, MCC Workforce Training was the recipient of training grant funds through the Advance McHenry County Manufacturing Initiative grant program, funded through the American Rescue Plan Act (ARPA). Six months after a training is completed, a Training Impact Assessment is sent to the participating company to report outcomes. Out of the returned assessments, companies reported:

| | Productivity | Quality |
|-------------------------|--------------|---------|
| Significant Improvement | 40% | 40% |
| Moderate Improvement | 50% | 33% |
| Some Improvement | 5% | 11% |
| Not applicable | 5% | 16% |

Companies were also asked to summarize other impacts of training provided (promotions, retention, increased wages, etc.), if applicable. Responses included the following:

- *“This course has helped our procurement specialist better understand the supply chain and thus help us better prepare for supply chain interruptions or other difficulties. As well as help her to negotiate prices better and thus assist us in reducing costs and ensuring the quality of items.”*
- *“This training provided our employee with more leadership and growth potential, which will have a meaningful impact on the future of the company as we grow.”*
- *“Retention through efforts of showing employees you are interested in helping them become better and more skilled employees.”*
- *“Was able to apply what I learned and make sure there was nothing that required attention. Trying to avoid injuries and following the general clause.”*

To date, 33 companies have accessed funding for Workforce Training activities through MCC, and 1,113 individuals have participated in a Contract Training or Open Enrollment training.

Huntley Chamber of Commerce Presentation

In 2023, the Workforce Development Division has begun a tour of visiting with local Chambers of Commerce, presenting on MCC programs and services, and leaving Chamber leaders with a virtual backpack of resources. One outcome was a request to be a main presenter at the Huntley Chamber of Commerce Membership Luncheon and Meeting on May 24. MCC team members, Mark Piekos, Pat Kallaus, and Amy Neff presented about their programs along with Thomas Faber (McHenry County Workforce Network) and Shannon Ciezadlo (Project SEARCH) with a theme about business owners wearing too many hats and instead consider utilizing college and community resources.



Katie Gaskill, Maypril, Shannon Ciezadlo, Mark Piekos, Amy Neff, Pat Kallaus, and Thomas Faber