

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

October 23, 2008
Regular Board Meeting
7 p.m.

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

AGENDA

1. CALL TO ORDER
- *RC 2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Regular Board Meeting September 25, 2008
Regular Board Meeting September 25, 2008 Closed Session
7. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person.
8. BOARD COMMITTEE REPORTS
9. ICCTA Report
10. FRIENDS OF MCC FOUNDATION REPORT
11. PRESIDENT'S REPORT
12. PRESENTATIONS
Student Senate's "I Vote" Campaign – Ms. Talia Koronkiewicz and Student Senate Members
13. COMMUNICATIONS
 - A. Faculty Report
 - B. Staff Council Report
 - C. Student Trustee Report
- *RC 14. VOUCHER #986 - \$11,775.00, Board Report #08-227
- *RC 15. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Executive Summary
 - B. Financial Statements
 - a. Treasurer's Report
 - b. Voucher #987 - \$1,890,811.20, Board Report #08-228
 - c. Voucher #988 - \$289,057.95, Board Report #08-229
 - C. Resolution for Estimated Tax Levy and Notice of Public Hearing, Board Report #08-230
 - D. Requests to Purchase
 - a. Student Planners, Board Report #08-231
 - b. Pond Renovation, Board Report #08-232

*Roll Call

- c. Fire Science Tower Electrical Upgrade, Board Report #08-233
- d. Exchange Server Upgrade, Board Report #08-234
- e. Modular Furniture Replacement for A124, Board Report #08-235
- f. SirsiDynix Software Licensing and Maintenance Agreement, Board Report #08-236
- E. Destruction of Audio Tape Recordings of the Closed Sessions of the March 22, 2007 Regular Board Meeting and the April 11, 2007 Committee of the Whole Meeting, Board Report #08-237
- F. Budget Transfer, Board Report #08-238
- G. Personnel
 - a. Personnel Adjustments for Fall 2008 Transfer and Occupational Courses, Board Report #08-200 Addendum
 - b. Continuing and Professional Education Personnel Considerations for Fall 2008, Board Report #08-201 Addendum
 - c. Revision of Position and Appointment, Coordinator of Campus Facilities and Conference Center, Board Report #08-239
 - d. Appointment of Replacement Student Development Advisor, Board Report #08-240
 - e. Appointment of Replacement Coordinator of Custodial and Security/Nights, Board Report #08-241
 - f. Request to Hire, Director of Continuing Education, Board Report #08-242
 - g. Request to Hire, Financial Aid and MCC Promise Specialist, Board Report #08-243
 - h. Salary/Advanced Placement Adjustments, Board Report #08-244

16. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

17. INFORMATION REPORTS

- A. Quarterly Reports on Grants
- B. Quarterly Accrued Financial Statements
- C. ERP Update
- D. Requests from Trustees

18. OPEN FOR BOARD MEMBERS

19. CLOSED SESSION

20. ADJOURNMENT



George Lowe
Chair



**Foundation Update
for the October 23, 2008 Board of Trustees Meeting**

Monthly Update

Foundation Board Meeting October 1 - At the Board meeting a training presentation was made so that all could learn how to speak about – and help garner support for – the Promise Scholarship Campaign.

Foundation Finance Committee Meeting –

The Finance committee met on October 15, reviewed the status of investments via a conference call with our representative from Common Fund, and approved a separate investment policy for Promise funds.

Promise Launch – Please join us on the 20th to celebrate our accomplishment!

The Promise Scholarship initiative will officially be announced to the community on Monday, October 20th at 11am in the Conference Center. Invitations were mailed to over 8,000 community leaders, agency partners, state and local government representatives, parents of high school seniors, past donors and select alumni. Foundation and Office of Marketing and Public Relations (OMPR) staff have been working collaboratively to make this event extraordinary.

Web Site Updates – The OMPR is assisting us with updates to the Foundation website, to be released next week.

Scholarships – The Foundation continues to receive support from individuals who are setting up scholarships. One new scholarship was endowed in memory of a former faculty member who passed away this summer. The Financial Aid office is reviewing scholarship applications this week for final decisions on recipients to be released in early November.

Mini-Grants – The Requests for Proposals (RFP) were sent to College employees on October 8th. The Foundation Mini-Grants fund innovative and special projects and programs that are not covered through the College's annual budget process. Proposals are due on December 8th; funding will be awarded for projects that take place January 1 – December 30, 2009.

Annual Sponsorship Program – The Foundation staff continues to solicit area businesses for Annual Sponsorship of Foundation and College events.

Prepared by Donna Magnani, Executive Director, Friends of MCC Foundation

Student Trustee Report

The Student Senate has been filled with the student organization appointed senators, thus completing the body of Student Senate.

The Student Senate "I Vote" Campaign is currently underway. Senators created a Voter Education packet containing information on the Presidential candidates, voting precinct locations, and tips to make voting on Election Day a success. Students handed out these packets, along with red, white and blue rocket popsicles during their October Meet and Greet.

Student Senate will participate in the Illinois Community College Student Activities Association (ICCSAA) Conference in Springfield, Illinois this October 24-25. The purpose of this conference is to create stronger bonds between the Student Government members and to facilitate networking with other Illinois community colleges.



Thomas Kendzie
Student Trustee

Authorize Payment of Voucher #986

Information:

100- Education Fund	<u>\$11,775.00</u>
Total	\$ 11,775.00

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #986 dated October 23, 2008, totaling \$11,775.00.



Walter J. Packard
President

Executive Summary

Fiscal Year 2009 is currently 25% complete with the year-to-date results for September 2008 being reported. In the Operating Funds, total revenue is 45% of budget, as compared with 47% at the same time last year. Total expenditures are 19% of budget, as compared with 22% 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 as a whole:

- Interest revenue is currently 19% of budget as compared to 37% at the same time last year. \$94,670 less revenue has been received through September 2008 than the prior year. This decrease is due to lower interest rates.
- Employee benefit expenditures are currently 17% of budget as compared to 18% last year. \$243,006 more in expenditures have been recorded through September 2008 than the prior year. This increased cost is the result of payments to retirees under the College's early retirement program.
- Contractual service expenditures are currently 10% of budget as compared to 23% last year. \$78,159 more in expenditures have been recorded through September 2008 than the prior year. This increase is primarily due to increased corporate training activity and a change in the timing of payments for maintenance and support for the College's Unisys hardware.
- Materials and supplies are currently 27% of budget as compared to 34% last year. \$567,112 more in expenditures have been recorded through September 2008 than the previous year. This increased cost is due to software licensing expenses associated with the ERP project.
- Utilities expenditures are currently 24% of budget as compared to 22% last year. \$47,073 more in expenditures have been recorded through September 2008 than the prior year. This increase is primarily due to increased rates.
- Capital outlay expenditures are currently 8% of budget as compared to 26% last year. \$28,679 less in expenditures have been recorded through September 2008 than the prior year. This decrease is due to a decrease in the budgeted level of approved capital equipment and remodeling projects in FY 2009 as compared to FY 2008.
- Other expenditures are currently 26% of budget as compared to 2% last year. \$52,114 more in expenditures have been recorded through September 2008 than the prior year. This increase is primarily due to the timing of processing tuition waivers during FY 2009 as compared to FY 2008.



Walter J. Packard
President

McHenry County College
 Operating Funds Financial Comparison
 Three Months Actual Ended September 30, 2007 and September 30, 2008

	FY2008 Actual to September 30, 2007				FY2009 Actual to September 30, 2008				Variance Over (Under) Prior Year Actual
	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	Education Fund	Operations & Maintenance Fund	Total	Percent to Budget	
Revenue									
Local	\$ 9,785,284	\$ 1,089,532	\$ 10,874,816	47%	\$ 9,605,946	\$ 1,074,011	\$ 10,679,957	42%	\$ (194,859)
State	548,212	186,049	734,261	25%	505,015	185,655	690,670	25%	(43,591)
Federal	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	4,618,960	1,154,190	5,773,150	55%	5,003,816	1,277,640	6,281,456	57%	508,306
Sales & Service Fees	7,345	-	7,345	29%	7,421	-	7,421	29%	76
Facilities	6,660	3,272	9,932	66%	5,664	3,300	8,964	28%	(968)
Interest	220,898	-	220,898	37%	126,228	-	126,228	19%	(94,670)
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-
Other	8,426	-	8,426	10%	2,881	-	2,881	2%	(5,545)
Total Revenue	15,195,785	2,433,043	17,628,828	47%	15,256,971	2,540,606	17,797,577	45%	168,749
Expenditures									
Salaries	4,298,049	297,203	4,595,252	22%	4,171,831	304,274	4,476,105	20%	(119,147)
Employee Benefits	763,887	65,863	829,750	18%	998,206	74,550	1,072,756	17%	243,006
Contractual Services	347,350	46,301	393,651	23%	418,149	53,661	471,810	10%	78,159
General Materials & Supplies	643,015	35,933	678,948	34%	1,198,135	47,925	1,246,060	27%	567,112
Conference and Meeting	63,089	1,886	64,975	12%	70,678	3,427	74,105	11%	9,130
Fixed Charges	478,524	45	478,569	35%	512,062	-	512,062	43%	33,493
Utilities	2,034	201,445	203,479	22%	3,165	247,387	250,552	24%	47,073
Capital Outlay	205,130	200	205,330	26%	175,205	1,446	176,651	8%	(28,679)
Other Expenditures	68,097	-	68,097	2%	120,211	-	120,211	26%	52,114
Total Expenditures	6,869,175	648,876	7,518,051	22%	7,667,642	732,670	8,400,312	19%	882,261
Excess (deficiency) of revenues over expenditures	<u>8,326,610</u>	<u>1,784,167</u>	<u>10,110,777</u>		<u>7,589,329</u>	<u>1,807,936</u>	<u>9,397,265</u>		<u>(713,512)</u>
Other financing sources (uses) Operating transfers out	<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>
Excess (deficiency) of revenues and other financing sources over expenditures and other over financing uses	<u>\$ 8,326,610</u>	<u>\$ (215,833)</u>	<u>\$ 8,110,777</u>		<u>\$ 7,589,329</u>	<u>\$ (192,064)</u>	<u>\$ 7,397,265</u>		<u>\$ (713,512)</u>

McHenry County College
All Funds Financial Summary
Three Months ended September 30, 2008

	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Student Grant & Loan Fund	Audit Fund	Liability, Protection & Settlement Fund	Health Insurance Fund	Total All Funds
Revenue											
Local	\$ 9,605,946	\$ 1,074,011	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,266	\$ 387,638	\$ -	\$ 11,092,861
State	505,015	185,655	-	-	43,109	-	-	-	-	-	733,779
Federal	-	-	-	-	54,541	-	6,586	-	-	-	61,127
Tuition & Fees	5,003,816	1,277,640	-	504,177	-	-	-	-	-	-	6,785,633
Sales & Service Fees	7,421	-	-	1,252,030	-	-	-	-	-	-	1,259,451
Facilities	5,664	3,300	-	-	-	-	-	-	-	-	8,964
Interest	126,228	-	37,971	-	-	3,188	-	-	1,818	-	169,205
Non-Govt Gifts, Grants	-	-	-	27,148	-	-	-	-	-	-	27,148
Other	2,881	-	-	-	-	-	-	-	-	978,537	981,418
Total Revenue	15,256,971	2,540,606	37,971	1,783,355	97,650	3,188	6,586	25,266	389,456	978,537	21,119,586
Expenditures											
Instruction	2,390,774	-	-	-	45,815	-	-	-	-	-	2,436,589
Academic Support	353,055	-	-	-	8,800	-	-	-	-	-	361,855
Student Services	592,228	-	-	-	57,132	-	-	-	-	-	649,360
Public Service	411,191	-	-	350,772	3,081	-	-	-	-	-	765,044
Auxiliary Services	-	-	-	1,086,965	-	-	-	-	-	-	1,086,965
Operations & Maintenance	-	732,670	-	-	-	-	-	-	75,670	-	808,340
Institutional Support	3,920,394	-	25,755	37,185	56,973	-	6,359	50,000	263,530	704,804	5,065,000
Total Expenditures	7,667,642	732,670	25,755	1,474,922	171,801	-	6,359	50,000	339,200	704,804	11,173,153
Excess (deficiency) of revenues over expenditures	7,589,329	1,807,936	12,216	308,433	(74,151)	3,188	227	(24,734)	50,256	273,733	9,946,433
Other financing sources (uses):											
Operating transfers in	-	-	2,000,000	-	-	-	-	-	-	-	2,000,000
Operating transfers (out)	-	(2,000,000)	-	-	-	-	-	-	-	-	(2,000,000)
Total Other financing sources (uses)	-	(2,000,000)	2,000,000	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	7,589,329	(192,064)	2,012,216	308,433	(74,151)	3,188	227	(24,734)	50,256	273,733	9,946,433
Beginning Fund Balance	13,626,176	1,275,072	4,610,581	310,800	51,681	2,804,810	48,557	283,234	3,756,219	750,591	27,517,721
Ending Fund Balance	\$ 21,215,505	\$ 1,083,008	\$ 6,622,797	\$ 619,233	\$ (22,470)	\$ 2,807,998	\$ 48,784	\$ 258,500	\$ 3,806,475	\$ 1,024,324	\$ 37,464,154

McHenry County College
 Operating Funds Financial Summary
 Three Months ended September 30, 2008

	FY2009 Budget				FY2009 Actual				Variance Over (Under) FY 2008 Budget	5 yr Avg Percent of Budget
	Education Fund	Operations & Maintenance Fund	Total	Percent to Total	Education Fund	Operations & Maintenance Fund	Total	Percent of Budget		
Revenue										
Local	\$ 22,496,130	\$ 2,747,574	\$ 25,243,704	63%	\$ 9,605,946	\$ 1,074,011	\$ 10,679,957	42%	\$ (14,563,747)	36%
State	2,082,566	724,189	2,806,755	7%	505,015	185,655	690,670	25%	(2,116,085)	25%
Federal	-	-	-	-	-	-	-	-	-	-
Student Tuition & Fees	8,936,185	2,030,292	10,966,477	28%	5,003,816	1,277,640	6,281,456	57%	(4,685,021)	55%
Sales & Service Fees	25,400	-	25,400	-	7,421	-	7,421	29%	(17,979)	27%
Facilities	26,000	6,000	32,000	-	5,664	3,300	8,964	28%	(23,036)	38%
Interest	650,000	-	650,000	2%	126,228	-	126,228	19%	(523,772)	36%
Non-Govt Gifts, Grants	-	-	-	-	-	-	-	-	-	-
Other	131,000	-	131,000	-	2,881	-	2,881	2%	(128,119)	7%
Total Revenue	34,347,281	5,508,055	39,855,336	100%	15,256,971	2,540,606	17,797,577	45%	(22,057,759)	41%
Expenditures										
Salaries	21,085,325	1,186,253	22,271,578	50%	4,171,831	304,274	4,476,105	20%	(17,795,473)	21%
Employee Benefits	5,915,624	313,078	6,228,702	14%	998,206	74,550	1,072,756	17%	(5,155,946)	19%
Contractual Services	4,472,810	222,000	4,694,810	11%	418,149	53,661	471,810	10%	(4,223,000)	16%
General Materials & Supplies	4,504,975	136,240	4,641,215	10%	1,198,135	47,925	1,246,060	27%	(3,395,155)	25%
Conference and Meeting	665,116	26,500	691,616	2%	70,678	3,427	74,105	11%	(617,511)	14%
Fixed Charges	1,191,892	800	1,192,692	3%	512,062	-	512,062	43%	(680,630)	37%
Utilities	13,940	1,024,275	1,038,215	2%	3,165	247,387	250,552	24%	(787,663)	20%
Capital Outlay	2,050,000	60,003	2,110,003	5%	175,205	1,446	176,651	8%	(1,933,352)	15%
Other Expenditures	458,060	-	458,060	1%	120,211	-	120,211	26%	(337,849)	41%
Contingency	1,041,322	136,269	1,177,591	3%	-	-	-	n/a	(1,177,591)	n/a
Total Expenditures	41,399,064	3,105,418	44,504,482	101%	7,667,642	732,670	8,400,312	19%	(36,104,170)	22%
Excess (deficiency) of revenues over expenditures	<u>(7,051,783)</u>	<u>2,402,637</u>	<u>(4,649,146)</u>		<u>7,589,329</u>	<u>1,807,936</u>	<u>9,397,265</u>		<u>14,046,411</u>	
Other financing sources (uses): Operating transfers (out)	<u>(625,000)</u>	<u>(2,000,000)</u>	<u>(2,625,000)</u>		<u>-</u>	<u>(2,000,000)</u>	<u>(2,000,000)</u>		<u>-</u>	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	<u>\$ (7,676,783)</u>	<u>\$ 402,637</u>	<u>\$ (7,274,146)</u>		<u>\$ 7,589,329</u>	<u>\$ (192,064)</u>	<u>\$ 7,397,265</u>		<u>\$ 14,046,411</u>	

**McHenry County College
Treasurer's Report
For the Month of September 2008**

Bank Name Location / Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Home State Bank Crystal Lake Imprest	\$4,659,153.88	\$9,944,439.39	\$11,603,663.39	\$2,999,929.88
Harvard State Bank Harvard Imprest - VISA / MC / Discover / Am Expr	\$1,233,951.48	\$113,765.18	\$18,756.96	\$1,328,959.70
Home State Bank Crystal Lake Online	\$3,464.46	\$1,956.06	\$0	\$5,420.52
Home State Bank Crystal Lake Flexible Spending	\$0	\$29,377.73	\$29,377.73	\$0
Home State Bank Crystal Lake Health Care Claims	(\$9,995.12)	\$16,575.06	\$9,433.04	(\$2,853.10)
Amcore Bank Woodstock Payroll	\$0	\$11,470.63	\$11,470.63	\$0
Harvard State Bank Harvard Operations	\$0	\$300,754.28	\$300,754.28	\$0
First Midwest Bank McHenry Student Grant & Loan	\$2,539.61	\$5,594.28	\$6,564.28	\$1,569.61

McHenry County College
October 23, 2008

Investments

College Fund	Financial Institution	September 30, 2008	August 31, 2008	Interest	No. of Days	Maturity
		Investments	Investments			
Education	Illinois Funds	\$ 12,617,414.36	\$ 4,767,123.82	see below	N/A	On Demand
Education	Illinois Funds - Prime Fund	12,068,511.30	12,047,296.21	see below	30	On Demand
Operations & Maintenance (Restricted)	Illinois Funds	1,740.93	1,738.05	see below	N/A	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds - Prime Fund	6,123,814.15	6,113,049.18	see below	30	On Demand - Reserve Account
Operations & Maintenance (Restricted)	Illinois Funds	914,846.89	913,497.11	see below	N/A	On Demand
Working Cash	Illinois Funds	613,584.06	612,678.77	see below	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	349,877.73	349,361.52	see below	N/A	On Demand
	Total	\$ 32,689,789.42	\$ 24,804,744.66			

Illinois Fund Rates - September 2008

	Annualized rate - Money Mkt
Low	1.234%
High	2.611%
Average	2.028%
	Annualized rate - Prime Fund
Low	1.192%
High	2.760%
Average	2.148%

Interest Revenue

College Fund	September 2008	Fiscal YTD
Education	\$ 46,915.50	\$ 126,227.86
Operations & Maintenance (Restricted)	12,117.63	37,970.89
Working Cash	905.29	3,188.23
Liability, Protection and Settlement	516.21	1,817.99
Total	\$ 60,454.63	\$ 169,204.97

Authorize Payment of Voucher #987

Information:

100- Education Fund	\$800,071.19
200- Operations & Maintenance Fund	88,698.82
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	328,488.14
600- Restricted Purposes Fund	11,375.99
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	2,295.49
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	2,390.11
1700-Employee Health Insurance	<u>657,491.46</u>
Total	\$1,890,811.20

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #987 dated October 23, 2008, totaling \$1,890,811.20.



Walter J. Packard
President

Authorize Payment of Voucher #988

Information:

100- Education Fund	\$118,820.89
200- Operations & Maintenance Fund	17,165.72
300- Operations & Maintenance (Restricted) Fund	0.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	103,026.63
600- Restricted Purposes Fund	14,117.88
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	836.84
1100- Audit Fund	35,000.00
1200- Liability Protection & Settlement Fund	<u>89.99</u>
Total:	\$289,057.95

Recommendation:

It is recommended that the Board of Trustees approves payment of Voucher #988 dated October 23, 2008, totaling \$289,057.95.



Walter J. Packard
President

Resolution for Estimated Tax Levy and Notice of Public Hearing

Information:

The attached resolution is necessary in order to estimate the 2008 tax levy and provide notice of the public hearing. The estimated 2008 tax levy is based upon and consistent with the fiscal year 2009 Budget.

The tax levy hearing will be held on November 20, 2008, at 7 p.m. in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.

The College will advertise the date of the hearing on the proposed tax levy on November 10, 2008, in the Northwest Herald.

Recommendation:

It is recommended that the Board of Trustees adopts the attached resolution estimating the 2008 tax levy and setting the public hearing on the tax levy for November 20, 2008.



Walter J. Packard
President

Resolution Determining the Estimated Tax Levy for the 2008 Tax Year and
Scheduling a Public Hearing Thereon

WHEREAS, pursuant to 35 ILCS 200/18-55 through 35 ILCS 200/18-100 the Board of Trustees of McHenry County College, Community College District Number 528, counties of McHenry, Boone, Kane, and Lake, State of Illinois, is required to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of McHenry County College, Community College District Number 528, Counties of McHenry, Boone, Kane, and Lake, State of Illinois, as follows:

Section 1: Public notice shall be given in the Northwest Herald, a newspaper of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point type, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED PROPERTY TAX INCREASE
McHENRY COUNTY COLLEGE

- I. A public hearing on the Proposed 2008 Tax Levy for McHenry County College District #528, McHenry, Lake, Kane and Boone Counties, Illinois, will be held at 7 p.m. on the 20th day of November, 2008, in Room A217 on the campus of McHenry County College, 8900 U.S. Highway 14, Crystal Lake, Illinois.
- II. The operating and special purpose property taxes extended for 2007 were \$23,891,651.

The proposed operating and special purpose property taxes to be levied for 2008 are \$27,737,732. This represents a 16.1% increase over the previous year.
- III. The debt service property tax extended for 2007 was \$0.

The proposed debt service property tax to be levied for 2008 is \$0. This represents a 0% increase over the previous year.
- IV. The total property taxes extended for 2007 were \$23,891,651.

The proposed total property taxes to be levied for 2008 are \$27,737,732. This represents a 16.1% increase over the previous year.

Ronald N. Ally
Treasurer
McHenry County College District #528

Section 2: This resolution shall be in full force and effect forthwith upon its passage.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT #528
COUNTIES OF MCHENRY, BOONE, KANE,
AND LAKE, STATE OF ILLINOIS

Adopted this 20th day of November, 2008.

BY: _____
Chair

ATTEST: _____
Secretary

Request to Purchase
Student Planners

Information:

A pilot program on the use of the student planner was implemented in Fall 2005. Four hundred planners were distributed to Student Senators, Tartan staff members, students who attended workshops offered through the Student Life and Multicultural Programs and Student Leadership offices, and SOAR participants. Participants in the pilot provided feedback for revising the planners.

The planners purchased the last three years from School Datebooks Company have been favorably received. Distribution requirements for this year are 2,600, 128-page Datebook Planners, at a cost of \$9,987.12.

The revised student planner contains information about the College, including services and critical dates, as well as relevant information to succeed in college such as basic time management in balancing courses, study time, and work schedules, note taking skills, samples of resumes and monthly at-a-glance pages. Planners will be available both in hard copy and online.

This expense is budgeted in the Student Activity Account in the Auxiliary Enterprises Fund.

Recommendation:

It is recommended that the Board of Trustees approves the purchase of 2,600 Student Planners for \$9,987.12 from School Datebooks Company, Lafayette, IN.



Walter J. Packard
President

Request to Purchase
Pond Renovation

Information:

The retention pond on the west end of campus near building "A" was designed to capture water runoff from the parking lots and roofs while being aesthetically pleasing. There are rip/rap rocks around the perimeter of the pond in order to prevent erosion of the shoreline. The last time there was renovation work done on the shoreline was in 1991. It has been determined that the shoreline once again needs this work.

Bid specifications were sent out with the results as follows:

<u>Description</u>	<u>Campobello</u>	<u>Excavating Concepts</u>	<u>Sincere Landscape of Illinois</u>
Pond Renovation	\$22,650.00	\$39,500.00	\$8,075.00

This expense is budgeted in the Building Improvements Account in the Operations and Maintenance Fund.

Recommendation:

It is recommended that the Board of Trustees approves the pond renovation for \$8,075.00 from Sincere Landscape of Illinois, Woodstock, IL.



Walter J. Packard
President

Request to Purchase
Fire Science Tower Electrical Upgrade

Information:

During the fall of 2007, an electrical furnace was installed in the Fire Science Training Tower. There is only enough electrical power available to run a portion of the heating elements, which restricts the use of other electrical equipment within the tower. The furnace allows the tower to be used in extremely cold weather. The upgrade of electrical service will allow the furnace to run at full capacity and allow the instructors to use other electrical components.

Quotes were received as follows:

<u>Description</u>	<u>Althoff Industries</u>	<u>Beetstra Electric</u>	<u>Carey Electric</u>
Electrical Upgrade To Fire Tower	\$8,525.00	\$5,113.00	\$6,700.00

This expense is budgeted in the Institutional Support Account in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the electrical service upgrade as stated above for \$5,113.00 from Beetstra Electric, Harvard IL.



Walter J. Packard
President

Request to Purchase
Exchange Server Upgrade

Information:

The current Exchange email system is version 2003 and the hardware is over five years old. To improve reliability and meet the College's expanding needs, an upgrade to version 2007 is necessary as is an upgrade to the hardware to support this system.

The software is covered under our Microsoft Campus Agreement. Our virtual server environment requires any expansion system to match the existing systems. The Disk Array is a set of disk drives that plug into our storage area network (SAN) chassis. In order to maintain compatibility with our existing server and SAN environment, Dell, Inc. was selected.

The purchase of the hardware 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."

<u>Item</u>	<u>Dell, Inc.</u>
Exchange Server Hardware Upgrade	\$15,528.91
Storage Area Network Expansion for Exchange	<u>20,339.01</u>
Total	<u>\$35,867.92</u>

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase as noted above for \$35,867.92 from Dell, Inc., Round Rock, TX.



Walter J. Packard
President

Request to Purchase
Modular Furniture Replacement for A124

Information:

The modular furniture used by the faculty and staff of the business and technology division in A124 is over 15 years old. The office houses 11 faculty, staff and adjunct faculty workspaces. The laminations on the top and the bottom of many of the desks have become unglued and are creating a warped work surface. The molding and the veneer on the side cabinets and desks has fallen off and some of the parts are missing and cannot be repaired.

A capital project to re-carpet and paint A124 over the semester break is included in the FY 2009 budget. In planning this project, it was determined that the current furniture could not be taken down and reinstalled since it is falling apart and replacement parts are not available since the manufacturer is no longer in business. The current furniture has outlived its normal life cycle.

The College is a member of Illinois Public Higher Education Consortium (IPHEC). The pricing for this office furniture is based on contract volume pricing agreement with Steelcase. The total cost for refurbishing A124 including tear down of old furniture, and delivery and installation of new furniture, is \$38,656.76.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency." This exemption allows for the use of volume purchasing consortiums that solicit bids on behalf of its membership.

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

Recommendation:

It is recommended that the Board of Trustees approves the purchase of the furnishings listed above for \$38,656.76 from Interiors for Business, Batavia, IL, an Authorized Dealer for Steelcase under the IPHEC Consortium Contract.



Walter J. Packard
President

Request to Purchase
SirsiDynix Software Licensing and Maintenance Agreement

Information:

Library Support Services has operated with a Library Automation System, supported by annual renewal of the software license and maintenance support, for the last eight years through SirsiDynix Corporation. The original contract also included a five-year maintenance agreement. It is now necessary to renew the maintenance agreement annually. The license and maintenance agreement is for one year and provides for the use, upgrades, technical support, and training offered with the SirsiDynix catalog management system. The software license and maintenance contract is exempt from bidding requirements. SirsiDynix Corporation is the sole source of support for the Library Automation System used by the College.

The SirsiDynix Corporation provides the College with a comprehensive integrated technology environment software system for the College Library. This system manages and organizes an online catalog system with over 43,000 books into a database that is easily searchable by our patrons.

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

Recommendation:

It is recommended that the Board of Trustees approves the one-year contract for \$11,153.66 from SirsiDynix Corporation, Huntsville, AL.



Walter J. Packard
President

Destruction of Audio Tape Recordings of the Closed Sessions of the
March 22, 2007 Regular Board Meeting and
April 11, 2007 Committee of the Whole Meeting

Information:

Public Act 93-523, which began as Senate Bill 1586, amended the Open Meetings Act to require public bodies in Illinois to keep "verbatim records" of their closed (executive) sessions. The verbatim record needs to be in the form of an audio or video recording. The law provides for the following regarding destruction of the cassette recording:

- At least 18 months must have passed since the date of the meeting;
- The public body approves the destruction of the particular recording; and
- The public body approves properly detailed minutes of the closed session.

The identified tapes will be physically destroyed.

Recommendation:

It is recommended that the Board of Trustees approves the destruction on October 24, 2008, of the audio recordings of the Closed Sessions of the March 22, 2007 Regular Board Meeting and April 11, 2007 Committee of the Whole Meeting.



Walter J. Packard
President

Budget Transfer

Information:

It is necessary to increase the FY 2009 budget for legal fees by \$33,000.00. Therefore, a budget transfer from contingency to legal fees for \$33,000.00 in the Education Fund is necessary.

Recommendation:

It is recommended that the Board of Trustees approves the budget transfer as outlined above.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Personnel Adjustments for Fall 2008
 Transfer and Occupational Courses

Information:

Listed below are adjustments for Fall 2008 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Course</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ambrose-Gerak, M	BUS 240 301	3	0	1,442.00
Barnard, A	SPA 151 004	4	0	1,922.67
Blankenhorn, W	HHP 120 201	2	0	1,115.83
Brogan, L	HHP 151 201	2	0	1,012.83
Cofield, J	CIS 110 210	2	0	1,064.33
Howard, D	CIS 110 205	2	0	1,115.83
Howard, D	CIS 133 201	2	0	1,115.83
Huart, L	CIS 110 202	2	0	961.33
Huart, L	CIS 110 203	2	0	961.33
Husted, G	NAE 100 005	48-hr. Clinical E-01	0	1,306.08
Johnson, K	HHP 140 201	2	0	1,064.33
Scott, G	CIS 110 601	2	0	961.33
Wittkamp, R	AOM 122 201	2	0	961.33

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Barnard, A	Assessment Data Evaluation for Spanish	0	150.00
Tomas Holbein, C	Assessment Data Evaluation for Spanish	0	150.00

Independent/Individualized/Internships

<u>Name</u>	<u>Course</u>	<u>Credit Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Bowman, T	DGM 205 002	3	1	0	225.00
Hensel, G	MGT 230 002	3	1	0	225.00
Kreutzmann, B	BUS 110 050	3	5	0	1,125.00
Nath, S	CIS 143 101	2	3	0	450.00
Tetreault, M	CIS 250 001	2	2	0	300.00
Young, C	CIS 266 001	3	4	0	900.00

Overload

<u>Name</u>	<u>Course/Division</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Albright, M	DGM 100 001	20.000	0	1,841.12
Blaz, J	HHP 161 001	20.000	0	1,841.12
Braasch, G	PSY 151 516	20.000	0	1,841.12
Eckel, M	SOC 151 514	20.000	0	1,841.12
Grela, C	PSY 250 514	20.000	0	1,841.12
Reagan, M	SOC 101 514	20.000	0	1,841.12
White, D	HIS 170 514	20.000	0	1,841.12

Recommendation:

It is recommended that the Board of Trustees approves the personnel adjustments for Fall 2008, as listed above.



Walter J. Packard
President

Continuing and Professional Education Personnel Considerations for Fall 2008

Information:

Listed below are instructors to be hired for the Fall 2008 Semester:

<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Richards, C	NMD C02 003	CNA Re-test	300.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Monday, R	RPTWTGWKF	Report Writing for Workforce Development	500.00

Recommendation:

It is recommended that the Board of Trustees approves the employment additions as listed above.



Walter J. Packard
President

Revision of Position and Appointment
Coordinator of Campus Facilities and Conference Center

Information:

Due to the 2008 Organizational Review, the impending implementation of the new ERP system, and the retirement of the current Coordinator of the Conference Center, the decision has been made to eliminate the Coordinator of Conference Center position and the Coordinator of Campus Facilities position and replace both positions with one position, Coordinator of Campus Facilities and Conference Center. This change will allow the College to maintain their current level of customer service while better utilizing College resources.

It was determined that Amy Carzoli, Coordinator of Campus Facilities, has been performing more than 50% of the duties of the Coordinator of Campus Facilities and Conference Center. Therefore, according to the MCCSC contract, Amy Carzoli has been selected to fill this position.

Recommendation:

It is recommended that the Board of Trustees approves the elimination of the two positions as mentioned above, and the addition of the professional position of Coordinator of Campus Facilities and Conference Center. It is further recommended that the Board of Trustees approves the selection of Amy Carzoli for this position, effective November 1, 2008. The salary will be determined after the position has gone through the MCCSC classification process.



Walter J. Packard
President

Appointment of Replacement
Student Development Advisor

Information:

The appointment of Elisabeth Sherwood to the position of Coordinator of Advising and Transfer Center, effective April 29, 2008, created a vacancy for the full-time professional position of Student Development Advisor. Rachel Najdzin has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Rachel Najdzin to the professional position of Student Development Advisor, effective October 27, 2008, at a salary of \$22,694.94 (based on a 12-month salary of \$33,464.60).



Walter J. Packard
President

Rachel Najdzin
West Dundee, IL

Position: Student Development Advisor

Education: Bachelor of Arts, English Literature and
Creative Writing
Purdue University, West Lafayette, IN

Experience:

2008 – Present	Student Development Advisor – Special Needs McHenry County College, Crystal Lake, IL
2005 – 2008	Medical Assistant D Med Spa Wellness Care, Algonquin, IL
2007	Manager Trainee Ann Taylor Loft, Algonquin, IL
2005 – 2006	Key-Holder Francesca’s Collections, Geneva, IL

Summary of Recruitment Efforts:

Number of Applications Received:	97
Number of Interviews:	6

Members of Search Committee: L. Frederick, S. Moll, S. Reising, E. Sherwood

Appointment of Replacement
Coordinator of Custodial and Security/Nights

Information:

The professional position of Coordinator of Custodial and Security/Nights has been vacant since September 3, 2008. Joseph Wickham has been recommended to fill this position. (See reverse side for additional information.)

Recommendation:

It is recommended that the Board of Trustees approves the appointment of Joseph Wickham to the professional position of Coordinator of Custodial and Security/Nights, effective November 3, 2008, at a salary of \$22,274.00 (based on a 12-month salary of \$33,800.00).



Walter J. Packard
President

Joseph Wickham
Woodstock, IL

Position: Coordinator of Custodial and Security/Nights

Education: Various Coursework
McHenry County College, Crystal Lake, IL

Experience:

2007 – Present	Quartermaster New Horizons, Hebron, IL
2004 – Present	Project Worker Centegra Specialty Hospital, Woodstock, IL
2003 – 2004	Security Guard Initial Security, Naperville, IL
1992 – 2003	Machinist Motorola Inc., Arlington Heights, IL

Summary of Recruitment Efforts:

Number of Applications Received:	27
Number of Interviews:	3

Members of Search Committee: H. Johnson, S. Kormanak, S. Moll, S. Selcke

Request to Hire
Director of Continuing Education

Information:

At the August 28, 2008 Board Meeting, the Board of Trustees was informed of the Academic Organizational Review conducted January through September of this year. The intent of the review was to ensure the College is properly positioned with its academic organizational structure to meet both current and future needs before embarking on recruitment and hiring activities to replace personnel retiring June 2009. The review process has been completed and the proposed organizational plan has been adopted, effective January 2009.

As a part of the plan, the Division of Continuing and Professional Education is divided into three departments, the Department of Economic and Workforce Development, the Department of Community Education, and the Department of Continuing Education. Leadership for the first two departments is currently provided by a Director. Leadership for the third is provided under the umbrella leadership of an Executive Dean. In order to accommodate growth in the area of continuing education, realignment of responsibilities, and equitability between departments, it is recommended that the Board approve the hiring of a Director of Continuing Education.

Funding for this position is provided in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the full-time administrative position of Director of Continuing Education. This is Administrative Salary Level 3.



Walter J. Packard
President

Request to Hire
Financial Aid and MCC Promise Specialist

Information:

In accordance with the plans outlined for the implementation of the MCC Promise, McHenry County College committed to employing one full-time Financial Aid and MCC Promise Specialist. A primary responsibility of this position will be the coordination of all MCC Promise functions, including disseminating information to stakeholders, validating initial and continued eligibility, and awarding and removing funding, as necessary.

Due to recent economic conditions and opportunities, the Financial Aid Office has experienced an annual increase in applications for the past three years. With the initiation of the MCC Promise, an anticipated 900 additional financial aid applications will be added to this steady increase. The College currently employs four full-time Financial Aid Specialists. Timely handling of the rapidly growing number of requests for financial aid assistance is paramount and warrants the hiring of an additional specialist.

Funding for this position is provided for in the Education Fund.

Recommendation:

It is recommended that the Board of Trustees approves the full-time position of Financial Aid and MCC Promise Specialist.



Walter J. Packard
President

Salary/Advanced Placement Adjustments

Information:

- I. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advanced placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. In accordance with this agreement, Sandra Vitale qualifies for such an adjustment at this time. This salary adjustment will be subject to review upon completion of negotiations between the Faculty Association and the Board of Trustees.

	<u>2008-2009 Placement and Salary</u>	<u>Adjusted 2008-2009 Placement and Salary</u>
Sandra Vitale	Lane 6, Step 13 \$83,844.00	Lane 7, Step13 \$86,721.00

- II. The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Staff Council includes a salary adjustment of \$1,200.00 for full-time members upon completion of 15 credit hours of pre-approved course work. In accordance with this agreement, Marguerite Stolz qualifies for her first adjustment at this time.

Recommendation:

It is recommended that the Board of Trustees approves the above salary adjustments.



Walter J. Packard
President

McHenry County College

Information Report
October 23, 2008

Quarterly Report on Grants

Attached is a detailed quarterly report of FY 2009 Federal, State and Private Grants as of September 30, 2008, with comparisons for the prior year.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Grants - Fiscal Year 2009

	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2008	Unexpended Balance
FEDERAL						
CWS 2009						
Source: Department of Education Purpose: To provide funds to students by providing employment opportunities on campus.	Fund 8	Devenny	\$ 8,355	N/A	\$ 8,355	-
PELL 2009						
Source: Department of Education Purpose: To provide funds to full and part time students enrolled in credit programs.	Fund 8	Devenny	484,661	N/A	484,661	-
SEOG 2009						
Source: Department of Education Purpose: To provide funds to students enrolled in credit programs with the highest need.	Fund 8	Devenny	4,594	N/A	4,594	-
Workforce Investment Act						
Source: ICCB Purpose: To provide unemployed individuals with funds to assist in obtaining vocational training.	0613-613	Capalbo	9,561	N/A	9,561	-
Perkins IV Postsecondary Basic						
Source: ICCB Purpose: To increase response to local programs, integrate academic and vocational skills development, support services for special populations and improve linkages between secondary and postsecondary institutions.	0634-634	Capalbo	137,392	N/A	42,750	94,642
Federal Basic Adult Education						
Source: ICCB Purpose: To support instruction of Adult Education and Literacy.	0619-660	Clute	132,497	N/A	16,345	116,152
English Literacy/Civics						
Source: ICCB Purpose: To support instruction of Adult Education regarding the United States and local government systems.	0619-665	Clute	22,964	N/A	2,015	20,949

Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2008	Unexpended Balance
Small Business Development Center					
Source: (DCEO) Department of Commerce and Economic Opportunity CFDA #59.037					
0631-631	Jones	55,173	N/A	55,173	-
Purpose: To provide basic business consulting and training, attract minority businesses and entrepreneurs, and job training.					
* Grant Period: Jan. 08 - Dec. 08					
CEE Tech Prep Transit Grant CFDA #84.243					
Source: McHenry County Cooperative for Employment Education					
0638-638	Capalbo	42,000	N/A	3,894	38,106
Purpose: To provide viable alternatives to students through partnering with employers, marketing of programs, integrated course sequences and work-based learning.					
SUBTOTAL Federal Grants - September 30, 2008		\$ 933,197		\$ 647,704	\$ 285,493
Fiscal Year 2008 Federal Grants - September 30, 2007		\$ 846,727		\$ 497,859	\$ 348,868
STATE					
MAP 2009					
Source: Illinois Student Assistance Commission					
Fund 1	Devenny	309,501	N/A	309,501	-
Purpose: To provide funds to Illinois students enrolled in credit programs with financial need.					
Workforce Preparation Grant					
Source: ICCB					
0630-630	Jones	50,000	N/A	1,935	48,065
Purpose: To provide funding for employment training services and assistance in commercial and industrial expansion and/or retention through various activities.					
State Basic Adult Education 54V					
Source: ICCB					
0619-662	Clute	133,560	N/A	19,667	113,893
Purpose: To support instruction of Adult Education and Literacy.					

Grants - Fiscal Year 2009

State Performance	Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2008	Unexpended Balance
Source: ICCB Purpose: To help meet performance standards in Adult Education programs.	0657-657	Clute	123,165	N/A	3,690	119,475
Community Literacy Program Source: Secretary of State Purpose: To develop a full-time literacy program and train and support volunteer literacy tutors.	0621-621	Clute	48,000	N/A	7,037	40,963
Illinois Incentive for Access Source: Illinois Student Assistance Commission Purpose: To provide up to \$500 to freshmen students who have a zero expected family contribution.	0631-601	Devenny	250	N/A	250	-
CTE Program Improvement Source: ICCB Purpose: To purchase instructional equipment for vocational education programs.	0645-645	Capalbo	11,761	N/A	-	11,761
Gateways to Opportunity Grant Source: Illinois Department of Human Services Purpose: To pilot the development and implementation of two new credentials in the field of early care and education: the Illinois Early Care & Education Core Credential and the Illinois Infant Toddler Credential. * Grant Period: January 1, 2007 - November 30, 2008	0669-672	Linder	4,000	N/A	3,637	363
Shifting Gears Grant Source: ICCB/Joyce Foundation SG52808 Purpose: To test pilot an innovative bridge program to prepare aspiring workers for a career in manufacturing. *Grant Period: July 1, 2007 - December 31, 2008	0619-640	Koehler	125,000	N/A	66,040	58,960
Illinois Cooperative Work Study Grant Source: IBHE SG52808 Purpose: to strengthen ties to industry partners while expanding internship and employment opportunities for students in the automotive program. *Grant Period: June 3, 2008 - June 30, 2009	0615-614	Falco	10,500	N/A	-	10,500

Grants - Fiscal Year 2009

Cost Center	Administrator	Grant Award	Match	Grant Expenditures as of September 30, 2008	Unexpended Balance
Family Violence Grant					
0644-648	Meschini	22,224	N/A	22,224	-
Purpose: To set up the 22nd Circuit Family violence Coordinating Council and hire a part-time Local Council Coordinator.					
* Grant Period: April 20, 2007 - December 31, 2007					
* Grant Period: January 1, 2008 - December 31, 2008					
SUBTOTAL State Grants - September 30, 2008		\$ 849,502		\$ 437,943	411,559
Fiscal Year 2008 State Grants -September 30, 2007		\$ 723,286		\$ 405,260	318,026
PRIVATE					
McCormick Tribune Grant					
0675-160	Clute	10,000	N/A	1,063	8,937
Source: Chicago Tribune Charities					
Purpose: To pay a program assistant to recruit and organize 25-30 volunteer adult literacy tutors and coordinate other support services such as day care for the additional ESL and ABE/GED.					
SUBTOTAL Private Grants - September 30, 2008		\$ 10,000		\$ 1,063	\$ 8,937
Fiscal Year 2008 Private Grants - September 30, 2007		\$ 18,282		\$ -	\$ 18,282
TOTAL ALL GRANTS - September 30, 2008		\$ 1,792,699		\$ 1,086,710	\$ 705,989

* Grant period differs from McHenry County College fiscal year.

Memorandum

To: Ron Ally
From: Todd McDonald, AVP of Finance
Date: October 15, 2008
Re: September 30, 2008 Accrued Financial Statements

In preparing the accrued financial statements for September 30, 2008 there were multiple adjustments made and other adjustments not made due to either time limitations or immateriality. Some of these adjustments involved the elimination of certain transactions from the College's general ledger in order to comply with accrual financial statement presentation standards. For this reason, the All Funds Financial Summary report that is prepared monthly for the Board of Trustees cannot be tied directly to the accrual based financial statements.

Adjustments Made

1. Compensated absences liability adjusted for employee vacation balances at September 30, 2008.
2. Accounts Payable recorded for invoices processed and/or paid through October 13, 2008.
3. Retirement incentive liability and health insurance liability have both been adjusted for employee retirement incentive and healthcare premiums paid through September 30, 2008.
4. Internal revenues have been removed from tuition and fees and auxiliary services revenues and the related internal expenses have been removed from institutional support and auxiliary service expenditures for student tuition waivers, employee and employee dependent tuition waivers, student financial aid, and catering.
5. Financial aid received on behalf of students has been removed from federal revenues and student services expenses.
6. Capital lease principal payments have been removed from institutional support expenditures.
7. Interest has been accrued for the debt certificates through September 30, 2008.
8. Depreciation through September 30, 2008 has been recorded.
9. Payroll through September 30, 2008 has been accrued.
10. A receivable has been recorded for one quarter of the annual operating grant allocation from ICCB as the funds were not received prior to September 30, 2008.

Adjustments Not Made

1. Capital asset additions and deletions as the information is not readily available on a quarterly basis.
2. Bookstore and cafeteria inventory adjustments. A physical inventory is performed annually at the end of the fiscal year.
3. Bookstore internal sales were not removed as the information is not readily available in our system on a quarterly basis.
4. A new accrual for incurred but not reported health care claims has not been recorded as the College's third party administrator does not provide this calculation on a quarterly basis. Therefore, the accrual for incurred but not reported health care claims has been maintained at the same amount that existed on June 30, 2008 to ensure that we have accounted for this estimated liability.

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF NET ASSETS
SEPTEMBER 30, 2008**

ASSETS

Current Assets	
Cash and cash equivalents	\$ 4,408,385
Short-term investments	32,689,792
Property tax receivable	1,127,444
Tuition and fees receivable	1,176,372
Other accounts receivable	1,004,204
Inventory	523,059
Prepaid items	47,785
Total Current Assets	<u>40,977,041</u>
Non-current Assets	
Land	5,478,070
Capital assets, net of accumulated depreciation	29,368,617
Total Non-current Assets	<u>34,846,687</u>
Total Assets	<u>75,823,728</u>

LIABILITIES

Current Liabilities	
Accounts payable	780,394
Accrued payroll	718,940
Accrued compensated absences	749,742
Accrued interest payable	78,976
Deferred tuition and fees	-
Deferred property taxes	853,728
Deposits held in custody for others	251,241
Other deferred revenue	11,030
Current portion of long-term obligations	4,473,357
Other current liabilities	147,801
Total Current Liabilities	<u>8,065,209</u>
Non-current Liabilities	
Debt certificates payable	6,475,000
Other obligations	5,489,399
Total Non-current Liabilities	<u>11,964,399</u>
Total Liabilities	<u>20,029,608</u>

NET ASSETS

Invested in capital assets, net of related debt	27,972,942
Restricted for:	
Liability, protection, and settlement	3,806,475
Working cash	1,750,000
Debt service	-
Other restricted	284,613
Unrestricted	<u>21,980,090</u>
Total Net Assets	<u>\$ 55,794,120</u>

**MCHENRY COUNTY COLLEGE
COMMUNITY COLLEGE DISTRICT NUMBER 528
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2008**

REVENUES

Operating Revenues	
Tuition and fees, net of scholarship allowances	\$ 6,208,063
Auxiliary enterprises revenue	1,766,610
Total operating revenues	<u>7,974,673</u>

EXPENSES

Operating Expenses	
Instruction	2,436,589
Academic support	361,856
Student services	649,338
Public services	414,272
Operations and maintenance	808,344
Auxiliary enterprises	1,470,767
Depreciation	237,632
Institutional support	4,539,502
Total operating expenses	<u>10,918,300</u>
Operating Income (Loss)	<u>(2,943,627)</u>

NON-OPERATING REVENUES (EXPENSES)

State sources	733,780
Property taxes	11,092,863
Federal grants and contracts	54,541
Investment income	169,205
Interest expense	(49,272)
Other non-operating items	997,805
Net non-operating revenues	<u>12,998,922</u>
Net income (loss) before capital contributions	<u>10,055,295</u>
 Increase in net assets	 <u>10,055,295</u>

NET ASSETS

Net Assets - beginning of year	<u>45,738,825</u>
Net Assets - end of period	<u>\$ 55,794,120</u>

Requests from Trustees

Included is an updated "Requests from Trustees" list which reflects:

- updates from the September Committee of the Whole and Regular Board meetings;
- items completed since the September Committee of the Whole meeting;
- items scheduled for future meetings;
- items in progress.

This list should be helpful while considering future agenda items for the Committee of the Whole and Regular Board meetings in November.

A handwritten signature in cursive script that reads "Walter J. Packard".

Walter J. Packard
President

Requests from Trustees

#	Requested	Requestor	Consensus		Item	Status	Date Addressed	Scheduled
			Yes	No				
5	2/25/08	Glosson	•		Improve public engagement	Scheduled		Fall 2008 Annual Report
10	2/28/08	Glosson		•	Review of Key Performance Indicators	Scheduled		October 2008 COW
11	2/28/08	Walters		•	Publicize information about funding sources	Scheduled		Fall 2008 Annual Report
17	3/25/08	Glosson	•		Visioning for Strategic Planning	Scheduled		October 24 & 25, 2008
22	3/27/08	Larson	•		Update on Digital Media program (5-7 minute presentation)	Completed	September 2008 BOT	
35	5/19/08	Summers	•		Present "big picture" of Bridger report	Scheduled		October 2008 COW
43	6/24/08	Summers		•	Liability due to sunseting of Early Retirement Policy	Completed	September 2008 COW (FY 2008 Audit)	
46	6/24/08	Kurtz	•		Organize legislative breakfast meeting to discuss visioning, funding, pending legislation	Scheduled		January 6, 2009 - 8:00 a.m.
48	6/24/08	Kurtz	•		ERP Updates (mission, roles, project status, etc.)	Scheduled		Monthly
51	6/24/08	Summers	•		RFP for legal services	Scheduled		Fall, 2008
53	6/24/08	Kurtz	•		Conduct user testing of website	Scheduled		Fall, 2008
54	6/24/08	Walters	•		Presentation about electronic time keeping	Completed	September 2008 COW	
55	7/21/08	Larson	•		Recommendation regarding University and Shah Centers	Completed	September 2008 COW & BOT	
60	8/25/2008	Kurtz	•		Presentation of merit-based system for employee rewards/recognition	Postponed		October 2008 COW
61	8/28/2008	Kurtz	•		Update from Organizational Review Committee in 6-12 months	Scheduled		February 2009 COW
62	8/28/2008	Kurtz	•		Plan/Timeline for visioning and involving the community	In Progress		
63	9/4/2008	Staff			Update on Student Senate's "I Vote" Activities	Scheduled		October 2008 BOT

Glossary:

COW = Committee of the Whole Meeting
BOT = Board of Trustees Meeting
CS = Closed Session
ERP = Enterprise Resource Planning
RFP = Request for Proposals