

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Tuesday, April 18, 2017
6:30 p.m.

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

COMMITTEE OF THE WHOLE MEETING

AGENDA

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Acceptance of Minutes: Committee of the Whole, February 14, 2017
5. Open for Recognition of Visitors and Presentations
Three (3) minutes per person or less.
6. President's Report
7. Capital Campaign Update: Dr. Clint Gabbard and Ms. Christina Haggerty
8. Preliminary March Financial Statements: Mr. Bob Tenuta
9. Investment Report, Representative from PFM
10. Discussion of Credit Card Convenience Fee for Payment Plans
11. Presentation of New Environmental Scan, Dr. Clint Gabbard with Mr. Brian Harger, NIU Center for Governmental Studies
12. Discussion of 2017 ACCT Congress Presentation Ideas and Estimated Costs
13. Discussion of Online Calendar of Board Activity and Actions (available online and for public view)
14. Board Self-Evaluation Discussion
15. Proposed Board 2017-2018 Meeting Schedule
16. Discussion of Trustee Professional Development
17. Discussion of New Trustee Orientation
18. Future Agenda Items
19. Summary Comments by Board Members
20. Closed Session
 - C. 120/2(c), Exception #21, Review of Closed Session Minutes
 - D. Other matters as pertain to the exceptions of the Open Meetings Act
21. Acceptance of Closed Session Minutes, Committee of the Whole, February 14, 2017
22. Adjournment



Linda Liddell
Chair

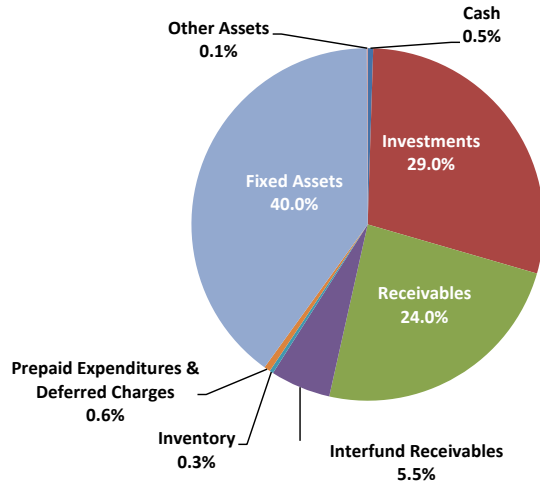
All Funds **Statement of Net Position** (Balance Sheet)
 March 31, 2017

	01	02	03	05	06	07	08	09	10	11	12	
All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxilliary 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	
Assets												
Cash	615,793	-	-	-	9,567	126,716	95,646	-	-	319,849	64,014	-
Investments	35,605,642	17,944,749	942,264	12,014,519	-	-	2,762,088	-	-	-	-	1,942,022
Receivables	29,489,746	25,334,206	2,683,946	-	15,851	-	-	-	-	-	75,000	1,380,742
Accrued Revenue	170,999	82,588	5,310	63,097	-	-	10,900	-	-	-	-	9,104
Interfund Receivables	6,790,617	676,603	6,430,954	-	-	(316,940)	-	-	-	-	-	-
Inventory	423,521	-	-	-	423,521	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	709,931	556,788	31,279	-	5,080	13,333	-	-	34,875	-	-	68,576
Fixed Assets	49,078,009	-	-	-	-	-	-	49,078,009	-	-	-	-
Other Assets	99,509	-	-	-	-	-	-	99,509	-	-	-	-
Total Assets	122,983,768	44,594,934	10,093,753	12,077,616	454,019	(176,890)	2,868,635	49,078,009	134,384	319,849	139,014	3,400,444
Liabilities												
Payroll Deductions Payable	868,151	735,444	42,396	-	100,296	-	-	-	-	(32,784)	-	22,799
Accounts Payable	815,551	811,784	10,000	-	4,274	(10,507)	-	-	-	-	-	-
Interfund Payable	6,790,617	3,292,822	-	2,036,440	-	-	-	-	-	-	-	1,461,356
Accrued Expense	(0)	(0)	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	23,909,782	20,700,867	2,012,959	52,584	10,358	41,206	-	-	-	-	56,250	1,035,557
Fixed Liabilities	5,021,179	-	-	-	-	-	-	5,021,179	-	-	-	-
Other Liabilities	1,619,747	71,371	-	-	8,732	-	-	1,187,011	352,633	-	-	-
Total Liabilities	39,025,026	25,612,288	2,065,355	2,089,024	123,659	30,699	-	6,208,190	319,849	56,250	2,519,712	
Designated Fund Balance	83,958,741	18,982,646	8,028,398	9,988,592	330,360	(207,589)	2,868,635	49,078,009	(6,073,806)	-	82,764	880,733
Assigned Fund Balance												
33% Unassigned for annual budgeted expenditures	17,260,902	14,922,205	2,338,697	-	-	-	-	-	-	-	-	-
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement/Investment in Capital Assets	59,066,601	-	-	9,988,592	-	-	49,078,009	-	0	-	-	-
Liabilities, Protection, and Settlement	-4,140,446	-	-	-	-	-	-	-5,021,179	-	-	-	880,733
Working Cash/Other Restricted	1,625,174	-	-	-	-	-207,589	1,750,000	-	-	82,764	-	-
Remaining Unassigned Balance	10,146,510	4,060,441	5,689,701	0	330,360	0	1,118,635	0	-1,052,627	0	0	0

All Funds Statement of Net Position (Balance Sheet)
 March 31, 2017

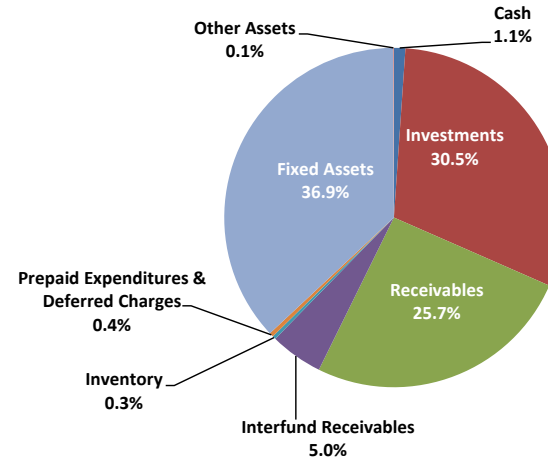
Total Assets = \$ 122,983,768

FY17 Assets - All Funds

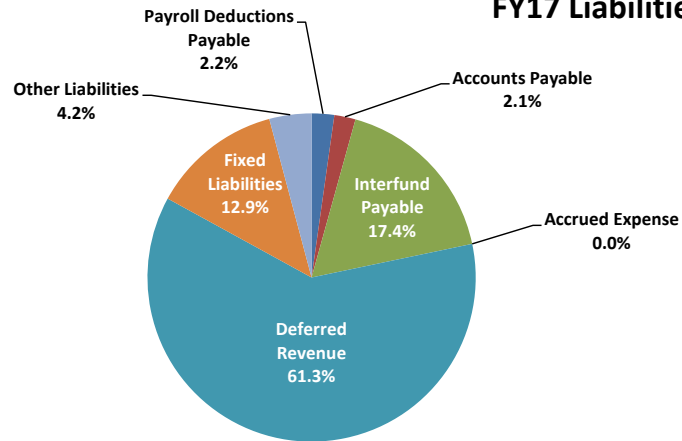


Total Assets = \$ 126,473,811

FY16 Assets - All Funds

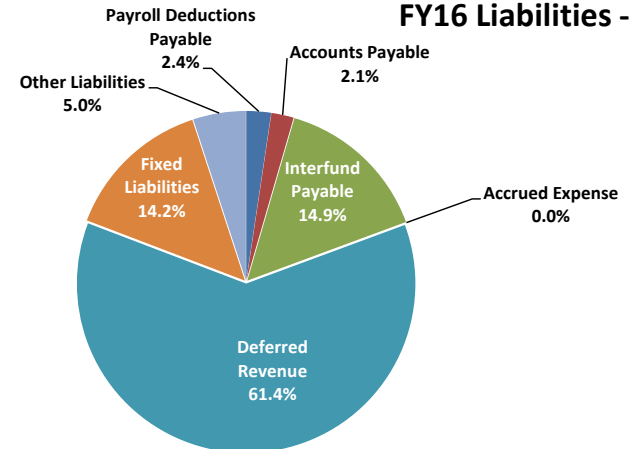


FY17 Liabilities - All Funds



Total Liabilities = \$ 39,025,026

FY16 Liabilities - All Funds



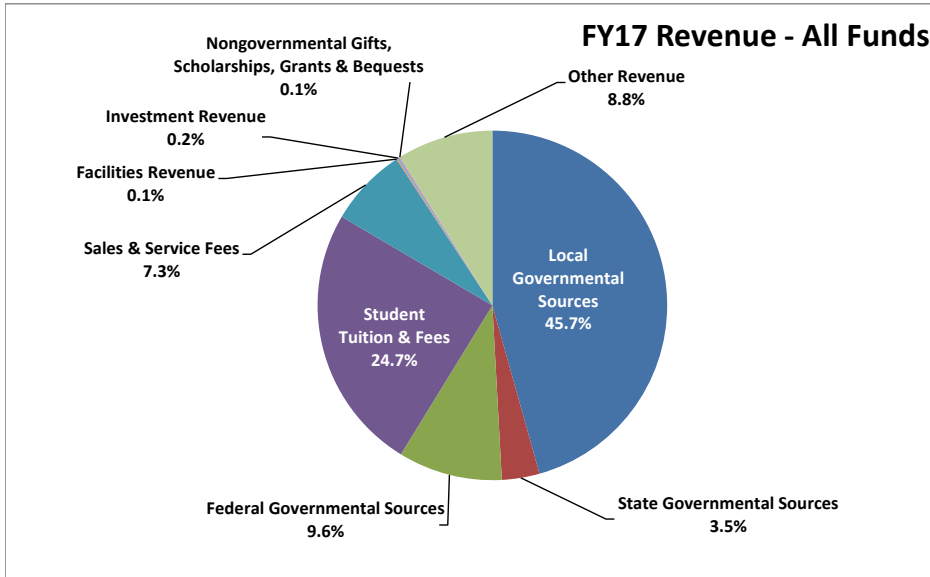
Total Liabilities = \$ 42,787,584

All Funds Statement of Activities (Income Statement)
March 31, 2017

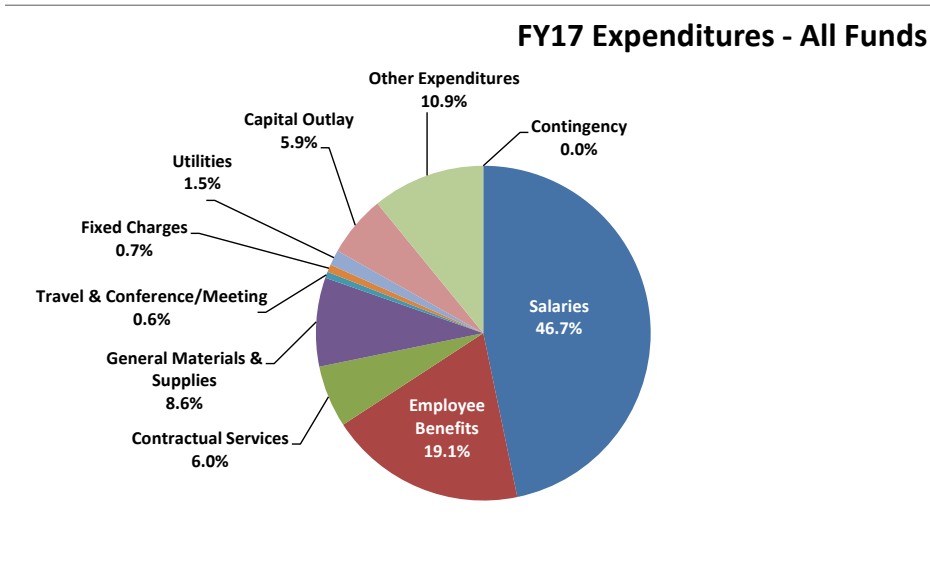
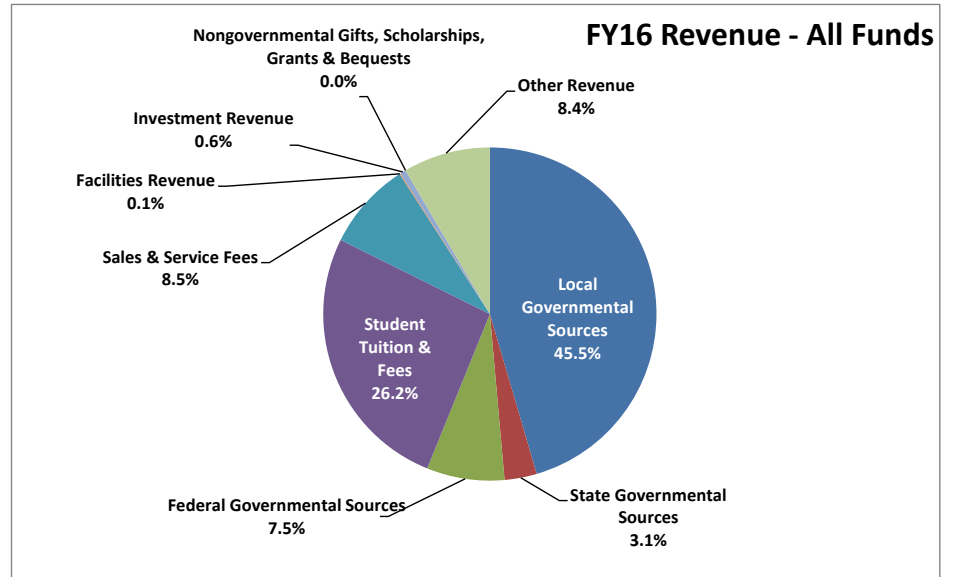
	01	02	03	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
All Funds										
Revenue										
Local Governmental Sources	21,128,292	17,946,680	2,092,995	-	-	-	-	-	56,091	1,032,526
State Governmental Sources	1,611,925	1,079,831	321,830	-	-	210,265	-	-	-	-
Federal Governmental Sources	4,457,963	852	-	-	-	4,457,111	-	-	-	-
Student Tuition & Fees	11,430,028	9,260,645	1,938,831	-	230,552	-	-	-	-	-
Sales & Service Fees	3,363,667	128,747	-	-	3,234,921	-	-	-	-	-
Facilities Revenue	42,798	11,000	-	-	31,798	-	-	-	-	-
Investment Revenue	114,663	59,842	3,293	39,126	-	-	6,758	-	-	5,644
Nongovernmental Gifts, Scholarships, Grants & Bequests	41,380	19,348	-	-	-	22,033	-	-	-	-
Other Revenue	4,088,586	4,013,494	70,378	494,160	4,715	-	-	(494,160)	-	-
Total Revenue	46,279,302	32,520,437	4,427,326	533,286	3,501,985	4,689,409	6,758	(494,160)	56,091	1,038,170
Expenditures										
Salaries	20,421,596	17,869,944	402,128	-	1,270,095	565,564	-	-	-	313,865
Employee Benefits	8,324,293	7,371,397	82,642	-	196,995	43,085	-	-	-	630,174
Contractual Services	2,618,656	1,522,575	585,393	-	387,334	43,162	-	-	60,325	19,867
General Materials & Supplies	3,750,360	1,327,744	171,603	-	2,193,243	47,500	-	-	-	10,269
Travel & Conference/Meeting	262,050	196,856	19,782	-	36,631	7,307	-	-	-	1,475
Fixed Charges	322,136	1,321,477	14,433	-	26,989	154	-	(1,083,157)	-	42,240
Utilities	646,238	125,960	515,411	-	2,896	-	-	-	-	1,971
Capital Outlay	2,584,288	135,446	2,197,031	1,292,641	-	10,056	(1,050,886)	-	-	-
Other Expenditures	4,762,784	535,618	-	-	4,732	4,222,434	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-
Total Expenditures	43,692,400	30,407,017	3,988,423	1,292,641	4,118,915	4,939,261	(1,050,886)	(1,083,157)	60,325	1,019,862
Excess/(deficit) of revenues over expenditures	2,586,902	2,113,421	438,904	(759,355)	(616,930)	(249,852)	6,758	1,050,886	588,997	(4,234)
Operating transfers in	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	81,371,841	16,869,224	7,589,495	10,747,947	947,291	42,263	2,861,877	48,027,123	(6,662,802)	86,998
Ending Fund Balance	83,958,743	18,982,645	8,028,399	9,988,592	330,361	(207,589)	2,868,635	49,078,009	(6,073,805)	82,764

All Funds Statement of Activities (Income Statement)
 March 31, 2017

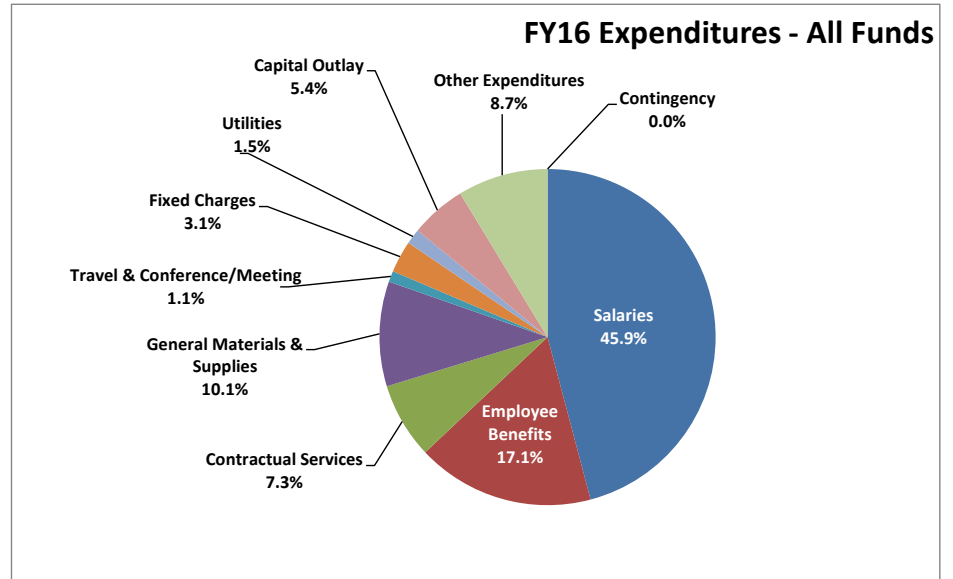
Total Revenue = \$ 46,279,302



Total Revenue = \$ 41,272,793



Total Expense = \$ 43,692,400



Total Expense = \$ 39,377,904

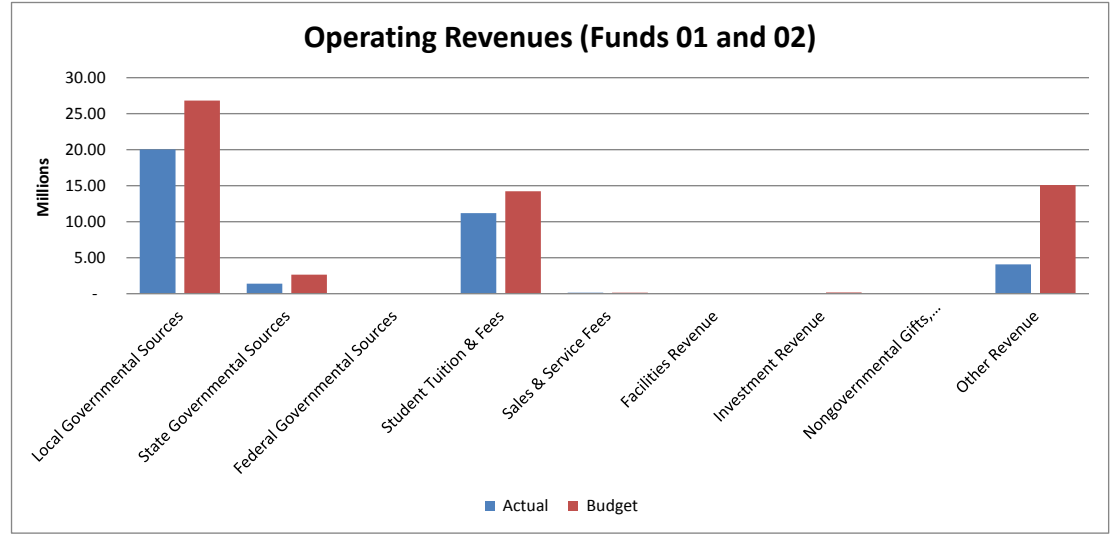
Operating (Funds 01 & 02) Statement of Activities
March 31, 2017

	FY17			FY16			FY17	%
	Actual	Budget		Actual	Budget		Change Over FY16	Change
Revenue								
Local Governmental Sources	\$ 20,039,675	\$ 26,818,195	74.7%	\$ 20,025,407	\$ 26,879,739	74.5%	\$ 14,268	0.1%
State Governmental Sources	1,401,660	2,654,715	52.8%	(88,620)	2,705,892	-3.3%	\$ 1,490,280	-1681.7%
Federal Governmental Sources	852	-	0.0%	1,548	-	0.0%	\$ (696)	-45.0%
Student Tuition & Fees	11,199,476	14,229,788	78.7%	11,577,896	14,589,696	79.4%	\$ (378,420)	-3.3%
Sales & Service Fees	128,747	150,400	85.6%	126,116	170,000	74.2%	\$ 2,630	2.1%
Facilities Revenue	11,000	11,000	100.0%	11,000	18,000	61.1%	\$ -	0.0%
Investment Revenue	63,135	185,712	34.0%	164,399	243,487	67.5%	\$ (101,264)	-61.6%
Nongovernmental Gifts, Scholarships, Grants & Bequests	19,348	-	0.0%	-	-	0.0%	\$ 19,348	0.0%
Other Revenue	4,083,871	15,102,534	27.0%	6,445,949	14,380,465	44.8%	\$ (2,362,078)	-36.6%
Total Revenue	\$ 36,947,764	\$ 59,152,344	62.5%	\$ 38,263,695	\$ 58,987,279	64.9%	\$ (1,315,931)	-3.4%
Expenditures								
Salaries	\$ 18,272,072	\$ 26,514,982	68.9%	\$ 18,376,899	\$ 27,545,553	66.7%	\$ (104,827)	-0.6%
Employee Benefits	7,454,039	19,113,381	39.0%	6,670,278	17,723,016	37.6%	\$ 783,761	11.8%
Contractual Services	2,107,968	4,649,347	45.3%	2,626,737	4,776,181	55.0%	\$ (518,769)	-19.7%
General Materials & Supplies	1,499,347	2,905,043	51.6%	1,464,988	2,907,180	50.4%	\$ 34,359	2.3%
Travel & Conference/Meeting	216,637	654,333	33.1%	411,602	878,491	46.9%	\$ (194,965)	-47.4%
Fixed Charges	1,335,910	1,849,710	72.2%	1,198,335	1,836,907	65.2%	\$ 137,575	11.5%
Utilities	641,371	1,027,945	62.4%	655,598	1,032,670	63.5%	\$ (14,227)	-2.2%
Capital Outlay	2,332,477	3,935,764	59.3%	591,780	5,698,522	10.4%	\$ 1,740,697	294.1%
Other Expenditures	535,618	882,200	60.7%	3,107,950	854,700	363.6%	\$ (2,572,332)	-82.8%
Contingency	-	500,000	0.0%	-	1,450,000	0.0%	\$ -	0.0%
Total Expenditures	\$ 34,395,439	\$ 62,032,705	55.4%	\$ 35,104,167	\$ 64,703,220	54.3%	\$ (708,728)	-2.0%
Excess/(deficit) of revenues over expenditures	\$ 2,552,324	\$ (2,880,361)		\$ 3,159,527	\$ (5,715,941)		\$ (607,203)	-19.2%
Net Transfers Out/(In)	\$ -	\$ -		\$ -	\$ 1,429,000		\$ -	0.0%
Net Operating Funds Surplus/(Deficit)	\$ 2,552,324	\$ (2,880,361)		\$ 3,159,527	\$ (7,144,941)		\$ (607,203)	-19.2%
Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures*		20,677,568		21,567,740				
Less : Adj. for budgeted SURS Pass Thru (\$9.75m & \$9.00m, respectively) *.3334		3,250,000		3,000,000				
Adj. for Contingency (\$0.5m & \$1.45m, respectively) x .3334		166,667		483,333				
Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)		17,260,902		18,084,407				
Unaudited Beginning Fund Balance		24,458,719		25,479,514		25,479,514		
Net Operating Funds Surplus/(Deficit)		2,552,324		3,159,527		(7,144,941)		
Add back Contingency (assumption is it is not used)		500,000		1,450,000				
Calculated YTD Ending Fund Balance (budget estimate) (b)		\$ 27,011,043		\$ 22,078,358		\$ 28,639,041		\$ 19,784,573
Amount Over/(Under) Fund balance reserve (b)-(a)		4,817,456.33		1,700,166				

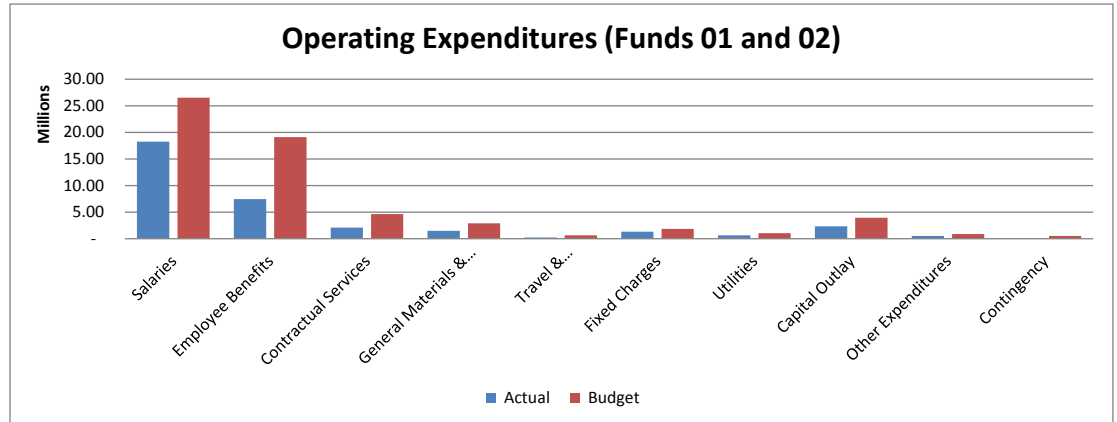
*Net of Transfers Out/(In) and contingency

Operating Funds - Statement of Activities
March 31, 2017

	Actual	Budget
Revenue		
Local Governmental Sources	20,039,674.76	26,818,195.00
State Governmental Sources	1,401,660.14	2,654,715.00
Federal Governmental Sources	852.00	-
Student Tuition & Fees	11,199,475.98	14,229,788.00
Sales & Service Fees	128,746.50	150,400.00
Facilities Revenue	11,000.00	11,000.00
Investment Revenue	63,135.08	185,712.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	19,347.68	-
Other Revenue	4,083,871.42	15,102,534.00
Total Revenue	36,947,763.56	59,152,344.00



Expenditures		
Salaries	18,272,071.66	26,514,982.00
Employee Benefits	7,454,039.21	19,113,381.00
Contractual Services	2,107,968.10	4,649,347.00
General Materials & Supplies	1,499,347.04	2,905,043.19
Travel & Conference/Meeting	216,637.34	654,332.81
Fixed Charges	1,335,909.53	1,849,710.00
Utilities	641,371.02	1,027,945.00
Capital Outlay	2,332,477.28	3,935,764.00
Other Expenditures	535,618.09	882,200.00
Contingency	-	500,000.00
Total Expenditures	34,395,439.27	62,032,705.00
Excess/(deficit) of revenues over expenditures	2,552,324.29	(2,880,361.00)



SCHEDULE OF REGULAR MEETINGS
OF THE McHENRY COUNTY COLLEGE
BOARD OF TRUSTEES

2017

May 25

June 22

July 27

August 24

September 28

October 26

November 16

December 21

2018

January 25

February 22

March 22

April 26

Trustee Orientation Packet

- **Welcome Letter from Board Chair**

Identification of Pat Kriegermeier as Board Liaison

Statement on Board Schedule (schedule available at <http://www.mchenry.edu/board/index.asp>)

Statement on Board Committee Structure

Description of upcoming orientation to be offered by College President

Leadership Development Opportunities – ICCTA, ACCT, seminars

Statement on required Open Meetings Act training (link on flash drive)

Board Policies: 1.11 Ethics and Article 10 Gift Ban

- **Flash Drive Items**

Academic Calendar (<http://www.mchenry.edu/academiccalendar/index.asp>)

Illinois Community College Public Act

(<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1150&ChapterID=18>)

Open Meetings Act (<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2>)

Required Open Meetings Act Training (<http://communitycolleges.org/OMATraining.html>)

Most recent Board packet (public packets are available at <http://www.mchenry.edu/board/index.asp>)

Relevant financials (College financial reports available at <http://www.mchenry.edu/finance/index.asp>)

Annual Report (two reports available at <http://www.mchenry.edu/annualreport/index.asp>)

Board Policy Manual (<http://www.mchenry.edu/board/boardpolicymanual.pdf>)

Ethics Policy (<http://www.mchenry.edu/board/boardpolicymanual.pdf>, see Section 1.11)

Gift Ban Policy (<http://www.mchenry.edu/board/boardpolicymanual.pdf>, see Article 10)

Facts About the College (<http://www.mchenry.edu/aboutmcc/index.asp>)

Educational Master Plan (<http://www.mchenry.edu/emp/index.asp>)

Strategic Plan (<http://www.mchenry.edu/strategicplan/>)

Association of Community College Trustees website (<http://www.acct.org/>)

Illinois Community College Trustees Association (<http://www.communitycolleges.org/>)

ICCTA Trustee Brochure (<http://www.communitycolleges.org/candidatebrochure.pdf>)

www.mchenry.edu site index (<http://www.mchenry.edu/siteindex.asp>)

- **Paper Copies Provided**

Dr. Gabbard's Goals and Objectives

Environmental Scan Report

Enrollment Reports

Facilities Master Plan

Sustainability Strategic Plan

Board Dashboard

Copies of Financials

Log-on information to access Board Team Site
Organizational Structure (overall and individual departments)

- **Physical Items Provided**

Flash Drive (with index)

Board Contact Sheet

MCC Shirt

McHenry County College

ACCT Leadership Congress 2017: *Pathways to Prosperity*

Monday, September 25—Thursday, September 28, 2017 • Las Vegas, NV

Deadline for Submissions: Friday, April 21, 2017



GUIDELINES AND REFERENCE INFORMATION

Submission/Session Requirements

- Demonstrate relevance of the session topic to the 2017 event theme
- Include trustees among presenters
- All presenters **MUST** be registered for the Congress
- Indicate which track the session will address
- Presentation must demonstrate relevance to the indicated track
- Include handouts
- Concurrent sessions must be approximately 60 minutes in length
- Proposal must include a letter of support from the College

Pathways to Prosperity Tracks

- 1) Addressing Workforce Needs by Tackling the Nation's Skills Shortage
- 2) New Pathways to Student Success
- 3) Combating Poverty, Promoting Diversity and Strengthening Communities
- 4) Security and Preparing for Disasters
- 5) Expanding the Mission
- 6) Strengthening Governance

Concurrent Sessions

Concurrent Sessions should be designed with the following parameters in mind: duration of 60 minutes, and an audience of 75-150 attendees. The number of sessions offered and the need for a balanced program limits the number of proposals that will be accepted. Presentations should contain the following elements:

- Indicate which one of the aforementioned tracks your concurrent session will address.
- Use creative approaches to actively involve the trustee audience. Consider increased amounts of sharing, networking, and exchanges of information. Employ instructional aids, such as handouts and audiovisual technology.
- Be comprised of a quality presentation team including trustees, and representing a range of diversity in community college leadership.
- When appropriate, engage and solicit participation of persons or groups outside the college to bring the community perspective to the session panel.

SUGGESTED SESSION PROPOSALS FOR SUBMISSION

Designing Pathways for Manufacturing Employees to Address a Skills Shortage: A Case Study on the Importance of Industry—Community College Partnerships

Session Description:

Several years ago, Watlow Incorporated, a local manufacturer for thermal applications, approached McHenry County College (MCC) about the shortage of skills the company faced. The privately-held engineering and manufacturing company has a strong commitment to employee education and promoting from within. They found a lack of needed skills within their workforce, so they approached MCC for a solution. Through the College's Fast Track program for adult students, a pathway was designed for employees through a certificate in manufacturing and industrial maintenance to an associate's degree in manufacturing management. These programs are taught onsite at the company's plant and continue to expand through a partnership with a local four-year university that also now includes a bachelor's completion program. This is the company's third onsite cohort of students in MCC's Manufacturing Management AAS degree program.

Session Type: Concurrent Session

Track 1: Addressing Workforce Needs by Tackling the Nation's Skills Shortage

Anticipated Outcomes:

Session participants will learn:

- How to establish an ongoing partnership with industry in the local community
- The process that Watlow and MCC followed to identify needs and solutions
- The key stakeholders who need to be involved in partnership discussions
- How to track progress and results

General Education Assessment with E-Portfolios

Session Description:

McHenry County College's (MCC) general education goals are critical thinking, information literacy, effective communication, ethical awareness, and technological literacy. In the past, college faculty and administration attempted to assess these goals with standardized, objective measures with limited success. Therefore, a new process was developed, requiring students to submit an E-Portfolio as part of their graduation requirements. E-Portfolios were submitted for the first time in May 2016.

Session Type: Concurrent Session

Track 2: New Pathways to Student Success

Anticipated Outcomes:

Session participants will learn:

- The process that McHenry County College used to have students submit e-portfolios
- The methods used to score the e-portfolios
- Results and possible transformations

Where There's a Will, There's a Way: Sustaining and Supporting Learning Communities Programs in Times of Trouble through Effective Administration, Marketing, and Collaboration

Session Description:

The state is struggling financially, and with it, many of its institutions of higher learning; our nation's voters are trending toward a lower tax contribution to education funding; our economy is rebuilding and folks are at work rather than in the classroom – how can a small, suburban community college sustain special programming like Learning Communities in times such as these?

Participants will hear why it is so important that all institutions of higher learning continue to support learning community initiatives and what they bring to our students and school; what steps and processes are required to successfully market these “Twofer” courses to the modern community college student; and learn what success these initiatives has produced, and what eight years of assessment, transformation, and collaboration has yielded.

Session Type: Concurrent Session

Track 2: New Pathways to Student Success

Anticipated Outcomes:

Session participants will learn:

- About the data that expressly supports Learning Communities at the community college as a measure of ensuring student success
- How to better market Learning Communities to students
- How specific collaborations on campuses are necessary for program success

ACCT Las Vegas - September 25-28, 2017

Estimates

	Registration Before July 21	Registration After July 21	
Registration - without meals	\$825.00	\$1,025.00	
Registration - with meals (T/W lunch; W dinner; TH brunch)	\$940.00	\$1,185.00	\$1,185.00
Hotel - 4 nights (arriving one day prior) \$230.00 w/o taxes		\$920.00	\$1,104.00 <i>est taxes 20%</i>
Airfare est. rounding up high - American depart 9/24 return 9/28 (on 4/6/17)		\$394.00	
Airfare est. rounding up high - American depart 9/24 return 9/28 x 10% increase		\$433.40	
Airfare est. rounding up high - American depart 9/24 return 9/28 x 25% increase		\$492.50	\$492.50
Baggage check round trip		\$50.00	\$50.00
Limo to O'Hare (using MCC as pickup point during normal business hours) w/o tip *		\$62.00	\$71.30 <i>tip included</i>
Limo from O'Hare (using MCC as dropoff point during normal business hours) w/o tip *		\$62.00	\$71.30 <i>tip included</i>
Transportation from Las Vegas airport to hotel		\$35.00	\$40.25 <i>tip included</i>
Transportation to Las Vegas airport from hotel		\$35.00	\$40.25 <i>tip included</i>
Milage to O'Hare (using MCC as pickup point - 42.1 miles at \$.535 per mile) *		\$22.52	\$45.04 <i>round trip</i>
Milage from O'Hare (using MCC as dropoff point - 42.1 miles at \$.535 per mile) *		\$22.52	
Parking car at O'Hare for 4 days			
Level 1 parking - \$35 per day		\$140.00	\$140.00
Level 2 parking - \$17 per day		\$56.00	
Level 3 parking - \$10 per day		\$40.00	
Meals - Breakfast \$17, Lunch \$18, Dinner \$34 = \$69 (includes tax and tip)			
Sept 24 - Day 1 (no breakfast - travel day)		\$52.00	
Sept 25 - Day 2		\$69.00	
Sept 26 - Day 3 (no lunch)		\$51.00	
Sept 27 - Day 4 (no lunch and dinner)		\$17.00	
Sept 28 - Day 5 (no brunch and dinner - travel day)		\$18.00	
Total		\$189.00	\$189.00
		<u>\$189.00</u>	<u>\$189.00</u>
		Estimated total per person	\$3,428.64

* Amount will vary depending on home address of trustee and time of day.

Title of Trip	Estimates
Registration - (with or without meals)	
Hotel x number of nights	
Airfare est. rounding up high	
Baggage check round trip	\$50.00
Limo to O'Hare est.	
Limo from O'Hare est.	
Transportation to hotel estimate	\$35.00
Transportation from hotel estimate	\$35.00
Meals	
Day 1	\$69.00
Day 2	\$69.00
Day 3	\$69.00
Day 4	
Breakfast \$17, Lunch \$18, Dinner \$34 = \$69	<hr/> \$327.00

Deduct meals if included in the conference registration

ACCT National Legislative Summit - Washington DC

Estimates

Registration - full with 3 meals?	\$860.00
Hotel - 3 nights ? 287 per night without tax = 861 x 14% tax and overage	\$975.00
Airfare est. rounding up high	\$350.00
Baggage check round trip	\$50.00
Limo to O'Hare est.	\$70.00
Limo from O'Hare est.	\$70.00
Transportation to hotel est.	\$35.00
Transportation from hotel est.	\$35.00
Meals	
Day 1	\$69.00
Day 2	\$51.00
Day 3	\$35.00
Day 4	\$18.00
Breakfast \$17, Lunch \$18, Dinner \$34 = \$69	<hr/> \$2,618.00
4th night	\$861.00
	\$3,479.00

861

Tuesday lunch included	51
Wednesday dinner included	35
Thursday closing breakfast included	69