

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

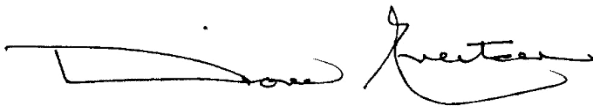
Tuesday, February 13, 2018
6:00 p.m.

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, January 16, 2017
5. Open for Recognition of Visitors and Presentations
Three (3) minutes per person or less.
6. President's Report
7. Preliminary January Financial Statements: Mr. Bob Tenuta
8. Capital Campaign Update: Dr. Clint Gabbard and Ms. Christina Haggerty
9. Evaluation and Policies Items
 - a. Board Policy 6.2.2, Sexual Harassment, First Reading
 - b. Board Policy 6.2.3, Discrimination, Harassment and/or Anti-Violence, First Reading
10. Tuition Presentation, Dr. Clint Gabbard and Mr. Bob Tenuta
11. Liebman Science Center Financing Discussion, Dr. Clint Gabbard and Mr. Bob Tenuta
12. Future Agenda Items
13. Summary Comments by Board Members
14. Closed Session
 - A. Other matters as pertain to the exceptions of the Open Meetings Act
15. Adjournment



Diane Evertsen
Chair

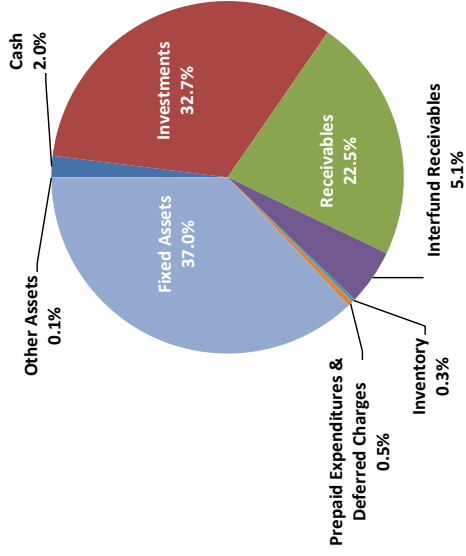
All Funds Statement of Net Position (Balance Sheet)
January 31, 2018

	01	02	03	04	05	06	07	08	09	10	11	12	
	All Funds	Education Fund	Operations & Maintenance Fund (Restricted)	Operations & Maintenance Fund	Bond & Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Term Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund
Assets													
Cash	2,835,438	-	1,453,466	-	(41,941,44)	-	928,852	95,646	-	-	345,850	53,566	-
Investments	47,397,487	20,483,682	946,917	21,245,250	-	-	-	2,771,640	-	-	-	-	1,949,999
Receivables	32,624,771	28,061,527	3,020,608	-	-	66,315	20,578	-	-	-	-	75,000	1,380,742
Accrued Revenue	119,610	37,801	2,753	68,686	-	-	-	5,651	-	-	-	-	4,720
Interfund Receivables	7,377,519	1,793,448	6,485,319	150,455	55,033	257,043	(1,361,421)	-	-	-	(6,502)	4,288	(146)
Inventory	379,525	-	-	-	-	379,525	-	-	-	-	-	-	-
Prepaid Expenditures & Deferred Charges	769,578	600,477	18,251	-	-	4,165	14,583	-	-	35,452	-	-	96,650
Fixed Assets	53,651,310	-	-	-	-	-	-	-	53,651,310	-	-	-	-
Other Assets	81,736	-	-	-	-	-	-	-	-	81,736	-	-	-
Total Assets	145,236,975	50,976,935	11,927,313	21,464,391	13,092	707,049	(397,407)	2,872,937	53,651,310	117,188	339,348	132,854	3,431,965
Liabilities													
Payroll Deductions Payable	864,255	696,312	52,830	-	-	94,611	-	-	-	-	(3,365)	-	23,866
Accounts Payable	477,157	454,086	-	-	-	31,476	(8,405)	-	-	-	-	-	-
Interfund Payable	7,381,361	2,101,059	-	3,923,322	-	25,954	-	-	-	-	-	-	1,331,025
Accrued Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	30,883,647	26,843,858	2,699,345	-	-	63	5,951	-	-	-	-	68,750	1,265,680
Fixed Liabilities	14,027,897	-	-	-	-	-	-	-	-	14,027,897	-	-	-
Other Liabilities	1,163,111	59,083	-	-	-	8,562	-	-	-	752,753	342,713	-	-
Total Liabilities	54,797,427	30,154,399	2,752,175	3,923,322	-	160,666	(2,454)	-	-	14,780,649	339,348	68,750	2,620,572
Designated Fund Balance	90,439,548	20,822,536	9,175,138	17,541,069	13,092	546,383	(394,953)	2,872,937	53,651,310	(14,663,461)	-	64,104	811,393
Assigned Fund Balance	16,193,301	14,438,803	1,754,498	17,541,069	0	0	0	0	53,651,310	-14,027,897	0	64,104	811,393
33% Unassigned for annual budgeted expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Designated Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Improvement/Investment in Capital Assets	71,192,379	-	-	17,541,069	0	0	0	0	53,651,310	-14,027,897	0	64,104	811,393
Liabilities, Protection, and Settlement	-13,216,504	-	-	-	-	-	-	-	-	-	-	-	-
Working Cash/Other Restricted	1,419,151	-	-	-	-	-	-394,953	1,750,000	-	-	-	-	-
Remaining Unassigned Balance	14,851,220	6,383,733	7,420,640	0	13,092	546,383	0	1,122,937	0	-635,564	0	0	0

All Funds Statement of Net Position (Balance Sheet)
January 31, 2018

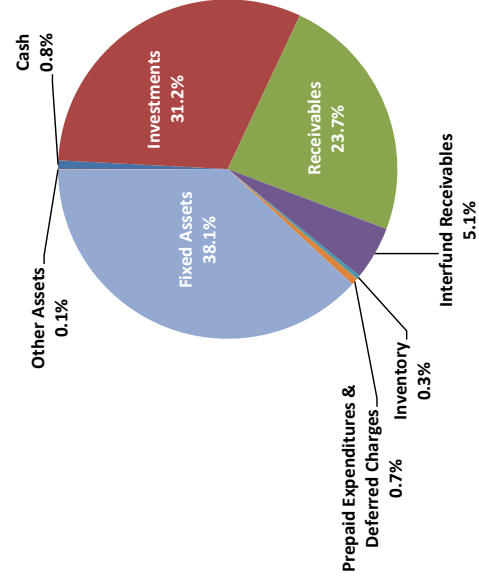
Total Assets = \$ 145,236,975

FY18 Assets - All Funds

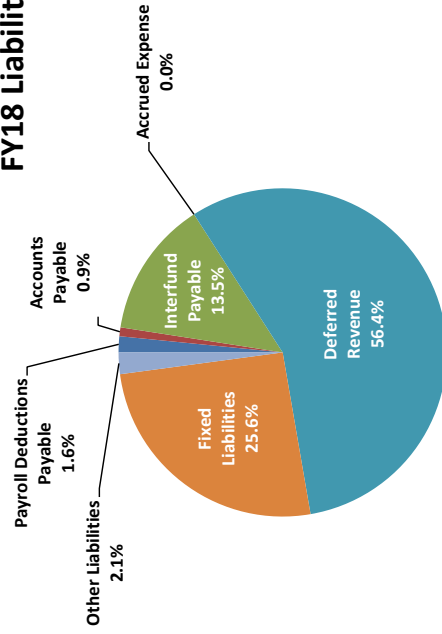


Total Assets = \$ 129,177,034

FY17 Assets - All Funds

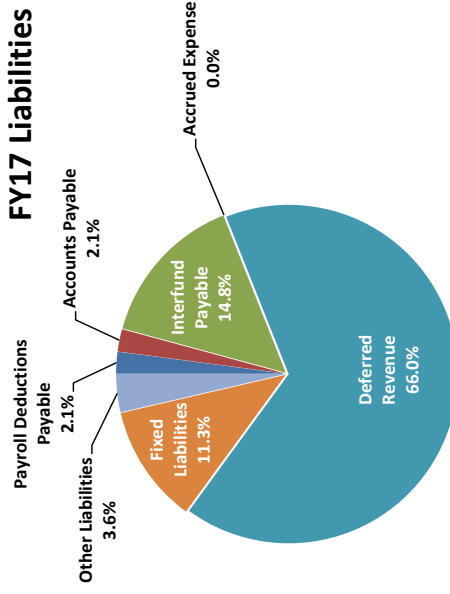


FY18 Liabilities - All Funds



Total Liabilities = \$ 54,797,427

FY17 Liabilities - All Funds



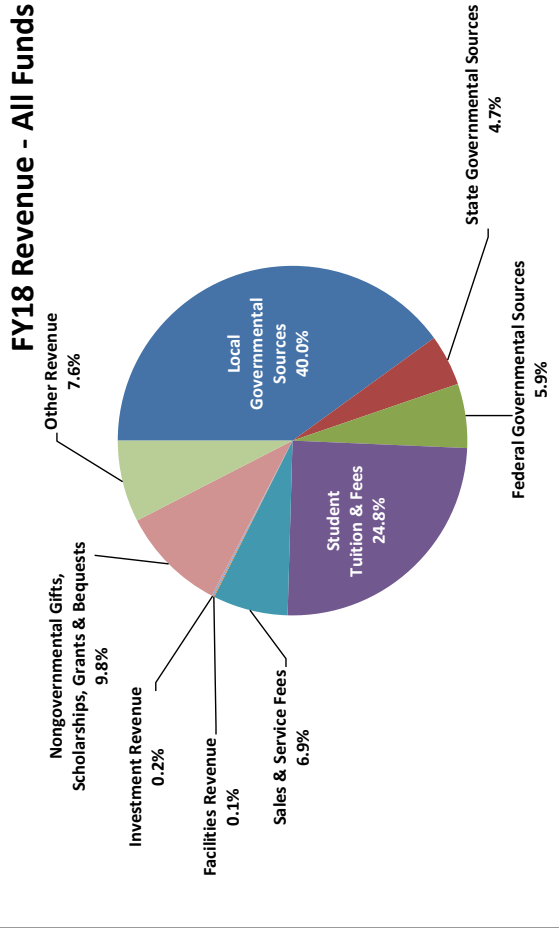
Total Liabilities = \$ 44,598,203

All Funds Statement of Activities (Income Statement)
January 31, 2018

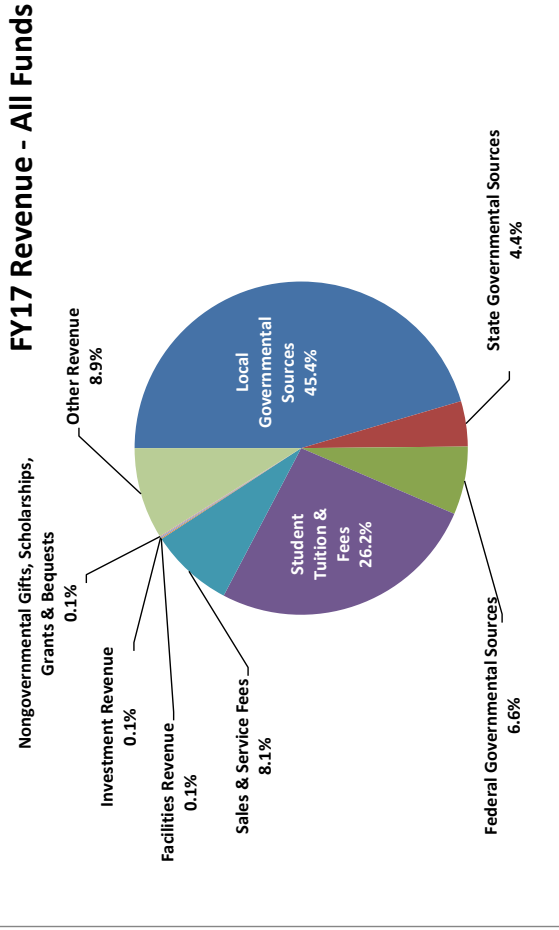
	01	02	03	04	05	06	07	08	09	11	12
	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Audit Fund	Liability Protection & Settlement Fund
Revenue											
Local Governmental Sources	16,385,158	13,926,903	1,613,536	-	-	-	-	-	-	43,516	801,203
State Governmental Sources	1,937,671	1,332,637	334,685	-	-	270,348	-	-	-	-	-
Federal Governmental Sources	2,431,976	-	-	-	-	2,431,976	-	-	-	-	-
Student Tuition & Fees	10,143,447	7,981,576	1,154,488	739,892	161,793	-	-	-	-	-	-
Sales & Service Fees	2,841,915	135,872	105,699	-	2,706,043	-	-	-	-	-	-
Facilities Revenue	37,560	11,100	-	-	26,460	-	-	-	-	-	-
Investment Revenue	64,062	2,571	(193)	62,413	-	-	(398)	-	-	-	(332)
Nongovernmental Gifts, Scholarships, Grants & Bequests	4,015,863	5,295	4,000,000	-	-	10,568	-	-	-	-	-
Other Revenue	3,094,313	3,072,954	9,000	-	-	-	-	-	-	-	-
Total Revenue	40,951,964	26,468,908	4,177,112	739,892	2,894,296	2,712,893	(398)	-	-	43,516	800,871
Expenditures											
Salaries	15,425,094	13,486,105	353,011	-	918,375	410,004	-	-	-	-	257,600
Employee Benefits	6,024,702	5,293,897	73,025	-	143,314	44,806	-	-	-	-	469,660
Contractual Services	2,050,569	1,110,827	590,993	-	227,137	48,120	-	-	-	58,912	14,580
General Materials & Supplies	2,566,716	941,317	116,762	5,161	1,453,824	40,879	-	-	-	-	8,774
Travel & Conference/Meeting	187,299	130,883	11,952	-	22,393	19,608	-	-	(559,722)	-	2,464
Fixed Charges	1,508,668	1,238,143	42,604	926	19,820	15	-	-	-	-	40,083
Utilities	449,919	92,802	354,118	-	1,038	301	-	(3,624,141)	-	-	1,660
Capital Outlay	2,072,923	33,517	408,291	-	-	-	-	-	-	-	-
Other Expenditures	3,076,296	497,836	-	-	642	2,577,819	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	33,362,187	22,825,326	1,950,755	726,800	2,786,542	3,141,550	-	(3,624,141)	(559,722)	58,912	794,821
Excess/(deficit) of revenues over expenditures	7,589,777	3,643,582	1,164,120	13,092	107,754	(428,658)	(398)	3,624,141	559,722	(15,396)	6,050
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	82,849,768	17,178,954	8,011,018	-	438,628	33,704	2,873,334	50,027,169	(15,223,183)	79,500	805,344
Ending Fund Balance	90,439,545	20,822,536	9,175,138	13,092	546,382	(394,954)	2,872,936	53,651,310	(14,663,461)	64,104	811,394

All Funds Statement of Activities (Income Statement)
January 31, 2018

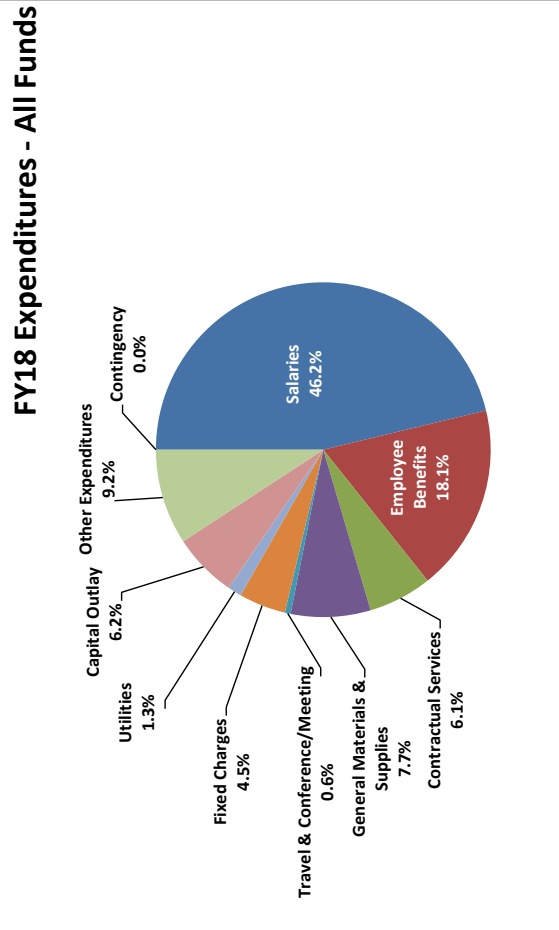
Total Revenue = \$ 40,951,964



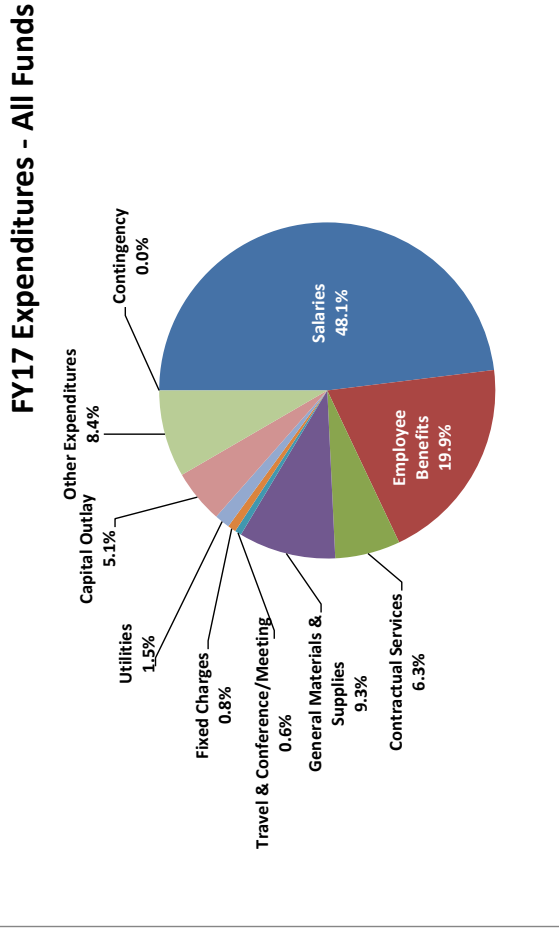
Total Revenue = \$ 36,159,927



Total Expense = \$ 33,362,187



Total Expense = \$ 32,952,935



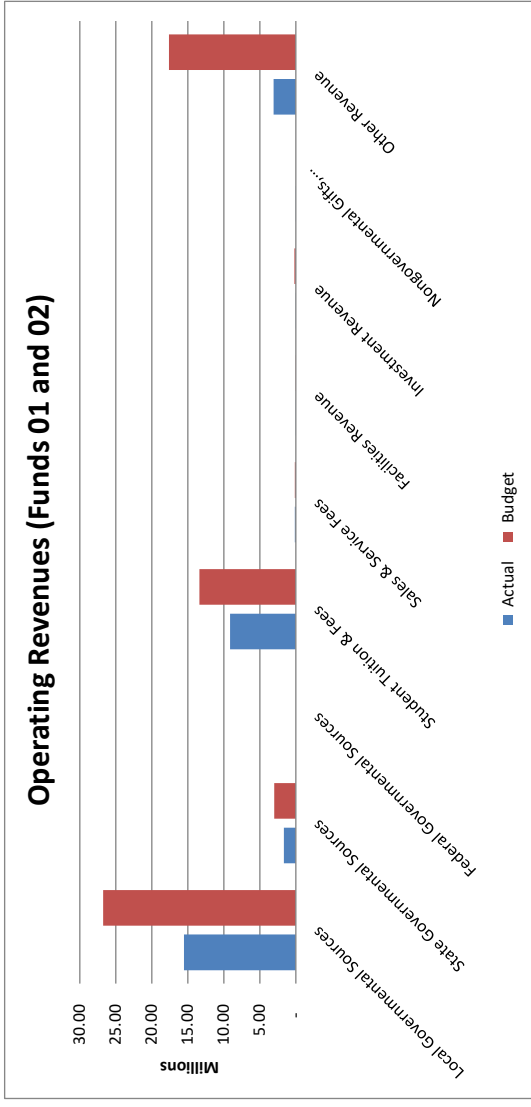
Operating (Funds 01 & 02) Statement of Activities
January 31, 2018

	FY18		FY17		FY18		FY17		FY18	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Change Over FY17	% Change
Revenue										
Local Governmental Sources	\$ 15,540,439	\$ 26,772,195	\$ 15,587,829	\$ 26,818,195	58.1%	58.1%	\$ (47,389)			-0.3%
State Governmental Sources	1,667,322	2,998,730	1,402,502	2,654,715	55.6%	52.8%	\$ 264,820			18.9%
Federal Governmental Sources	-	-	-	-	0.0%	0.0%	\$ -			0.0%
Student Tuition & Fees	9,136,064	13,388,138	9,309,836	14,229,788	68.2%	65.4%	\$ (173,773)			-1.9%
Sales & Service Fees	135,872	134,150	122,658	150,400	101.3%	81.6%	\$ 13,214			10.8%
Facilities Revenue	11,100	11,100	11,000	11,000	100.0%	100.0%	\$ 100			0.9%
Investment Revenue	2,378	188,203	26,715	185,712	1.3%	14.4%	\$ (24,337)			-91.1%
Nongovernmental Gifts, Scholarships, Grants & Bequests	5,295	-	14,998	-	0.0%	0.0%	\$ (9,703)			-64.7%
Other Revenue	3,085,313	17,631,608	3,200,879	15,102,534	17.5%	21.2%	\$ (115,566)			-3.6%
Total Revenue	\$ 29,583,783	\$ 61,124,124	\$ 29,676,417	\$ 59,152,344	48.4%	50.2%	\$ (92,634)			-0.3%
Expenditures										
Salaries	\$ 13,839,116	\$ 26,050,874	\$ 14,181,926	\$ 26,514,982	53.1%	53.5%	\$ (342,811)			-2.4%
Employee Benefits	5,366,922	22,297,765	5,878,008	19,113,381	24.1%	30.8%	\$ (511,086)			-8.7%
Contractual Services	1,701,820	4,044,952	1,668,761	4,659,397	42.1%	35.8%	\$ 33,059			2.0%
General Materials & Supplies	1,058,078	2,319,905	1,152,601	2,889,317	45.6%	39.9%	\$ (94,523)			-8.2%
Travel & Conference/Meeting	142,835	485,082	171,640	660,409	29.4%	26.0%	\$ (28,805)			-16.8%
Fixed Charges	1,280,747	1,774,375	1,257,096	1,849,310	72.2%	68.0%	\$ 23,650			1.9%
Utilities	446,920	1,022,200	478,639	1,027,945	43.7%	46.6%	\$ (31,719)			-6.6%
Capital Outlay	441,807	2,005,592	2,263,152	3,935,764	22.0%	57.5%	\$ (1,821,345)			-80.5%
Other Expenditures	497,836	853,378	452,417	882,200	58.3%	51.3%	\$ 45,419			10.0%
Contingency	-	270,000	-	500,000	0.0%	0.0%	\$ -			0.0%
Total Expenditures	\$ 24,776,081	\$ 61,124,124	\$ 27,504,240	\$ 62,032,705	40.5%	44.3%	\$ (2,728,160)			-9.9%
Excess/(deficit) of revenues over expenditures	\$ 4,807,702	\$ -	\$ 2,172,176	\$ (2,880,361)			\$ 2,635,526			121.3%
Net Transfers Out/(In)	\$ -	\$ -	\$ -	\$ -			\$ -			0.0%
Net Operating Funds Surplus/(Deficit)	\$ 4,807,702	\$ -	\$ 2,172,176	\$ (2,880,361)			\$ 2,635,526			121.3%
<i>Operating Fund Balance Unassigned @33% based on Total Budgeted Expenditures*</i>		20,374,708		20,677,568						
Less : Adj. for budgeted SURS Pass Thru (\$12.3m & \$9.75m, respectively) *.3334		4,091,407		3,250,000						
Adj. for Contingency (\$0.27m & \$0.50m, respectively) x .3334		90,000		166,667						
Unassigned Fund Balance needed @ 33% of adjusted budgeted expenditures (a)		16,193,301		17,260,902						
Unaudited Beginning Fund Balance	25,189,972	25,189,972	24,458,719	24,458,719						
Net Operating Funds Surplus/(Deficit)	4,807,702	-	2,172,176	(2,880,361)						
Add back Contingency (assumption is it is not used)		270,000		500,000						
Calculated YTD Ending Fund Balance (budget estimate) (b)	\$ 29,997,674	\$ 25,459,972	\$ 26,630,895	\$ 22,078,358						
Amount Over/(Under) Fund balance reserve (b)-(a)		9,266,671.33		4,817,456						

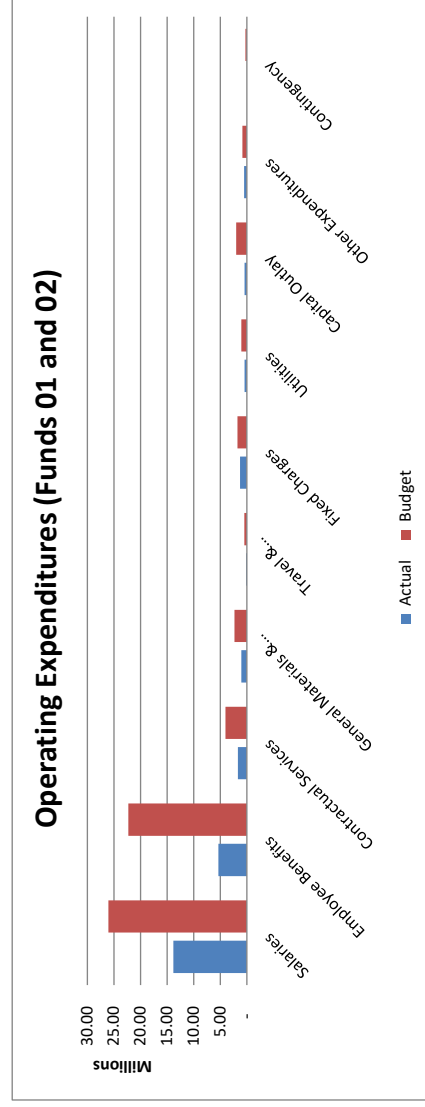
*Net of Transfers Out/(In) and contingency

Operating Funds - Statement of Activities
January 31, 2018

Revenue	Actual	Budget
Local Governmental Sources	15,540,439.32	26,772,195.00
State Governmental Sources	1,667,322.10	2,998,730.00
Federal Governmental Sources	-	-
Student Tuition & Fees	9,136,063.67	13,388,138.00
Sales & Service Fees	135,871.95	134,150.00
Facilities Revenue	11,100.00	11,100.00
Investment Revenue	2,377.91	188,203.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	5,295.00	-
Other Revenue	3,085,312.67	17,631,608.00
Total Revenue	29,583,782.62	61,124,124.00



Expenditures	Actual	Budget
Salaries	13,839,115.50	26,050,874.00
Employee Benefits	5,366,922.05	22,297,765.00
Contractual Services	1,701,819.89	4,044,952.00
General Materials & Supplies	1,058,078.32	2,319,905.33
Travel & Conference/Meeting	142,834.91	485,082.35
Fixed Charges	1,280,746.73	1,774,375.00
Utilities	446,920.14	1,022,200.00
Capital Outlay	441,807.18	2,005,592.32
Other Expenditures	497,835.96	853,378.00
Contingency	-	270,000.00
Total Expenditures	24,776,080.68	61,124,124.00
Excess/(deficit) of revenues over expenditures	4,807,701.94	-



6.2.2 SEXUAL HARASSMENT

Previously 3.1.6.1 Revised 11/20/14

It is the policy of McHenry County College, in compliance with state and federal laws, and in keeping with efforts to establish an environment in which the dignity and worth of all members of the College community are respected, that sexual harassment of employees or students at McHenry County College will not be tolerated. Individuals who violate this policy will be subject to disciplinary action up to and including termination or expulsion from the College. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, with respect to a person of the same or different sex, when:

- A. Submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive educational or work environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment can take many forms and other conduct which may constitute sexual harassment includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), and/or leering, or obscene gestures.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender or gender-identity.

Reporting: All employees and students are responsible to help ensure that discrimination, harassment and retaliation do not occur. If students or employees experience, observe, or become aware of a perceived incident of harassment, discrimination, or retaliation in violation of this policy, they may file a complaint or obtain information and assistance from the College's Title IX coordinators and their respected offices. The College's Sexual Misconduct and Title IX Procedures designed to implement this policy may be found at: <http://www.mchenry.edu/sexualmisconduct>. Employees may report an

allegation of sexual harassment, including making a confidential report, to his/her supervisor or the College's Office of Human Resources. Additional details on how an employee can make a confidential report are provided for in Board Policy 2.5 (Confidential Reporting).

Retaliation Prohibited: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment, or misconduct or any witness to or person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Complainants and witnesses have available whistleblower protections under the Illinois State Officials and Employees Ethics Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act.

Bad Faith Complaints: False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or applicable collective bargaining agreement.

Resolution Outside the College: Nothing in this policy precludes a report of discrimination, harassment or retaliation to the appropriate government agency. An employee has the right to contact the Illinois Department of Human Rights (IDHR) about filing a formal complaint.

6.2.3 DISCRIMINATION, HARASSMENT AND/OR ANTI-VIOLENCE

Previously 1.10 Revised 11/20/14

The College is committed to providing a safe and respectful environment and will not tolerate acts or threats of violence including but not limited to aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, intimidation or harassment from students, employees or outside parties including visitors and vendors. Discrimination and/or harassment based on sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, gender-related identity, color, ~~52 MCC Board Policy Manual – November 2017~~ marital status, military status or unfavorable military discharge is prohibited by law. Employees and students engaging in such conduct will be subject to disciplinary action up to and including termination or expulsion from the College as determined by such administrative or Board action as is required by law, Board policy and procedure, and/or applicable collective bargaining agreement.