

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Tuesday, April 18, 2023
6:00 p.m.



MCC Board Room, A217
8900 US Highway 14
Crystal Lake, IL 60012

COMMITTEE OF THE WHOLE MEETING

AGENDA

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Acceptance of Minutes: Committee of the Whole, March 14, 2023
5. Open for Recognition of Public Comments
6. President's Report
7. Preliminary March Financial Statements: Mr. Bob Tenuta
8. Policy Changes- Second Reading
 - A. 1.9 Reimbursement for Expenses
9. Future Agenda Items/Summary Comments by Board Members
10. Closed Session
 - A. 120/2(c) Exception #21, Review of Closed Session Minutes
 - B. Other matters as pertain to the exceptions of the Open Meetings Act
11. Acceptance of Closed Session Minutes of March 14, 2023, Committee of the Whole Meeting
12. Adjournment

A handwritten signature in black ink, which appears to read "Suzanne Hoban". The signature is written in a cursive, flowing style.

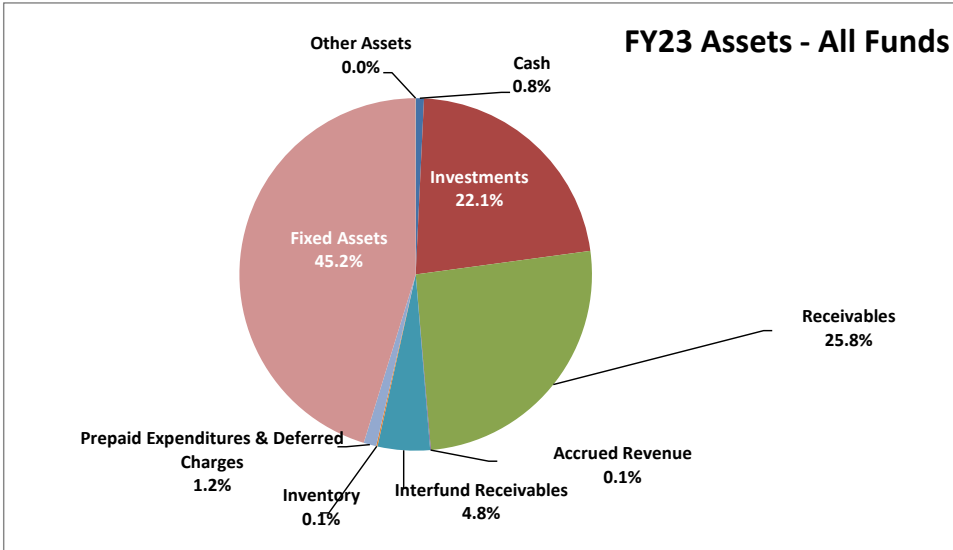
Suzanne Hoban
Chair

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

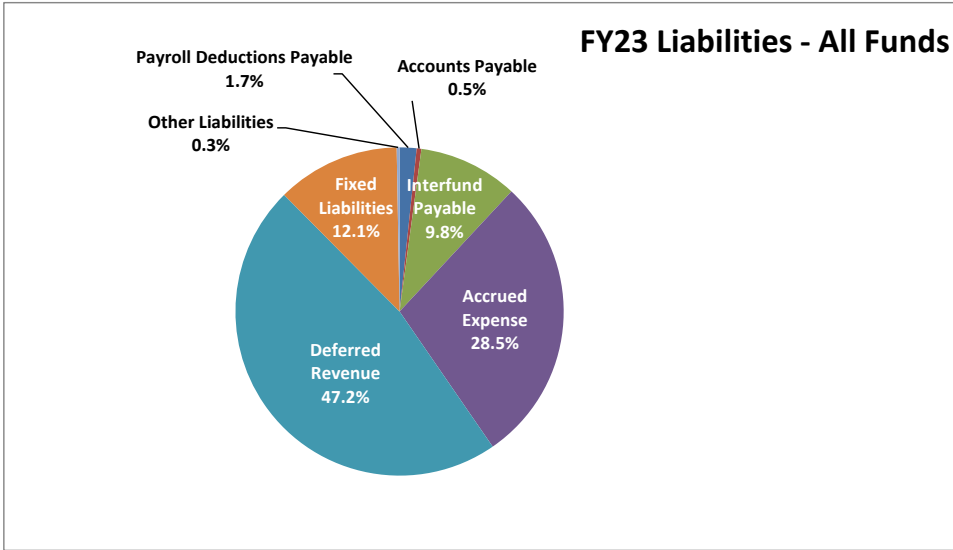
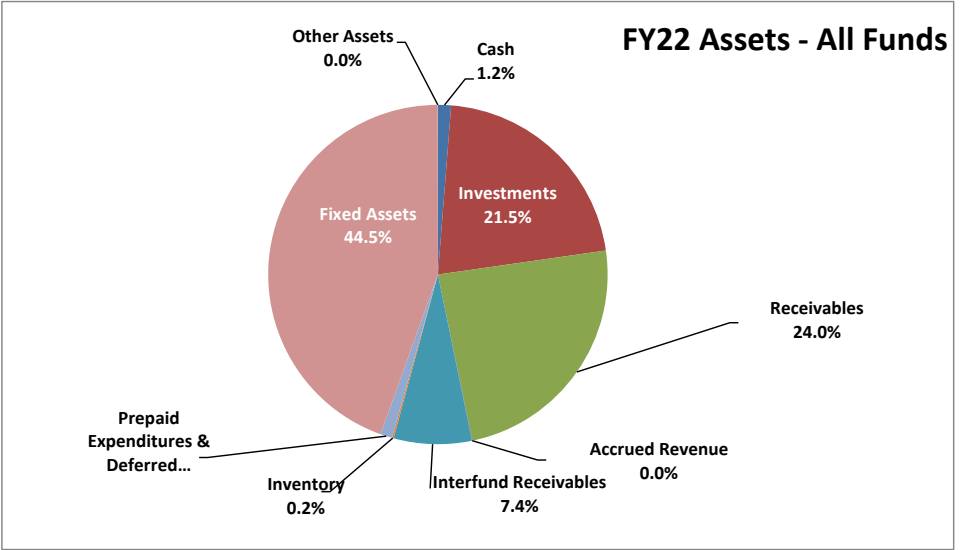
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 17 | |
|--|--------------------|-------------------------------|--|----------------------|----------------------------|--------------------------|-------------------|--------------------------|------------------------|---------------------|----------------|--|-------------------|---------------------|
| All Funds | Education Fund | Operations & Maintenance Fund | Operations & Maintenance (Restricted) Fund | Bond & Interest Fund | Auxiliary Enterprises Fund | Restricted Purposes Fund | Working Cash Fund | General Fixed Asset Fund | General Long-Debt Fund | Trust & Agency Fund | Audit Fund | Liability Protection & Settlement Fund | OPEB Fund | |
| Assets | | | | | | | | | | | | | | |
| Cash | 1,187,760 | 107,601.41 | - | - | 486,636.15 | 0 | 95,646 | - | - | 420,867 | 28,287 | - | 48,722 | |
| Investments | 34,867,414 | 13,155,523 | 1,019,021 | 15,699,569 | - | - | 2,919,666 | - | - | - | - | 2,073,634 | - | |
| Receivables | 40,611,398 | 37,235,196 | 2,577,931 | - | - | 19,361 | - | - | - | - | 75,132 | 703,779 | - | |
| Accrued Revenue | 109,983 | 35,354 | 2,613 | 62,172 | - | - | 5,364 | - | - | - | - | 4,480 | - | |
| Interfund Receivables | 7,556,936 | 2,218,667 | 4,231,536 | 0 | (0) | 448,804 | 56,651 | - | - | (0) | 0 | (0) | 601,278 | |
| Inventory | 200,740 | - | - | - | - | 200,740 | - | - | - | - | - | - | - | |
| Prepaid Expenditures & Deferred Charges | 1,819,909 | 1,179,475 | 24,061 | - | - | 15,883 | 29,079 | - | 72,084 | - | - | 71,583 | 427,744 | |
| Fixed Assets | 71,312,244 | - | - | - | - | - | - | 71,312,244 | - | - | - | - | - | |
| Other Assets | 20,298 | - | - | - | - | - | - | - | 20,298 | - | - | - | - | |
| Total Assets | 157,686,682 | 53,931,816 | 7,855,161 | 15,761,741 | 486,636 | 684,787 | 85,730 | 3,020,677 | 71,312,244 | 92,382 | 420,867 | 103,419 | 2,853,476 | 1,077,744 |
| Liabilities | | | | | | | | | | | | | | |
| Payroll Deductions Payable | 1,283,271 | 1,132,314 | 22,274 | - | - | 125,414 | 3,269 | - | - | - | - | - | - | |
| Accounts Payable | 358,692 | 352,323 | - | - | - | 1,541 | 4,828 | - | - | - | - | - | - | |
| Interfund Payable | 7,556,936 | - | - | 5,830,191 | - | - | - | - | - | - | - | 1,726,745 | - | |
| Accrued Expense | 21,933,552 | - | - | - | - | - | - | - | (16,226) | - | - | - | 21,949,778 | |
| Deferred Revenue | 36,365,252 | 26,576,128 | 2,399,256 | 4,519 | 42,175 | 48,493 | - | - | - | - | 62,500 | 585,370 | 6,646,812 | |
| Fixed Liabilities | 9,355,939 | - | - | - | - | - | - | - | 9,355,939 | - | - | - | - | |
| Other Liabilities | 216,901 | 40,388 | - | - | - | 176,513 | - | - | - | - | - | - | - | |
| Total Liabilities | 77,070,542 | 28,101,152 | 2,421,530 | 5,834,709 | 42,175 | 351,960 | 8,097 | - | 9,339,713 | - | 62,500 | 2,312,115 | 28,596,590 | |
| Designated Fund Balance | 80,616,139 | 25,830,664 | 5,433,632 | 9,927,032 | 444,461 | 332,827 | 77,633 | 3,020,677 | 71,312,244 | (9,247,331) | 420,867 | 40,919 | 541,361 | (27,518,846) |
| Assigned Fund Balance | | | | | | | | | | | | | | |
| 33% Unassigned for annual budgeted expenditures | 19,221,021 | 17,457,785 | 1,763,236 | - | - | - | - | - | - | - | - | - | - | |
| Other Designated Reserves | 0 | - | - | - | - | - | - | - | - | - | - | - | - | |
| Capital Improvement/Investment in Capital Assets | 81,239,276 | - | - | 9,927,032 | 0 | - | - | 71,312,244 | - | - | - | 541,361 | -27,518,846 | |
| Liabilities, Protection, and Settlement | -36,333,424 | - | - | - | - | - | - | - | -9,355,939 | - | - | - | - | |
| Working Cash/Other Restricted | 2,289,418 | - | - | - | - | - | 77,633 | 1,750,000 | - | 420,867 | 40,919 | - | - | |
| Remaining Unassigned Balance | 14,199,848 | 8,372,879 | 3,670,396 | 0 | 444,461 | 332,827 | 0 | 1,270,677 | 0 | 108,608 | 0 | 0 | 0 | |

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

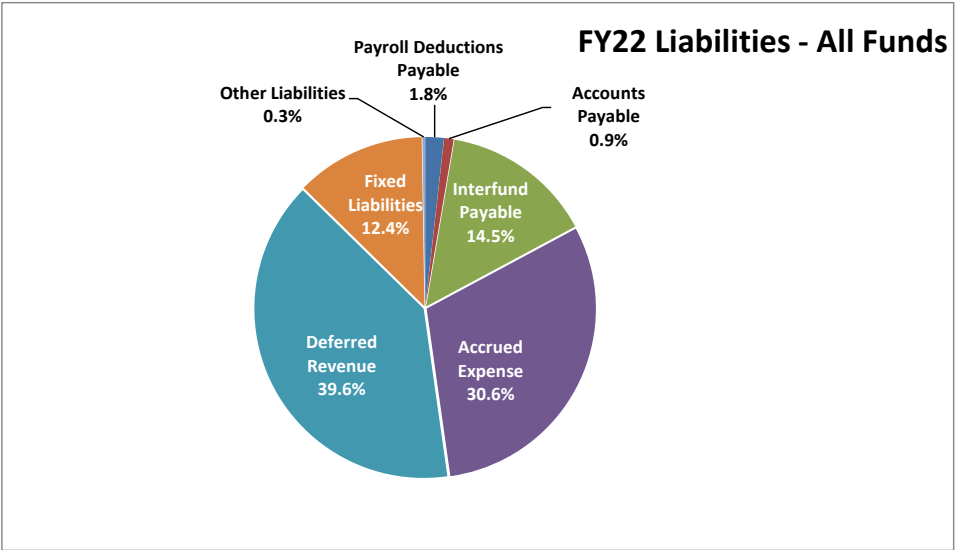
Total Assets = \$ 157,686,682



Total Assets = \$ 159,356,990



Total Liabilities = \$ 77,070,542



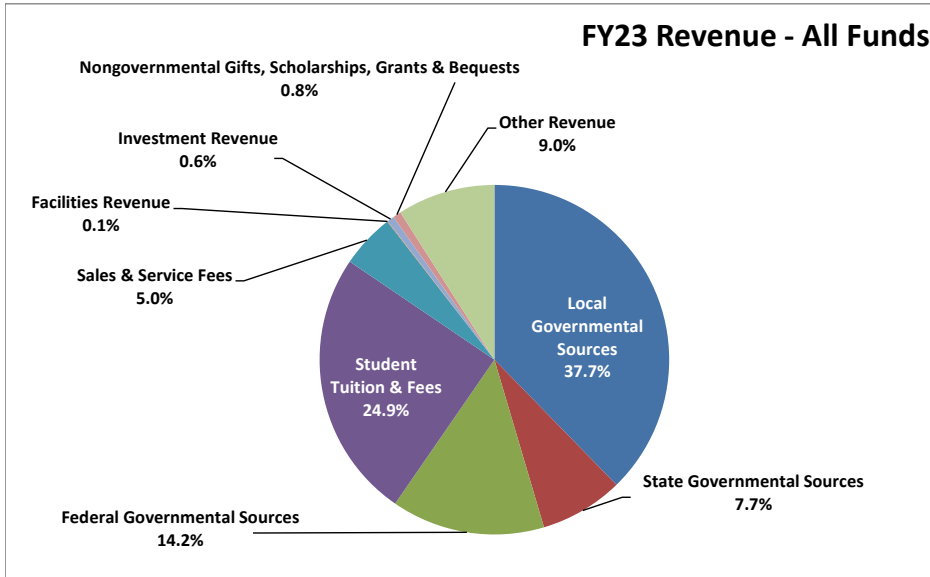
Total Liabilities = \$ 79,141,415

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

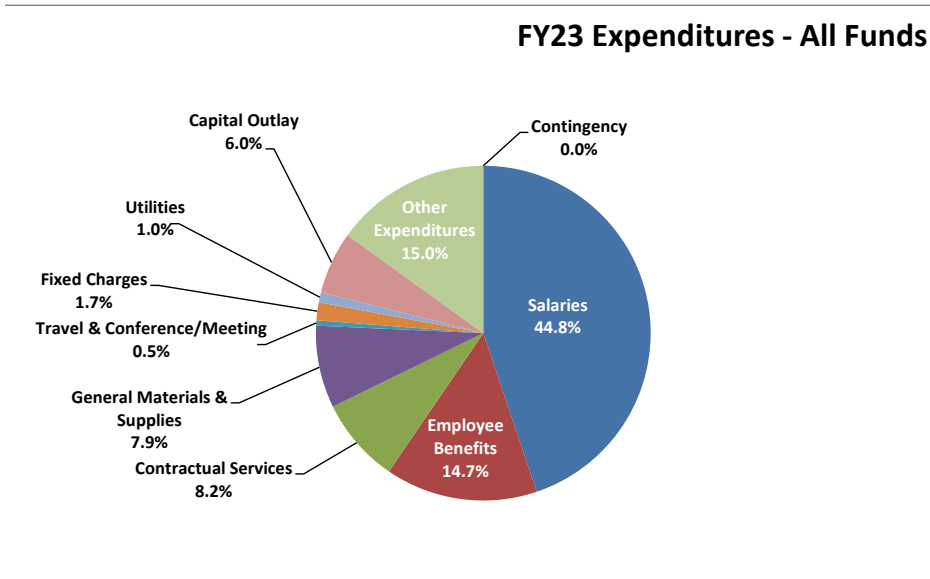
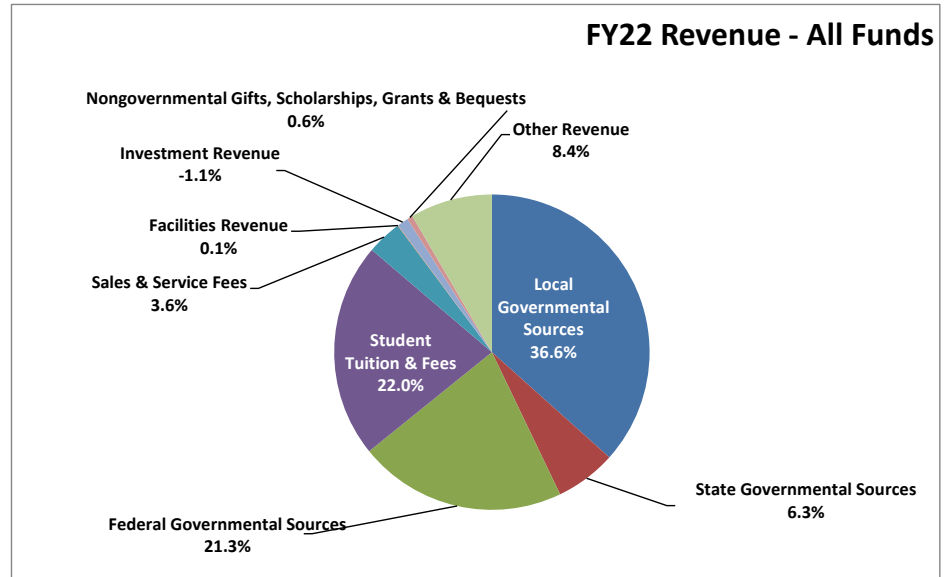
| | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 17 | |
|--|-------------------|-------------------------------|--|-------------------|------------------------------|--------------------------|-------------------|--------------------------|------------------------|---------------------|----------------|--|-----------------|--------------|
| All Funds | Education Fund | Operations & Maintenance Fund | Operations & Maintenance (Restricted) Fund | Bond and Interest | Auxilliary Entrerprises Fund | Restricted Purposes Fund | Working Cash Fund | General Fixed Asset Fund | General Long-Debt Fund | Trust & Agency Fund | Audit Fund | Liability Protection & Settlement Fund | OPEB Fund | |
| Revenue | | | | | | | | | | | | | | |
| Local Governmental Sources | 19,825,150 | 17,468,576 | 1,838,257 | - | - | - | - | - | - | - | 50,000 | 468,318 | - | |
| State Governmental Sources | 4,062,033 | 2,024,337 | 436,586 | - | - | - | 1,601,110 | - | - | - | - | - | - | |
| Federal Governmental Sources | 7,465,497 | - | - | - | - | - | 7,465,497 | - | - | - | - | - | - | |
| Student Tuition & Fees | 13,080,013 | 10,263,986 | 1,284,752 | 78,482 | 732,517 | 720,276 | - | - | - | - | - | - | - | |
| Sales & Service Fees | 2,639,318 | 80,201 | - | - | - | 2,559,117 | - | - | - | - | - | - | - | |
| Facilities Revenue | 28,144 | 17,166 | - | - | - | 10,978 | - | - | - | - | - | - | - | |
| Investment Revenue | 340,180 | 108,248 | 4,853 | 208,800 | - | - | 9,960 | - | - | - | - | 8,318 | - | |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | 398,035 | 2,753 | - | 29,184 | - | 2,006 | 285,022 | - | - | 79,071 | - | - | - | |
| Other Revenue | 4,755,676 | 4,542,121 | 125,176 | 359,597 | - | 9,689 | - | - | (359,597) | 78,690 | - | - | - | |
| Total Revenue | 52,594,045 | 34,507,387 | 3,689,623 | 676,063 | 732,517 | 3,302,066 | 9,351,629 | 9,960 | - | (359,597) | 157,760 | 50,000 | 476,636 | |
| Expenditures | | | | | | | | | | | | | | |
| Salaries | 22,957,531 | 20,168,261 | 427,955 | - | - | 1,364,185 | 997,130 | - | - | - | - | - | - | |
| Employee Benefits | 7,530,315 | 6,557,587 | 106,383 | - | - | 220,427 | 153,543 | - | - | - | - | 492,375 | - | |
| Contractual Services | 4,219,922 | 2,038,812 | 1,017,069 | 123,242 | - | 493,970 | 485,063 | - | - | - | 61,766 | - | - | |
| General Materials & Supplies | 4,069,493 | 1,993,537 | 420,816 | 18,055 | - | 1,193,555 | 443,530 | - | - | - | - | - | - | |
| Travel & Conference/Meeting | 264,389 | 166,618 | 6,779 | - | - | 48,263 | 42,729 | - | - | - | - | - | - | |
| Fixed Charges | 888,855 | 1,441,379 | 26,272 | - | 622,800 | 12,409 | 416 | - | (1,292,649) | - | - | 78,228 | - | |
| Utilities | 495,561 | 135,959 | 359,602 | - | - | - | - | - | - | - | - | - | - | |
| Capital Outlay | 3,084,948 | 52,686 | 70,554 | 422,610 | - | 27,803 | 265,606 | 2,245,690 | - | - | - | - | - | |
| Other Expenditures | 7,707,023 | 685,201 | - | - | - | 6,432 | 6,874,634 | - | - | 140,756 | - | - | - | |
| Contingency | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| Total Expenditures | 51,218,037 | 33,240,040 | 2,435,430 | 563,906 | 622,800 | 3,367,045 | 9,262,651 | - | 2,245,690 | (1,292,649) | 140,756 | 61,766 | 570,603 | |
| Excess/(deficit) of revenues over expenditures | 1,376,009 | 1,267,348 | 1,254,193 | 112,157 | 109,717 | (64,979) | 88,978 | 9,960 | (2,245,690) | 933,052 | 17,004 | (11,766) | (93,967) | |
| Operating transfers in | 2,130,279 | - | - | 1,900,000 | - | 230,279 | - | - | - | - | - | - | - | |
| Operating transfers out | 2,130,279 | 530,279 | 1,600,000 | - | - | - | - | - | - | - | - | - | - | |
| Beginning Fund Balance | 79,240,141.00 | 25,093,593 | 5,779,438 | 7,914,874 | 334,743 | 167,528 | (11,346) | 3,010,717 | 73,557,934 | (10,180,383) | 403,874 | 52,685 | 635,329 | (27,518,845) |
| Ending Fund Balance | 80,616,150 | 25,830,662 | 5,433,631 | 9,927,031 | 444,460 | 332,828 | 77,632 | 3,020,677 | 71,312,244 | (9,247,331) | 420,878 | 40,919 | 541,362 | (27,518,845) |

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

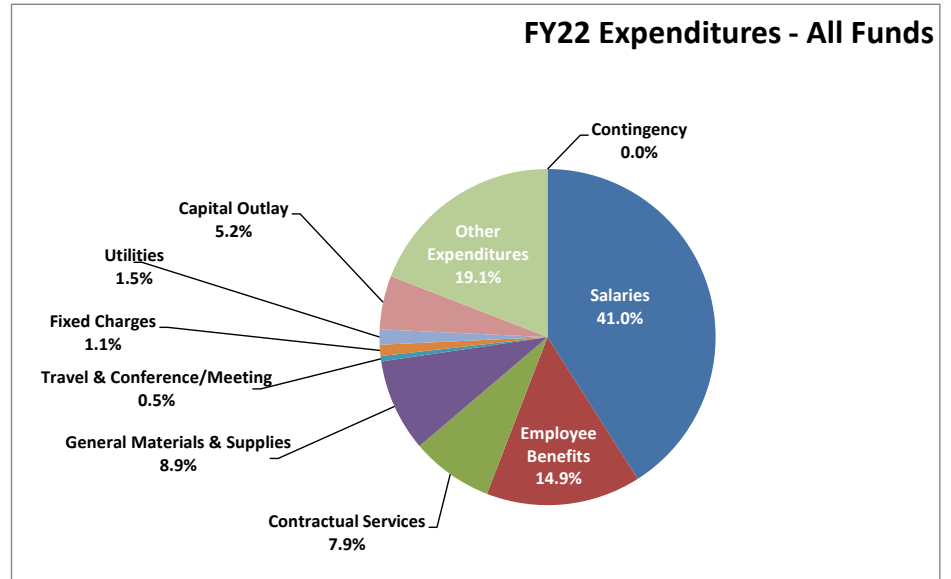
Total Revenue = \$ 52,594,045



Total Revenue = \$ 58,842,485



Total Expense = \$ 51,218,037



Total Expense = \$ 53,096,208

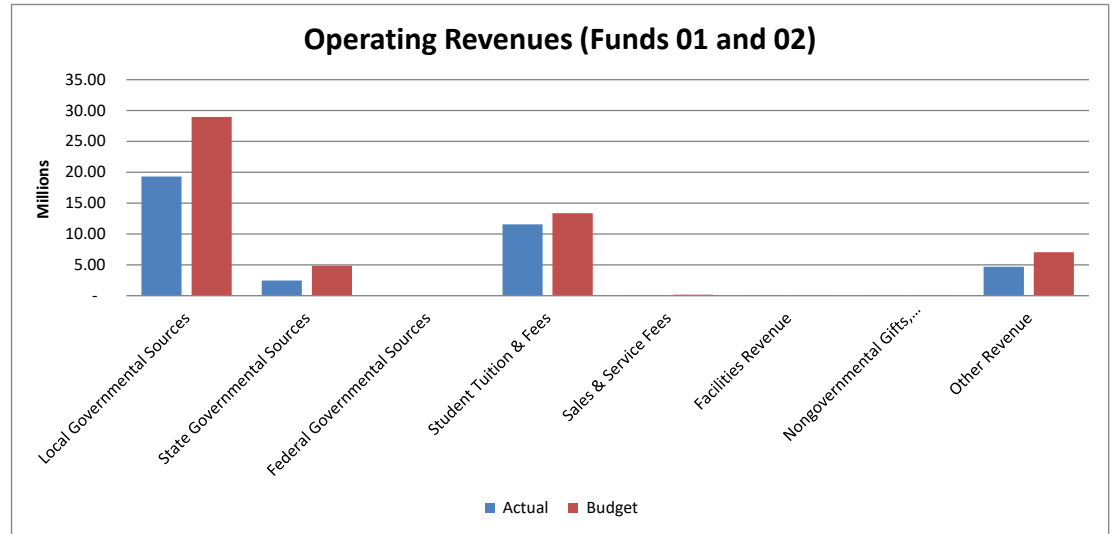
Operating Funds
Net of SURS/Investments

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

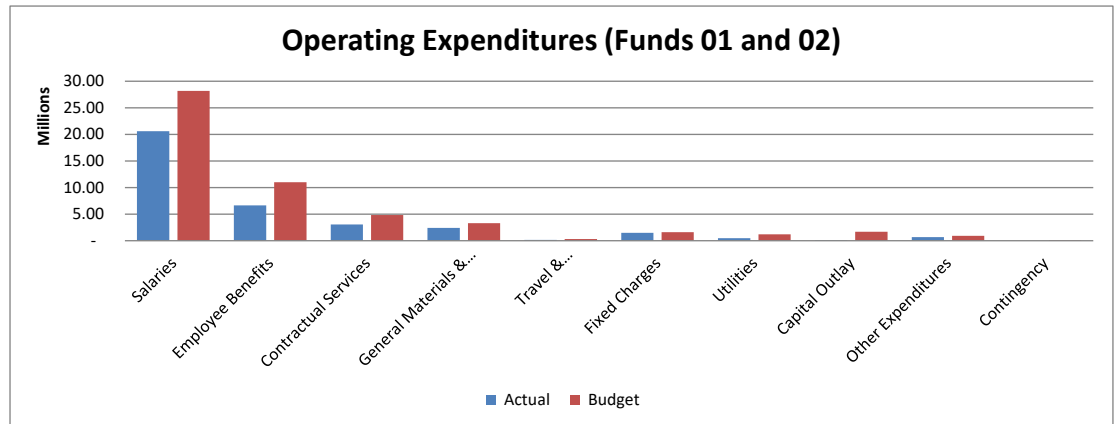
| | FY23 | | | FY22 | | FY22 | | | FY23 Act. | |
|--|----------------------|----------------------|----------------------|----------------|--------------|----------------------|-----------------------|--------------|-----------------------|---------------|
| | YTD Actual | YTD Budget | Full Budget | YTD Actual to: | Full Bud. | YTD Actual | Budget | % Chng | Change Over | % Chng |
| | | | | YTD Bud. | Full Bud. | | | | FY22 Act. | |
| Revenue | | | | | | | | | | |
| Local Governmental Sources | \$ 19,306,832 | \$ 21,647,445 | \$ 28,962,379 | 89.2% | 66.7% | \$ 21,467,058 | \$ 28,225,058 | 76.1% | \$ (2,160,226) | -10.1% |
| State Governmental Sources | 2,460,923 | 3,641,537 | 4,872,056 | 67.6% | 50.5% | 3,026,968 | 4,056,435 | 74.6% | \$ (566,046) | -18.7% |
| Federal Governmental Sources | - | - | - | 0.0% | 0.0% | 1,328 | - | 0.0% | \$ (1,328) | -100.0% |
| Student Tuition & Fees | 11,548,738 | 10,885,694 | 13,350,427 | 106.1% | 86.5% | 11,773,202 | 13,350,427 | 88.2% | \$ (224,464) | -1.9% |
| Sales & Service Fees | 80,201 | 122,579 | 164,000 | 65.4% | 48.9% | 37,443 | 52,750 | 71.0% | \$ 42,758 | 114.2% |
| Facilities Revenue | 17,166 | 14,176 | 18,966 | 121.1% | 90.5% | 17,166 | 18,966 | 90.5% | \$ - | 0.0% |
| Nongovernmental Gifts | 2,753 | 8,222 | 11,000 | 33.5% | 25.0% | 21,559 | 11,000 | ##### | \$ (18,806) | -87.2% |
| Other Revenue | 4,667,297 | 5,269,275 | 7,049,827 | 88.6% | 66.2% | 4,469,475 | 10,743,466 | 41.6% | \$ 197,822 | 4.4% |
| Total Revenue | \$ 38,083,909 | \$ 41,588,929 | \$ 54,428,655 | 91.6% | 70.0% | \$ 40,814,198 | \$ 56,458,102 | 72.3% | \$ (2,730,289) | -6.7% |
| Expenditures | | | | | | | | | | |
| Salaries | \$ 20,596,216 | \$ 21,055,221 | \$ 28,170,035 | 97.8% | 73.1% | \$ 19,433,431 | \$ 28,197,974 | 68.9% | \$ 1,162,785 | 6.0% |
| Employee Benefits | 6,663,970 | 8,216,150 | 10,992,486 | 81.1% | 60.6% | 7,073,491 | 15,185,346 | 46.6% | \$ (409,520) | -5.8% |
| Contractual Services | 3,055,881 | 3,604,881 | 4,823,014 | 84.8% | 63.4% | 3,190,532 | 4,151,328 | 76.9% | \$ (134,651) | -4.2% |
| General Materials & Supplies | 2,414,353 | 2,472,389 | 3,307,839 | 97.7% | 73.0% | 2,681,966 | 3,163,744 | 84.8% | \$ (267,613) | -10.0% |
| Travel & Conference/Meeting | 173,396 | 248,359 | 332,282 | 69.8% | 52.2% | 189,308 | 274,901 | 68.9% | \$ (15,911) | -8.4% |
| Fixed Charges | 1,467,651 | 1,189,426 | 1,591,347 | 123.4% | 92.2% | 1,384,092 | 1,616,557 | 85.6% | \$ 83,559 | 6.0% |
| Utilities | 495,561 | 912,373 | 1,220,675 | 54.3% | 40.6% | 776,949 | 1,212,502 | 64.1% | \$ (281,389) | -36.2% |
| Capital Outlay | 123,240 | 1,261,121 | 1,687,269 | 9.8% | 7.3% | 1,077,157 | 2,770,250 | 38.9% | \$ (953,917) | -88.6% |
| Other Expenditures | 685,201 | 685,023 | 916,500 | 100.0% | 74.8% | 613,888 | 907,807 | 67.6% | \$ 71,313 | 11.6% |
| Contingency | - | 74,743 | 100,000 | 0.0% | 0.0% | - | 150,000 | 0.0% | \$ - | 0.0% |
| Total Expenditures | \$ 35,675,469 | \$ 39,719,685 | \$ 53,141,447 | 89.8% | 67.1% | \$ 36,420,815 | \$ 57,630,409 | 63.2% | \$ (745,345) | -2.0% |
| Surplus/(deficit) | \$ 2,408,440 | \$ 1,869,243 | \$ 1,287,208 | | | \$ 4,393,384 | \$ (662,123) | | \$ (1,984,944) | -45.2% |
| Net Transfers Out/(In) | \$ 2,130,279 | | \$ 1,530,279 | | | \$ - | \$ 1,000,000 | | \$ 2,130,279 | 0.0% |
| Net Operating Funds Surplus/(Deficit) | \$ 278,161 | \$ 1,869,243 | \$ (243,071) | | | \$ 4,393,384 | \$ (1,662,123) | | \$ (4,115,223) | -93.7% |
| <i>Beginning Fund Balance</i> | <i>30,873,031</i> | <i>30,873,031</i> | <i>30,873,031</i> | | | <i>32,311,033</i> | | | | |
| <i>Net Operating Funds Surplus/(Deficit)</i> | <i>278,161</i> | <i>1,869,243</i> | <i>(243,071)</i> | | | <i>4,393,384</i> | | | | |
| <i>Add: Contingency (assumption is it is not used)</i> | | | <i>100,000</i> | | | | | | | |
| Calculated YTD Ending Fund Balance (b) | \$ 31,151,192 | \$ 32,742,274 | \$ 30,729,960 | | | \$ 36,704,417 | | | | |

Operating Funds - Statement of Activities
March 31, 2023

| | Actual | Budget |
|--|----------------------|----------------------|
| Revenue | | |
| Local Governmental Sources | 19,306,832.20 | 28,962,379.00 |
| State Governmental Sources | 2,460,922.80 | 4,872,056.00 |
| Federal Governmental Sources | - | - |
| Student Tuition & Fees | 11,548,737.63 | 13,350,427.00 |
| Sales & Service Fees | 80,200.75 | 164,000.00 |
| Facilities Revenue | 17,166.00 | 18,966.00 |
| Nongovernmental Gifts, Scholarships, Grants & Bequests | 2,752.63 | 11,000.00 |
| Other Revenue | 4,667,297.06 | 7,049,827.00 |
| Total Revenue | 38,083,909.07 | 54,428,655.00 |



| | | |
|---|----------------------|----------------------|
| Expenditures | | |
| Salaries | 20,596,215.86 | 28,170,035.00 |
| Employee Benefits | 6,663,970.32 | 10,992,486.00 |
| Contractual Services | 3,055,881.01 | 4,823,014.00 |
| General Materials & Supplies | 2,414,353.04 | 3,307,839.00 |
| Travel & Conference/Meeting | 173,396.41 | 332,282.00 |
| Fixed Charges | 1,467,651.20 | 1,591,347.00 |
| Utilities | 495,560.85 | 1,220,675.00 |
| Capital Outlay | 123,240.09 | 1,687,269.00 |
| Other Expenditures | 685,200.63 | 916,500.00 |
| Contingency | - | 100,000.00 |
| Total Expenditures | 35,675,469.41 | 53,141,447.00 |
| Excess/(deficit) of revenues over expenditures | 2,408,439.66 | 1,287,208.00 |



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

College administration suggests that the College revise one (1) Board policy within the Board of Trustees section of the Board Policy Manual.

Current Policy with Edits

1.9 REIMBURSEMENT FOR EXPENSES (Revised 12/18/15, 12/15/16, and 04/27/2023)

Members of the Board of Trustees may apply for reimbursement for travel expenses and registration fees incurred while engaged in the performance of [MCC](#) Board duties.

[Expenses up to \\$200 for Trustee attendance at Illinois Community College Trustee Association in-state meetings are pre-approved and shall be reimbursed after presenting documentation to the College president or his/her designee.](#) All [other](#) Board travel, meals, lodging and/or registration fees subject to reimbursement or paid for by the College on behalf of a Board member(s) [must be approved](#) ~~shall be preapproved~~ by the Board of Trustees and consistent with the Reimbursement of Travel, Meals, and Lodging Expenses policy.

All Board reimbursement/on-behalf payments for Board member(s) shall be posted on the College's website.

Board member(s) requesting reimbursement or on-behalf payments shall submit to the full Board of Trustees a summary written report describing the benefit(s) of the event attended or the reason for the travel.

Proposed Policy

1.9 REIMBURSEMENT FOR EXPENSES (Revised 12/18/15, 12/15/16, and 04/27/2023)

Members of the Board of Trustees may apply for reimbursement for travel expenses and registration fees incurred while engaged in the performance of MCC Board duties.

Expenses up to \$200 for Trustee attendance at Illinois Community College Trustee Association in-state meetings are pre-approved and shall be reimbursed after presenting documentation to the College president or his/her designee. All other Board travel, meals, lodging and/or registration fees subject to reimbursement or paid for by the College on behalf of a Board member(s) must be approved by the Board of Trustees and consistent with the Reimbursement of Travel, Meals, and Lodging Expenses policy.

All Board reimbursement/on-behalf payments for Board member(s) shall be posted on the College's website.

Board member(s) requesting reimbursement or on-behalf payments shall submit to the

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