

**BOARD OF TRUSTEES**  
**McHENRY COUNTY COLLEGE DISTRICT #528**

Thursday, October 24, 2024  
Regular Board of Trustees Meeting  
6:00pm



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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. COLLEGE MISSION STATEMENT
5. ACCEPTANCE OF AGENDA
6. ACCEPTANCE OF MINUTES: Budget Hearing, September 26, 2024  
Regular Board Meeting, September 26, 2024
7. OPEN FOR RECOGNITION OF VISITORS  
***Three (3) minutes per person or less.***
8. PRESIDENT'S REPORT: Dr. Clinton Gabbard
9. BOARD POLICY CHANGES-FIRST READING
  - A. 1.15.1 Board of Trustees Retreat and Self-Evaluation
10. COMMUNICATIONS
  - A. Faculty Report: Ms. Sarah Sullivan
  - B. Adjunct Faculty Report: Mr. Matt Hamater
  - C. Staff Council Report: Mr. David Behrens
  - D. Student Trustee Report: Ms. Adonia Fulk
  - E. Attorney Report
11. APPROVAL OF CONSENT AGENDA  
**For Approval**
  - A. Executive Summary and Financial Statements
    1. Executive Summary, Board Report #24-151
    2. Treasurer's Report, Board Report #24-152
    3. Ratification for Accounts Payable September Check Register, Board Report #24-153
  - B. Request to Approve/Implement/Lease/Purchase/Renew/Replace/Upgrade
    1. Academic Calendar, Board Report #24-154
    2. TurnItIn Software and Support Agreement, Board Report #24-155
    3. Chrome River Travel & Expense Management Software, Board Report #24-156
    4. Curriculum Update, Board Report #24-157
  - C. Personnel
    1. Salary Adjustment, Board Report, Board Report #24-158
    2. Salary Adjustment, Board Report, Board Report #24-159
12. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
13. APPROVAL OF THE 2024 ESTIMATED TAX LEVY AND ADOPTION OF ESTIMATED TAX LEVY RESOLUTION,  
Board Report #24-160
14. RESOLUTION FOR THE SALE OF COLLEGE PROPERTY (SHAH CENTER), Board Report #24-161

15. FOR INFORMATION

- A. New Employees
- B. Employee Resignations and Retirement Notifications
- C. Friends of McHenry County College Foundation Update
- D. Grants Office Update
- E. Office of Marketing and Public Relations Update
- F. Sustainability Center Update
- G. Workforce Development Update

16. FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

17. CLOSED SESSION

- A. 120/2(c), Exception #12, The establishment of reserves
- B. 120/2(c), Exception #21, Review of Closed Session Minutes
- C. Other matters as pertain to the exceptions of the Open Meetings Act

18. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting of September 26, 2024.

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

Suzanne Hoban  
Chair

**Current Policy with Edits**

**1.15.1**

Adopted 11/16/17 ~~BOARD SELF-EVALUATION~~ BOARD RETREAT AND SELF-EVALUATION

~~The Board will conduct an annual self-evaluation. Board members will receive a copy of the most recent self-evaluation form for review each January. The form will be discussed at the February Committee of the Whole meeting, and a vote for approval of the form will take place at the February Regular Board of Trustees meeting.~~

~~Trustees will fill out the form in February, and receive a compiled summary report for discussion at the March Committee of the Whole meeting. Actions resulting from the Board self-evaluation will be finalized by the March Regular Board of Trustees meeting.~~

The Board shall hold a retreat at a minimum every three years, a component of which is a Board self-evaluation.

The Board prefers the retreat be held in open session, pursuant to the provisions of the Illinois Open Meetings Act.

There will be a scribe to document a summary of the conclusions of the discussions, and any resulting actions.

**1.15.2**

Adopted 11/16/17 ~~BOARD RETREAT~~

~~The Board will hold an annual retreat to conduct in-depth discussions of issues relevant to the College. The Evaluations and Policies Committee will provide a recommended retreat agenda for discussion at the May Committee of the Whole meeting. The Board will agree to a retreat agenda by the June Regular Board of Trustees meeting, and schedule the retreat for July or August.~~

~~The Board prefers the annual retreat be held in open session, pursuant to the provisions of the Illinois Open Meetings Act.~~

~~There will be a scribe to document a summary of the conclusions of the discussions, and any resulting actions.~~

**Proposed Policy**

**1.15.2 BOARD SELF RETREAT (Adopted 11/16/17, 11/21/24)**

The Board shall hold a retreat at a minimum of every three years, a component of which is a Board self-evaluation.

The Board prefers the retreat be held in open session, pursuant to the provisions of the Illinois Open Meetings Act. There will be a scribe to document a summary of the conclusions of the discussions, and any resulting actions.

## Student Trustee Report

Information

On October 14, MCC recognized Indigenous Peoples Day with a lunchtime gathering and dialogue. It was very engaging, and many great discussions were had around what it is, why it's changing, as well as who we're celebrating, who we should be celebrating, and why.

Early in October, students were busy submitting applications for Spring 2025 scholarships and were encouraged to attend two college fairs, one with Illinois colleges and another with private institutions. There was a college fair in the MCC Gym that students and community members alike attended. In attendance were approximately 100 college reps and between 400-500 parents and students. There are a lot of wonderful opportunities available to students after MCC and, as a student, it is great to see support for our continued success here and beyond.

This month is Disability Awareness Month. There is a fascinating display in the MCC Library that features accessibility tools. There is programming for both students and employees, including a collaborative event with Access and Disability Services (ADS), Student Resources, Student Wellness, and Latine Heritage coordinators called *Words Matter*. This event was attended by 17 people and had a lot of good information on how to talk to and/or refer to people of varying identities and abilities. We discussed how best to communicate with and about others in a supportive and respectful manner.



I held a Treats with the Trustee event to engage with students and get some feedback. There were many great conversations, and I was able to address and am following up on these to ensure students are heard and cared for in the most effective manner possible.

Coming up, the Office of Diversity and Inclusion will be launching Global Scholars, a paid work-based experience. Next week Student Government is planning a Fall Fest with pumpkin carving, a costume contest, movie night, and more!

Executive Summary

Information

Attached is the Executive Summary of financial information with year-to-date results for FY 2025 through the month of August.

Recommendation

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



Clinton E. Gabbard  
President

## Executive Summary

Fiscal Year 2025 is currently 16.7% complete with the year-to-date results ending August 31, 2024 being reported. In the Operating Funds, total revenue is 14.4% of budget, as compared with 14.0% at the same time last year. Total expenditures are 10.6% of budget, as compared with 10.3% of budget at the same time last year. The Operating Funds include both the Education Fund and the Operations and Maintenance Fund, and together comprise most of the instruction and instructional support activities of the College. The following items relate to the Operating Funds (Fund 01 and Fund 02) as a whole:

### Revenue

- Local governmental is 16.7% of budget and down \$67,034 (-1.4%) from last year at this time. FY 2025 revenue is \$4,790,221 vs. FY 2024 revenue of \$4,857,255. For FY 2025, this revenue is derived from 50% of the 2023 tax levy (as approved by the Board in November 2023) and 50% of the 2024 tax levy (to be approved by the Board in November 2024).
- State government is 16.2% of budget and up \$752,166 (46.1%) from last year at this time. FY 2025 revenue is \$2,383,795 vs. FY 2024 revenue of \$1,631,629.
- Federal government is 0.0% of budget and down \$1,374 (-100%) from last year at this time. FY 2025 revenue is \$0 vs. FY 2024 revenue of -\$1,374.
- Student tuition and fees is 27.0% of budget and up \$241,662 (6.4%) from last year at this time. FY 2025 revenue is \$4,007,453 vs. FY 2024 revenue of \$3,765,791. Budgeted tuition and fees revenue is calculated based on a calculated net billable credit hours and not total reported credit hours, which includes dual credit. Dual credit only generates tuition revenue if these classes are held on campus with our instructors.
- Sales and service fee is 38.1% of budget and up \$32,290 (77.8%) from last year at this time. FY 2025 revenue is \$73,775 vs. FY 2024 revenue of \$41,485. Activity in this area is comprised primarily from the Kids and College, Fitness Center, Horticulture Sales, and Sweet Scots.
- Facilities is 6.3% of budget and even \$0 (0.0%) from last year at this time. FY 2025 revenue is \$1,200 vs. FY 2024 revenue of \$1,200. Revenue in this category is comprised of the leasing of the land owned by the College to the radio station and as farmland.
- Investment is 71.5% of budget and up \$152,762 (88.4%) from last year at this time. FY 2025 revenue is \$325,544 vs. FY 2024 revenue of \$172,782.
- Nongovernmental gifts, scholarships, grants & bequests is 45.5% of budget and up \$5,000 (0.0%) from last year at this time. FY 2025 revenue is \$5,000 vs. FY 2024 revenue of \$0. Activity is due to contributions from the Foundation for faculty requested needs (travel, software, etc.).
- Other is 3.6% of budget and down \$95,640 (-8.4%) from last year at this time. FY 2025 revenue is \$1,044,026 vs. FY 2024 revenue of \$1,139,666. The main items in this category consists largely of Employee Health Insurance Contributions, which account for \$1,037,617, Retiree Health contributions, which account for \$624, Other Misc. Income, which account for \$596 with the remaining balance being made up of smaller accounts such as NSF charges, assorted fines, fees, and miscellaneous income all of which total \$5,188. The large variance to budget is the result of the "On-Behalf Payment" for the employer's pension contribution for employees made by the State. For FY 2024 that "On-Behalf Payment" was \$11,055,180.

## Expenditures

- Salaries expenditures are 15.3% of budget and up \$209,091 (4.6%) from last year at this time. FY 2025 expenditures are \$4,803,446 vs. FY 2024 expenditures of \$4,594,355.
- Employee benefit expenditures are 5.8% of budget and up \$276,914 (17.1%) from last year at this time. FY 2025 expenditures are \$1,892,635 vs. FY 2024 expenditures of \$1,615,721. ***This line item is dependent on the health experience or the use of benefits by the employee group and their own independent choice of coverage. Therefore, it will always be difficult to budget in advance to any degree of certainty and will experience good years and bad years as a result.*** This account group will always be significantly below budget until year-end adjustments are made for SURS contributions paid by the State on behalf of the employees. The amount expended for SURS contributions have ranged from \$11-22 million annually depending on the actuarial tables maintained by the State and the present value interest rate used. However, this expense is offset by an equal amount in "other revenue" and therefore has no effect on the operating performance of the College.
- Contractual services expenditures are 9.1% of budget and down \$134,585 (-21.5%) from last year at this time. FY 2025 expenditures are \$490,684 vs. FY 2024 expenditures of \$625,269. The account includes contractual services for custodial services, legal services, construction management, roads and grounds, and architectural type services.
- Materials and supplies expenditures are 13.5% of budget and up \$12,097 (2.5%) from last year at this time. FY 2025 expenditures are \$494,765 vs. FY 2024 expenditures of \$482,668.
- Travel and meeting expenditures are 14.5% of budget and up \$45,822 (194.9%) from last year at this time. FY 2025 expenditures are \$69,337 vs. FY 2024 expenditures of \$28,515.
- Fixed charges expenditures are 7.3% of budget and down \$174,520 (-58.3%) from last year at this time. FY 2025 expenditures are \$124,613 vs. FY 2024 expenditures of \$299,133. Included in this category are bond principal, interest payments, lease payments, and general insurance.
- Utilities expenditures are 18.8% of budget and up \$133,428 (148.7%) from last year at this time. FY 2025 expenditures are \$223,141 vs. FY 2024 expenditures of \$89,713.
- Capital Outlay expenditures are 8.9% of budget and up \$145,751 (100%) from last year at this time. FY 2025 expenditures are \$168,628 vs. FY 2024 expenditures of \$22,878. ***Please be aware that large projects started in one fiscal year may cross into a new fiscal year and will therefore have an impact on two fiscal years (i.e. one year under budget and the next over budget).***
- Other expenditures are 18.7% of budget and up \$7,809 (4.5%) from last year at this time. FY 2025 expenditures are \$181,369 vs. FY 2024 expenditures of \$173,561. The main category of expenses includes tuition waivers, tuition related refunds, and miscellaneous expense.
- Contingency expenditures are 0.0% of budget and even \$0 (0.0%) from last year at this time. FY 2025 expenditures are \$0 vs. FY 2024 expenditures of \$0.



Clinton E. Gabbard  
President

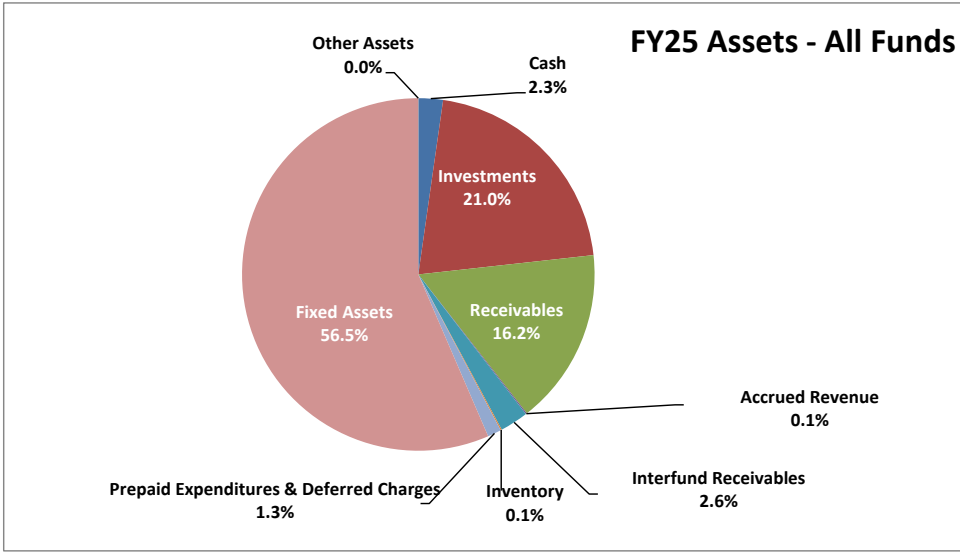
All Funds Statement of Net Position (Balance Sheet)  
August 31, 2024

	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	
<b>Assets</b>														
Cash	3,911,921	397,403.20	320,640	271,452	813,127.68	750,044	-	-	-	419,266	39,988	-	900,000	
Investments	36,501,137	14,210,279	5,663,202	11,178,224	-	-	3,184,711	-	-	-	-	2,264,722	-	
Receivables	28,151,975	18,994,913	761,311	4,400,000	-	11,424	3,655,903	-	-	-	31,701	296,723	-	
Accrued Revenue	184,667	84,039	23,969	44,540	-	-	-	18,290	-	-	-	13,829	-	
Interfund Receivables	4,520,256	5,852,534	117,923	200,579	-	0	(1,696,032)	-	-	45,253	-	-	-	
Inventory	190,571	-	-	-	-	190,571	-	-	-	-	-	-	-	
Prepaid Expenditures & Deferred Charges	2,176,418	957,279	12,658	-	-	2,088	63,317	-	183,588	-	-	262,478	695,009	
Fixed Assets	98,168,949	-	-	-	-	-	-	98,168,949	-	-	-	-	-	
Other Assets	12,179	-	-	-	-	-	-	-	12,179	-	-	-	-	
<b>Total Assets</b>	<b>173,818,074</b>	<b>40,496,447</b>	<b>6,899,703</b>	<b>16,094,795</b>	<b>813,128</b>	<b>954,127</b>	<b>2,023,188</b>	<b>3,203,001</b>	<b>98,168,949</b>	<b>195,767</b>	<b>464,518</b>	<b>71,689</b>	<b>2,837,752</b>	<b>1,595,009</b>
<b>Liabilities</b>														
Payroll Deductions Payable	1,452,463	1,242,768	45,418	-	-	154,360	9,917	-	-	-	-	-	-	
Accounts Payable	1,463,039	1,231,916	-	194,130	-	27,939	9,055	-	-	-	-	-	-	
Interfund Payable	4,520,256	-	-	-	-	1,390,650	1,187,847	-	-	-	-	1,941,759	-	
Accrued Expense	9,052,401	-	-	-	-	-	-	-	15,670	-	-	-	9,036,731	
Deferred Revenue	24,677,824	11,702,068	558,560	-	-	-	-	-	-	-	25,013	234,153	12,158,030	
Fixed Liabilities	12,668,049	-	-	-	-	-	-	-	12,668,049	-	-	-	-	
Other Liabilities	254,725	74,231	-	-	-	180,494	-	-	-	-	-	-	-	
<b>Total Liabilities</b>	<b>54,088,758</b>	<b>14,250,983</b>	<b>603,978</b>	<b>194,130</b>	<b>-</b>	<b>362,793</b>	<b>1,409,622</b>	<b>1,187,847</b>	<b>-</b>	<b>12,683,720</b>	<b>-</b>	<b>25,013</b>	<b>2,175,913</b>	<b>21,194,761</b>
<b>Designated Fund Balance</b>	<b>119,729,316</b>	<b>26,245,464</b>	<b>6,295,725</b>	<b>15,900,665</b>	<b>813,128</b>	<b>591,334</b>	<b>613,566</b>	<b>2,015,155</b>	<b>98,168,949</b>	<b>(12,487,952)</b>	<b>464,518</b>	<b>46,677</b>	<b>661,839</b>	<b>(19,599,752)</b>
<b>Assigned Fund Balance</b>														
33% Unassigned for annual budgeted expenditures	20,829,082	18,808,295	2,020,787	-	-	-	-	-	-	-	-	-	-	
Other Designated Reserves	0	-	-	-	-	-	-	-	-	-	-	-	-	
Capital Improvement/Investment in Capital Assets	114,069,614	-	-	15,900,665	0	-	-	98,168,949	-	-	-	661,839	-19,599,752	
Liabilities, Protection, and Settlement	-31,605,963	-	-	-	-	-	-	-	-12,668,049	-	-	-	-	
Working Cash/Other Restricted	2,874,761	-	-	-	-	613,566	1,750,000	-	-	464,518	46,677	-	-	
<b>Remaining Unassigned Balance</b>	<b>13,561,822</b>	<b>7,437,169</b>	<b>4,274,939</b>	<b>0</b>	<b>813,128</b>	<b>591,334</b>	<b>0</b>	<b>265,155</b>	<b>0</b>	<b>180,097</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

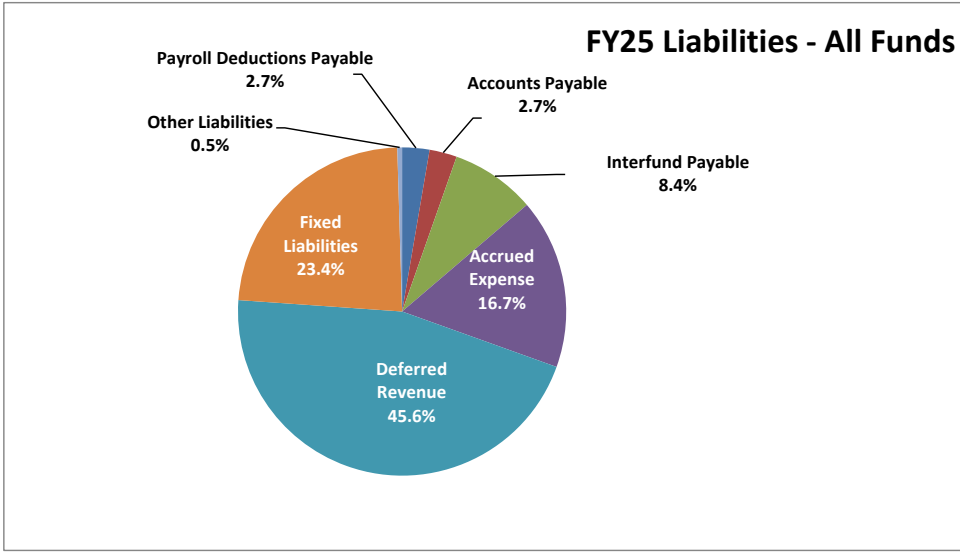
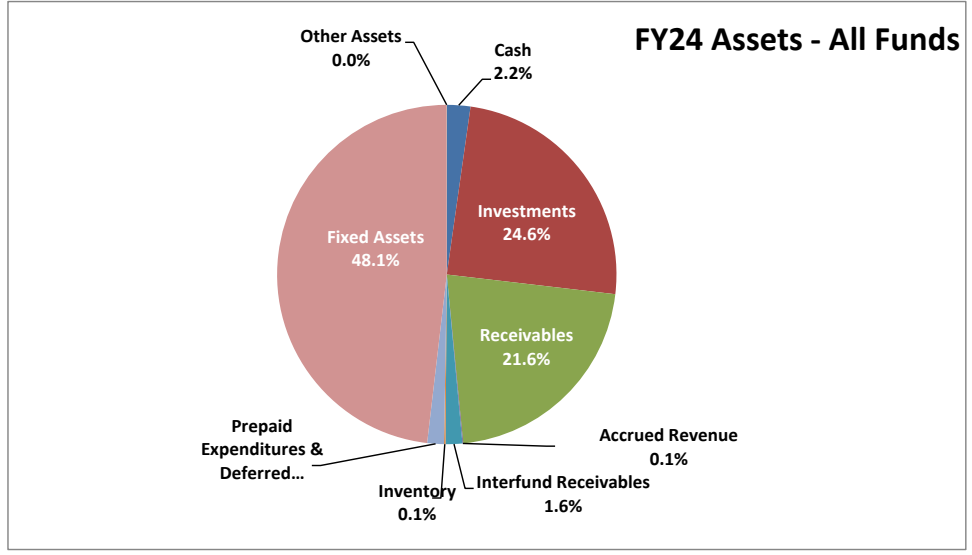


All Funds Statement of Net Position (Balance Sheet)  
August 31, 2024

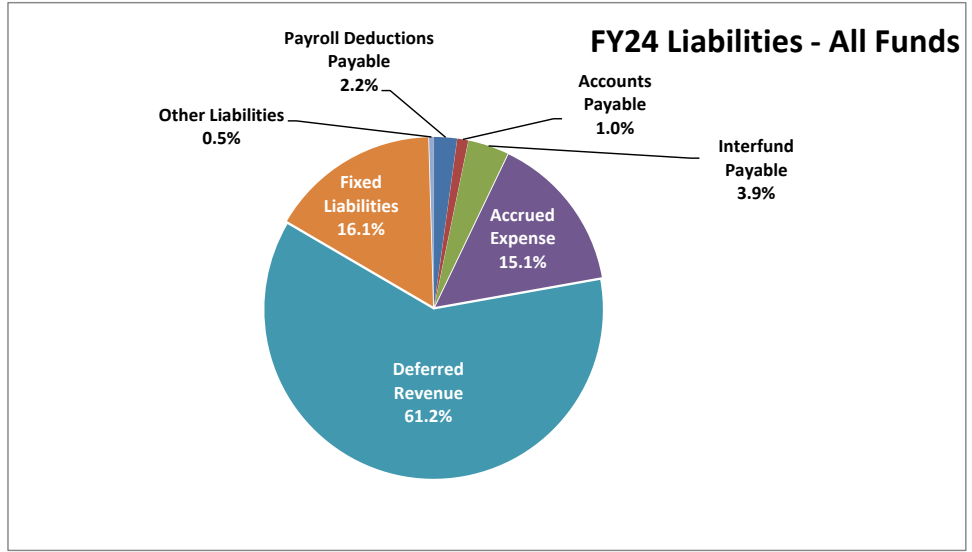
Total Assets = \$ 173,818,074



Total Assets = \$ 153,976,917



Total Liabilities = \$ 54,088,758



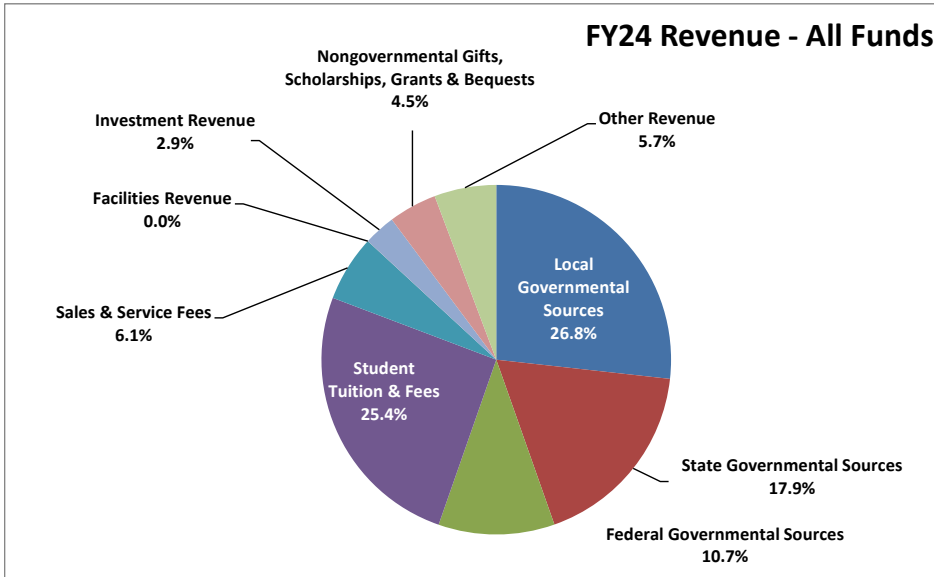
Total Liabilities = \$ 62,962,733

All Funds Statement of Activities (Income Statement)  
August 31, 2024

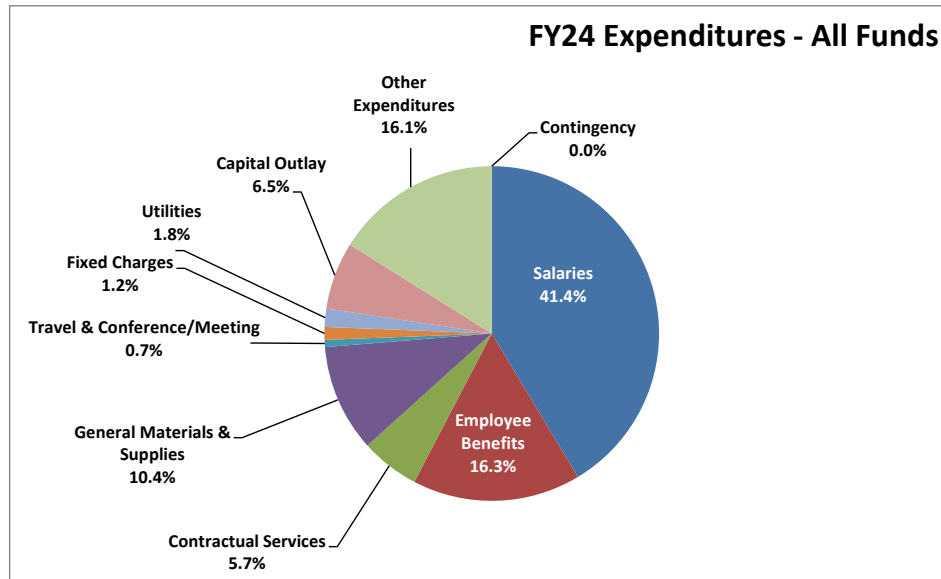
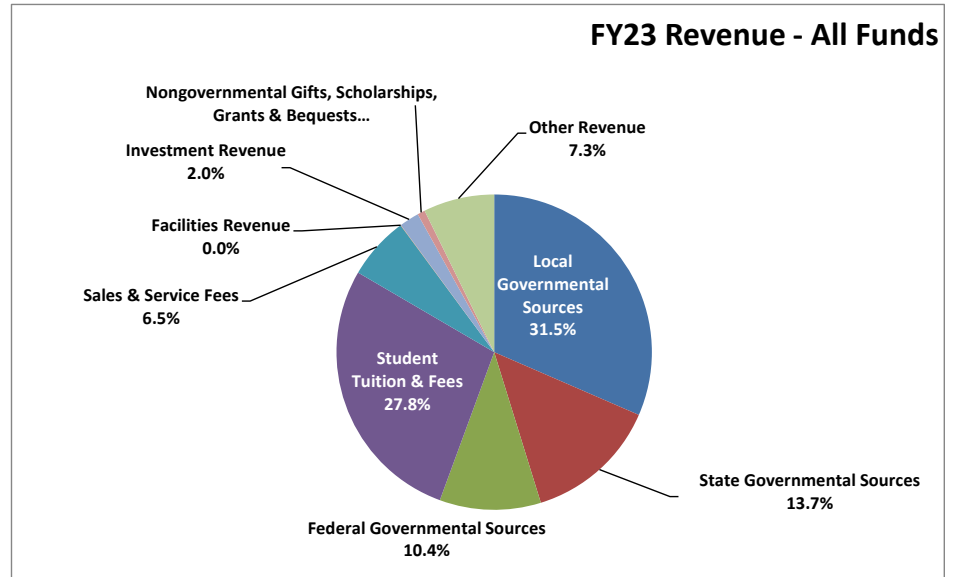
	01	02	03	04	05	06	07	08	09	10	11	12	17	
	All Funds	Education Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond and Interest	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	General Fixed Asset Fund	General Long-Debt Fund	Trust & Agency Fund	Audit Fund	Liability Protection & Settlement Fund	OPEB Fund
<b>Revenue</b>														
Local Governmental Sources	4,919,804	4,347,887	442,334	-	-	-	-	-	-	-	-	12,506	117,077	-
State Governmental Sources	3,283,376	2,157,280	226,516	-	-	-	899,581	-	-	-	-	-	-	-
Federal Governmental Sources	1,976,955	-	-	-	-	-	1,976,955	-	-	-	-	-	-	-
Student Tuition & Fees	4,672,262	3,657,456	349,997	46,165	430,875	187,769	-	-	-	-	-	-	-	-
Sales & Service Fees	1,122,648	73,775	-	-	-	1,048,872	-	-	-	-	-	-	-	-
Facilities Revenue	1,200	1,200	-	-	-	-	-	-	-	-	-	-	-	-
Investment Revenue	540,874	219,734	105,810	113,345	-	-	-	59,592	-	-	-	-	42,393	-
Nongovernmental Gifts, Scholarships, Grants & Bequests	820,487	5,000	-	600,000	-	-	149,806	-	-	-	65,682	-	-	-
Other Revenue	1,054,131	1,043,980	46	-	-	-	-	-	-	-	10,106	-	-	-
<b>Total Revenue</b>	<b>18,391,737</b>	<b>11,506,312</b>	<b>1,124,703</b>	<b>759,510</b>	<b>430,875</b>	<b>1,236,642</b>	<b>3,026,341</b>	<b>59,592</b>	<b>-</b>	<b>-</b>	<b>75,787</b>	<b>12,506</b>	<b>159,469</b>	<b>-</b>
<b>Expenditures</b>														
Salaries	5,306,438	4,697,495	105,951	-	-	318,006	184,986	-	-	-	-	-	-	-
Employee Benefits	2,086,116	1,867,862	24,773	-	-	41,268	46,652	-	-	-	-	-	105,561	-
Contractual Services	727,722	400,157	90,527	24,915	-	120,589	91,533	-	-	-	-	-	-	-
General Materials & Supplies	1,330,238	308,290	186,474	253,807	-	471,137	110,529	-	-	-	-	-	-	-
Travel & Conference/Meeting	88,625	68,708	628	-	-	7,961	11,327	-	-	-	-	-	-	-
Fixed Charges	158,332	112,167	12,446	3,334	124,800	237	-	-	-	(110,852)	-	-	16,200	-
Utilities	225,567	37,797	185,344	-	-	2,426	-	-	-	-	-	-	-	-
Capital Outlay	835,278	6,628	162,000	(51,200)	-	-	83,351	-	634,499	-	-	-	-	-
Other Expenditures	2,063,675	181,369	-	-	-	(15)	1,837,006	-	-	-	45,315	-	-	-
Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>12,821,991</b>	<b>7,680,474</b>	<b>768,144</b>	<b>230,857</b>	<b>124,800</b>	<b>961,610</b>	<b>2,365,383</b>	<b>-</b>	<b>634,499</b>	<b>(110,852)</b>	<b>45,315</b>	<b>-</b>	<b>121,761</b>	<b>-</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>5,569,746</b>	<b>3,825,838</b>	<b>356,559</b>	<b>528,653</b>	<b>306,075</b>	<b>275,032</b>	<b>660,958</b>	<b>59,592</b>	<b>(634,499)</b>	<b>110,852</b>	<b>30,472</b>	<b>12,506</b>	<b>37,708</b>	<b>-</b>
Operating transfers in	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance	114,186,103	22,419,627	5,939,166	15,372,012	533,586	316,303	(47,392)	1,955,562	98,803,448	(12,598,804)	434,046	34,170	624,131	(19,599,752)
Ending Fund Balance	119,755,849	26,245,465	6,295,725	15,900,665	839,661	591,335	613,566	2,015,154	98,168,949	(12,487,952)	464,518	46,676	661,839	(19,599,752)

All Funds Statement of Activities (Income Statement)  
August 31, 2024

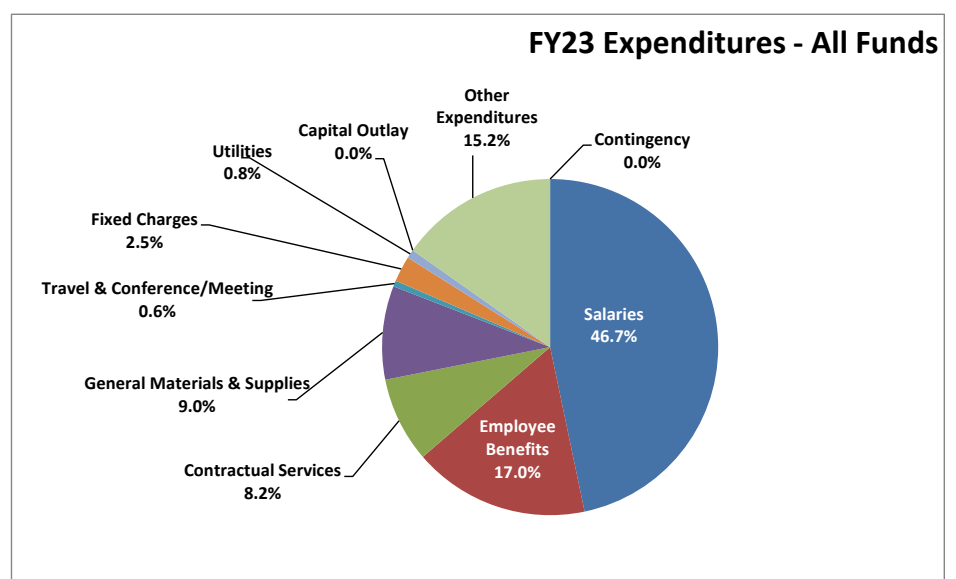
Total Revenue = \$ 18,391,737



Total Revenue = \$ 15,823,282



Total Expense = \$ 12,821,991



Total Expense = \$ 10,721,417

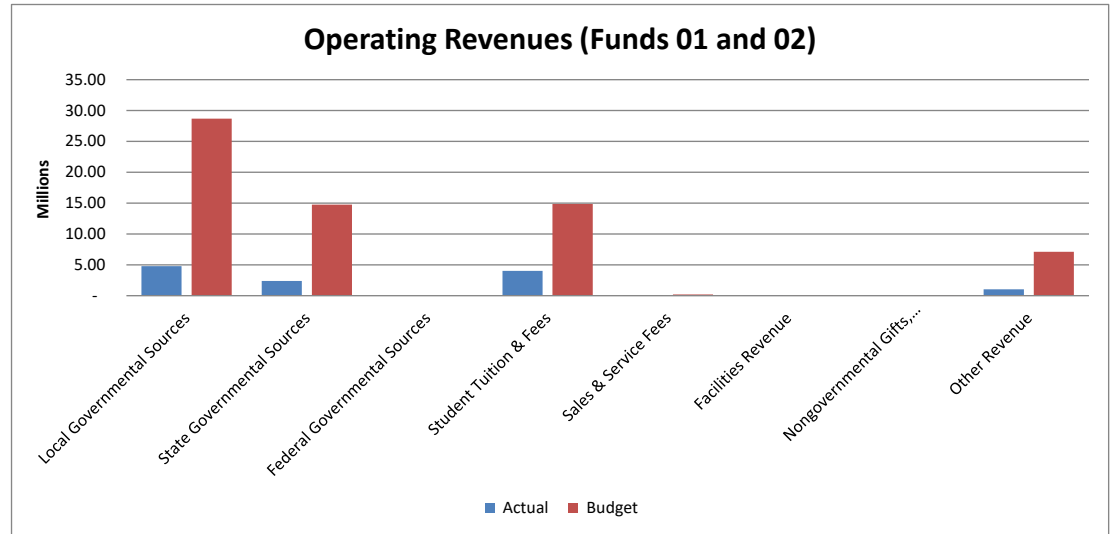
Operating Funds  
Net of SURS/Investments

**Operating (Funds 01 & 02) Statement of Activities (Net of SURS/Investments)**  
**August 31, 2024**

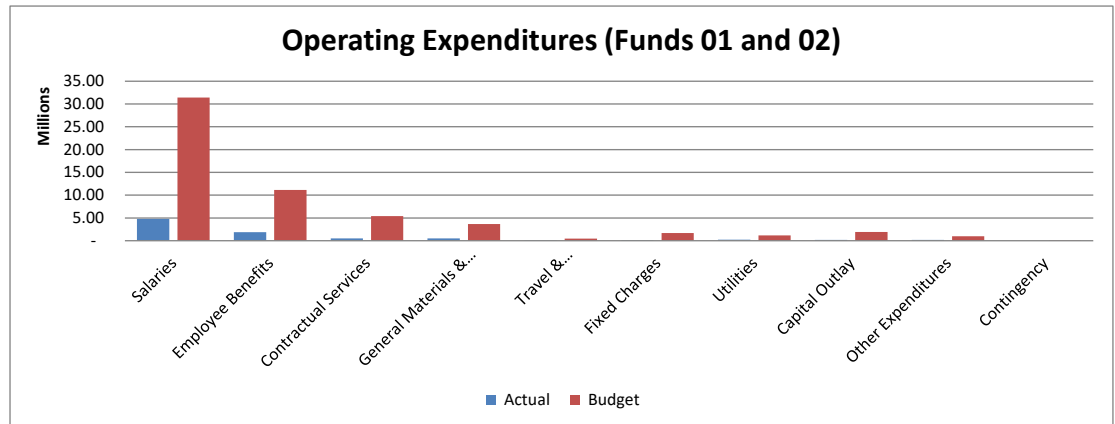
	FY25			FY24		FY24			FY25 Act.	
	YTD Actual	YTD Budget	Full Budget	YTD Actual to:	Full Bud.	YTD Actual	Budget	% Chng	Change Over	% Chng
<b>Revenue</b>										
Local Governmental Sources	\$ 4,790,221	\$ 4,790,769	\$ 28,685,710	100.0%	16.7%	\$ 4,857,255	\$ 28,700,710	16.9%	\$ (67,034)	-1.4%
State Governmental Sources	2,383,795	2,461,537	14,738,960	96.8%	16.2%	1,631,629	10,509,134	15.5%	\$ 752,166	46.1%
Federal Governmental Sources	-	-	-	0.0%	0.0%	(1,374)	-	0.0%	\$ 1,374	-100.0%
Student Tuition & Fees	4,007,453	2,705,665	14,850,663	148.1%	27.0%	3,765,791	14,360,846	26.2%	\$ 241,662	6.4%
Sales & Service Fees	73,775	32,316	193,500	228.3%	38.1%	41,485	175,000	23.7%	\$ 32,290	77.8%
Facilities Revenue	1,200	3,167	18,966	37.9%	6.3%	1,200	18,966	6.3%	\$ -	0.0%
Nongovernmental Gifts	5,000	1,837	11,000	272.2%	45.5%	-	11,000	0.0%	\$ 5,000	0.0%
Other Revenue	1,044,026	1,189,404	7,121,801	87.8%	14.7%	1,139,666	11,669,393	9.8%	\$ (95,640)	-8.4%
<b>Total Revenue</b>	<b>\$ 12,305,471</b>	<b>\$ 11,184,696</b>	<b>\$ 65,620,600</b>	<b>110.0%</b>	<b>18.8%</b>	<b>\$ 11,435,653</b>	<b>\$ 65,445,049</b>	<b>17.5%</b>	<b>\$ 869,818</b>	<b>7.6%</b>
<b>Expenditures</b>										
Salaries	\$ 4,803,446	\$ 5,246,382	\$ 31,413,785	91.6%	15.3%	\$ 4,594,355	\$ 29,279,648	15.7%	\$ 209,091	4.6%
Employee Benefits	1,892,635	1,860,448	11,139,811	101.7%	17.0%	1,615,721	16,402,395	9.9%	\$ 276,914	17.1%
Contractual Services	490,684	901,776	5,399,568	54.4%	9.1%	625,269	5,095,087	12.3%	\$ (134,585)	-21.5%
General Materials & Supplies	494,765	613,972	3,676,286	80.6%	13.5%	482,668	3,432,994	14.1%	\$ 12,097	2.5%
Travel & Conference/Meeting	69,337	79,751	477,523	86.9%	14.5%	23,515	435,481	5.4%	\$ 45,822	194.9%
Fixed Charges	124,613	283,226	1,695,872	44.0%	7.3%	299,133	1,619,785	18.5%	\$ (174,520)	-58.3%
Utilities	223,141	198,620	1,189,280	112.3%	18.8%	89,713	1,197,780	7.5%	\$ 133,428	148.7%
Capital Outlay	168,628	317,919	1,903,605	53.0%	8.9%	22,878	1,553,805	1.5%	\$ 145,751	637.1%
Other Expenditures	181,369	161,982	969,900	112.0%	18.7%	173,561	957,000	18.1%	\$ 7,809	4.5%
Contingency	-	16,701	100,000	0.0%	0.0%	-	100,000	0.0%	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 8,448,618</b>	<b>\$ 9,680,776</b>	<b>\$ 57,965,630</b>	<b>87.3%</b>	<b>14.6%</b>	<b>\$ 7,926,812</b>	<b>\$ 60,073,975</b>	<b>13.2%</b>	<b>\$ 521,806</b>	<b>6.6%</b>
<b>Surplus/(deficit)</b>	<b>\$ 3,856,853</b>	<b>\$ 1,503,920</b>	<b>\$ 7,654,970</b>			<b>\$ 3,508,841</b>	<b>\$ 5,660,136</b>		<b>\$ 348,012</b>	<b>9.9%</b>
Net Transfers Out/(In)	\$ -		\$ 11,059,267			\$ -	\$ 850,000		\$ -	0.0%
<b>Net Operating Funds Surplus/(Deficit)</b>	<b>\$ 3,856,853</b>	<b>\$ 1,503,920</b>	<b>\$ (3,404,297)</b>			<b>\$ 3,508,841</b>	<b>\$ 4,810,136</b>		<b>\$ 348,012</b>	<b>9.9%</b>
<i>Beginning Fund Balance</i>	<i>28,358,793</i>	<i>28,358,793</i>	<i>28,358,793</i>			<i>30,873,031</i>				
<i>Net Operating Funds Surplus/(Deficit)</i>	<i>3,856,853</i>	<i>1,503,920</i>	<i>(3,404,297)</i>			<i>3,508,841</i>				
<i>Add: Contingency (assumption is it is not used)</i>			<i>100,000</i>							
<b>Calculated YTD Ending Fund Balance (b)</b>	<b>\$ 32,215,646</b>	<b>\$ 29,862,713</b>	<b>\$ 25,054,496</b>			<b>\$ 34,381,872</b>				

**Operating Funds - Statement of Activities**  
**August 31, 2024**

	Actual	Budget
<b>Revenue</b>		
Local Governmental Sources	4,790,221.24	28,685,710.00
State Governmental Sources	2,383,795.19	14,738,960.00
Federal Governmental Sources	-	-
Student Tuition & Fees	4,007,453.44	14,850,663.00
Sales & Service Fees	73,775.25	193,500.00
Facilities Revenue	1,200.00	18,966.00
Nongovernmental Gifts, Scholarships, Grants & Bequests	5,000.00	11,000.00
Other Revenue	1,044,025.57	7,121,801.00
<b>Total Revenue</b>	<b>12,305,470.69</b>	<b>65,620,600.00</b>



<b>Expenditures</b>		
Salaries	4,803,446.05	31,413,785.00
Employee Benefits	1,892,634.75	11,139,811.00
Contractual Services	490,684.32	5,399,568.00
General Materials & Supplies	494,764.64	3,676,286.00
Travel & Conference/Meeting	69,336.73	477,523.00
Fixed Charges	124,613.05	1,695,872.00
Utilities	223,140.61	1,189,280.00
Capital Outlay	168,628.33	1,903,605.00
Other Expenditures	181,369.25	969,900.00
Contingency	-	100,000.00
<b>Total Expenditures</b>	<b>8,448,617.73</b>	<b>57,965,630.00</b>
<b>Excess/(deficit) of revenues over expenditures</b>	<b>3,856,852.96</b>	<b>7,654,970.00</b>



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

Treasurer's Report

Information

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

Recommendation

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



Clinton E. Gabbard  
President

**McHenry County College  
Treasurer's Report  
For the Month of August 2024**

<b>Bank Name Account</b>	<b>Beginning Balance</b>	<b>Deposits (+) Other Additions</b>	<b>Disbursements (-) Other Subtractions</b>	<b>Ending Balance</b>
Crystal Lake Bank & Trust <b>Credit Cards</b>	\$274,174.75	\$1,425,226.88	\$1,546,009.33	\$153,392.30
Crystal Lake Bank & Trust <b>Direct Pay</b>	\$228,778.22	\$4,984,859.85	\$4,949,233.25	\$264,404.82
Crystal Lake Bank & Trust <b>Employee Benefits</b>	(\$4,318.28)	\$31,078.22	\$30,225.77	(\$3,465.83)
Crystal Lake Bank & Trust <b>Federal Student Loan</b>	\$10,000.00	\$63,622.24	\$63,622.24	\$10,000.00
Crystal Lake Bank & Trust <b>Funds Holding</b>	\$6,033,368.13	\$5,877,631.44	\$8,963,615.46	\$2,947,384.11
Crystal Lake Bank & Trust <b>Operations</b>	\$286,641.13	\$1,989,084.23	\$1,741,625.64	\$534,099.72
Crystal Lake Bank & Trust <b>Payroll</b>	\$1,089,372.38	\$2,279,953.63	\$3,341,912.17	\$27,413.84

McHenry County College  
August 31, 2024

Investments

College Fund	Financial Institution			08/31/24			
		Investments	Investments	Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	\$2,276,671	\$2,996,183	6%	see below	N/A	On Demand
Education	PFM Investments	12,017,647	7,927,390	33%	see below	N/A	Various
Operations & Maintenance	PFM Investments	5,687,171	5,638,040	16%	see below	N/A	Various
Operations & Maintenance (Restricted)	PFM Investments	1,733,555	1,718,579	5%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-019)	PFM Investments	8,961,783	8,922,216	24%	see below	N/A	Various
Operations & Maintenance (Restricted CDB Project-810-066-018)	Home State Bank	136,657	136,657	0%	variable	N/A	On Demand
Operations & Maintenance (Restricted CDB Project-810-066-020)	PFM Investments	390,768	389,043	1%	see below	N/A	Various
Working Cash	PFM Investments	3,203,001	3,175,331	9%	see below	N/A	Various
Liability, Protection and Settlement	PFM Investments	2,278,550	2,258,866	6%	see below	N/A	Various
	<b>Total</b>	<b>\$36,685,804</b>	<b>\$33,162,305</b>	<b>100%</b>			

Investment Revenue

Investment Revenue

College Fund	Aug-24	Fiscal YTD
Education	\$114,264	\$220,515
Operations & Maintenance	56,679	106,235
Operations & Maintenance (Restricted)	17,277	32,383
Operations & Maintenance (Restricted CDB Projects)	39,800	81,092
Working Cash	31,922	59,831
Liability, Protection and Settlement	22,708	42,563
<b>Total</b>	<b>\$282,650</b>	<b>\$542,619</b>

Illinois Fund Rates - August 31, 2024

Annualized rate - Money Market

Low	5.349%
High	5.395%
Average	5.373%

PFM Investment Rates -August 31, 2024

Range of CD Rates

	Short Term*	Long Term*	CDB Trust 019*	CDB Trust 020*
Low	-	-	-	-
High	-	-	-	-

Yield to Maturity of Notes

	Short Term*	Long Term	CDB Trust 019*	CDB Trust 020
At Cost	4.330%	-	-	-
At Market	4.240%	-	-	-

\*Currently there are no investments in these categories.



Ratification for Accounts Payable Check Register

Information

The attached accounts payable check register identifies the vendors that have been paid in the past month in the amount of \$2,982,584.55. Please note that the expenses are not segregated into the respective funds.

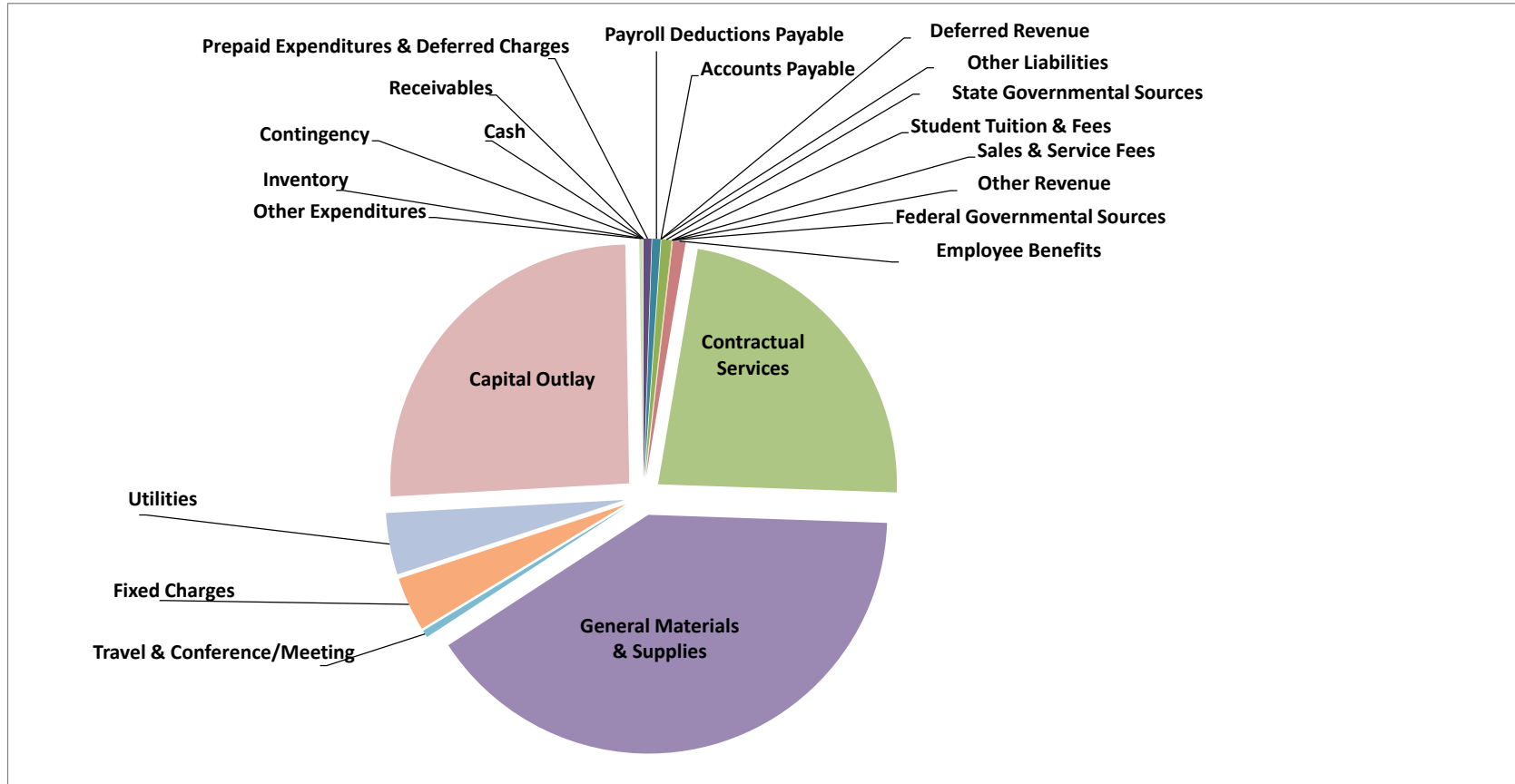
Recommendation

It is recommended that the Board of Trustees ratifies payment of the accounts payable check register, for the period of September 1 - September 30, 2024 totaling \$2,982,584.55.



Clinton E. Gabbard  
President

## Distribution of Monthly Check Register Payments 9/1/24 through 9/30/24



Category	Amount	Percent	Category	Amount	Percent
Cash	0.00	0.00%	Sales & Service Fees	-756.78	-0.03%
Receivables	0.00	0.00%	Other Revenue	0.00	0.00%
Inventory	0.00	0.00%	Employee Benefits	25,385.75	0.85%
Prepaid Expenditures & Deferred Charges	16,000.00	0.54%	Contractual Services	682,611.93	22.89%
Payroll Deductions Payable	16,810.86	0.56%	General Materials & Supplies	1,201,361.28	40.28%
Accounts Payable	0.00	0.00%	Travel & Conference/Meeting	14,693.83	0.49%
Deferred Revenue	0.00	0.00%	Fixed Charges	109,316.68	3.67%
Other Liabilities	0.00	0.00%	Utilities	124,387.57	4.17%
State Governmental Sources	20,559.66	0.69%	Capital Outlay	764,334.07	25.63%
Federal Governmental Sources	0.00	0.00%	Other Expenditures	7,819.70	0.26%
Student Tuition & Fees	0.00	0.00%	Contingency	0.00	0.00%
			<b>Total All Categories</b>	<b>2,982,524.55</b>	<b>100.00%</b>

**Six Month  
Select Vendor History Report**

SubClass	Cat	CatDesc	PayeeID	Payee	Total Voucher	Six (6) Calendar Months					
						FY24: (4-Apr)	FY24: (5-May)	FY24: (6-Jun)	FY25: (7-Jul)	FY25: (8-Aug)	FY25: (9-Sep)
Engineering	53	Contractual Services	0402264	HR Green Inc	\$3,353.25						3,353.25
Engineering	53	Contractual Services	0420293	LionHeart Engineeri	\$10,971.42		7,753.93	3,217.49			
Engineering	54	General Materials & Supplies	0420293	LionHeart Engineeri	\$4,096.83			4,096.83			
<b>Engineering Total</b>					\$ 18,421.50	-	7,753.93	7,314.32	-	-	3,353.25
Food Vendor	54	General Materials & Supplies	0395138	TURANO BAKING CO.	\$3,161.20	714.10	635.30	431.09	606.03	71.60	703.08
Food Vendor	54	General Materials & Supplies	0396456	RIVERSIDE BAKE SHOP	\$2,792.36	342.40	906.00	148.80	218.56	268.40	908.20
Food Vendor	54	General Materials & Supplies	0396759	3 CHEFS CATERING SE	\$18,840.50	2,404.50	4,007.50	2,674.00	140.00	9,614.50	
Food Vendor	54	General Materials & Supplies	0414865	Quality Catering fo	\$4,208.83	1,371.20	1,029.60	988.16			819.87
Food Vendor	55	Travel & Conference/Meeting	0396759	3 CHEFS CATERING SE	\$4,355.50				2,276.50	470.00	1,609.00
<b>Food Vendor Total</b>					\$ 33,358.39	4,832.20	6,578.40	4,242.05	3,241.09	10,424.50	4,040.15
Landscaping	53	Contractual Services	0395554	INTERIOR TROPICAL G	\$1,250.00		250.00	250.00	250.00	500.00	
<b>Landscaping Total</b>					\$ 1,250.00	-	250.00	250.00	250.00	500.00	-
Legal	53	Contractual Services	0396460	ROBBINS SCHWARTZ	\$47,037.92		37,079.11	2,456.70		7,502.11	
<b>Legal Total</b>					\$ 47,037.92	-	37,079.11	2,456.70	-	7,502.11	-
Temporary Staffing	53	Contractual Services	0396989	WORKING WORLD INC	\$66,413.48	16,914.58	5,097.76	5,121.71	11,007.48	16,894.17	11,377.78

Academic Calendar for 2025-2026 and 2026-2027

Information

Each year Academic Affairs, Student Affairs, and Human Resources work together, in cooperation with the Academic Council, to develop an Academic Calendar. The purpose of the Academic Calendar is to provide the schedule of the major academic and student support activities occurring at the College during an academic year. It is used to plan and organize important events, such as semester start/end dates, finals, commencement, and holidays. Academic Calendars are created two years in advance to give students, faculty, administrators, staff, and the community time to plan events well into the future.

The attached proposed Academic Calendars are for the 2025-2026 and 2026-2027 academic years.

Recommendation

It is recommended that the Board of Trustees approves the proposed Academic Calendar for 2025-2026 and 2026-2027.



Clinton E. Gabbard  
President

**MCHENRY COUNTY COLLEGE  
2025-2026 ACADEMIC CALENDAR**

**SUMMER SESSION 2025**

May 19 (Monday)	Summer Intersession Begins
May 26 (Monday)	College Closed for Memorial Day
June 13 (Friday)	Last Day of Summer Intersession Classes
June 16 (Monday)	Summer Semester Begins*
June 19 (Thursday)	College Closed for Juneteenth – National Freedom Day
July 3 (Thursday)	College Closed for Independence Day
Aug. 9 (Saturday)	Summer Classes End

\* Number of weeks classes are offered may vary.

**FALL SEMESTER 2025**

Aug. 14 (Thursday)	Fall Faculty Development Day & Opening Day for New Students
Aug. 18 (Monday)	Fall Semester Begins *
Sept. 1 (Monday)	College Closed for Labor Day
Sept. 2 (Tuesday)	College Closed for Professional Development Day; No Classes-Employees Report
Sept. 15 (Monday)	Start of 12-Week Classes
Oct. 15 Wednesday	Start of Second 8-Week Classes
Nov. 26-30 (Wednesday-Sunday)	College Closed for Thanksgiving Break
Dec. 1 (Monday)	Weekday Classes Resume
Dec. 8-13 (Monday-Saturday)	Final Exams
Dec. 13 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule.

**WINTER INTERSESSION 2025-2026**

Dec. 15 (Monday)	Winter Intersession Classes Begin
Dec. 24, 2025–Jan. 4, 2026 (Wednesday- Sunday)	College Closed for Winter Break, Intersession Classes Meet as Scheduled
Jan. 5 (Monday)	College Reopens
Jan. 9 (Friday)	Winter Intersession Classes End

**SPRING SEMESTER 2026**

Jan. 15 (Thursday)	Spring Faculty Development Day
Jan. 19 (Monday)	College Closed for Martin Luther King Jr. Day
Jan. 20 (Tuesday)	Spring Semester Begins *
Feb. 16 (Monday)	Start of 12-Week Classes
Mar. 16 (Monday)	Start of Second 8-Week Classes
Mar. 22 – Mar. 29 (Sunday-Sunday)	Spring Break, No Classes (Offices Are Open March 23 - 25)
Mar. 30 (Monday)	Weekday Classes Resume
May 12-16 (Tuesday-Saturday)	Final Exams
May 16 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule.

Prepared by Office of Academic Affairs [ 8/30/24]  
 Reviewed by Student Affairs [9/16/24]  
 Reviewed by Human Resources [9/11/24]  
 Reviewed by Academic Council [9/19/24]

## MCHENRY COUNTY COLLEGE 2026-2027 ACADEMIC CALENDAR

### SUMMER SESSION 2026

May 18 (Monday)	Summer Intersession Begins
May 25 (Monday)	College Closed for Memorial Day
June 12 (Friday)	Last Day of Summer Intersession Classes
June 15 (Monday)	Summer Semester Begins*
June 18 (Thursday)	College Closed for Juneteenth – National Freedom Day
July 2 (Thursday)	College Closed for Independence Day
Aug. 8 (Saturday)	Summer Classes End

\* Number of weeks classes are offered may vary.

### FALL SEMESTER 2026

Aug. 13 (Thursday)	Fall Faculty Development Day & Opening Day for New Students
Aug. 17 (Monday)	Fall Semester Begins *
Sept. 7 (Monday)	College Closed for Labor Day
Sept. 14 (Monday)	Start of 12-Week Classes
Oct. 13 Tuesday	Start of Second 8-Week Classes
Nov. 3 (Tuesday)	College Closed for Election Day
Nov. 25-29 (Wednesday-Sunday)	College Closed for Thanksgiving Break
Nov. 30 (Monday)	Weekday Classes Resume
Dec. 7-12 (Monday-Saturday)	Final Exams
Dec. 12 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule.

### WINTER INTERSESSION 2026-2027

Dec. 14 (Monday)	Winter Intersession Classes Begin
Dec. 23, 2026–Jan. 3, 2027 (Wednesday-Sunday)	College Closed for Winter Break, Intersession Classes Meet as Scheduled
Jan. 4 (Monday)	College Reopens
Jan. 8 (Friday)	Winter Intersession Classes End

### SPRING SEMESTER 2027

Jan. 14 (Thursday)	Spring Faculty Development Day
Jan. 18 (Monday)	College Closed for Martin Luther King Jr. Day
Jan. 19 (Tuesday)	Spring Semester Begins *
Feb. 15 (Monday)	Start of 12-Week Classes
Mar. 15 (Monday)	Start of Second 8-Week Classes
Mar. 21 – Mar. 28 (Sunday-Sunday)	Spring Break, No Classes (Offices Are Open March 22 – March 24)
Mar. 29 (Monday)	Weekday Classes Resume
May 11-15 (Tuesday-Saturday)	Final Exams
May 15 (Saturday)	Commencement

\* Start dates vary by course. Check individual course schedule.

Prepared by Office of Academic Affairs [ 8/30/24]

Reviewed by Student Affairs [9/16/24]

Reviewed by Human Resources [9/11/24]

Reviewed by Academic Council [9/19/24]

Request to Renew  
Turnitin Software and Support

Information

Turnitin is an online plagiarism detection service that checks student work for potential plagiarism by comparing submissions against a vast database of academic papers, web pages, and content repositories. It offers several key features, including:

- **Originality Reports:** These reports provide detailed analysis of potential plagiarism by highlighting text matches between student work and existing content in the Turnitin database. This helps instructors to quickly identify potential instances of plagiarism.
- **Feedback Studio:** A platform for instructors to provide rich, timely feedback on student work, fostering improvement in writing skills and academic standards.
- **AI Detection Tools:** Turnitin also has AI-based tools that help in identifying potential AI-generated content, ensuring the authenticity of student submissions.
- **Integration with Learning Management Systems (LMS):** Turnitin integrates seamlessly with MCC's Canvas LMS, streamlining the submission and review process for both students and faculty.

Previously, MCC had a yearly renewal policy, and this is the first time the annual agreement has exceeded \$25,000. To continue uninterrupted service with Turnitin, a renewal is requested from July 14, 2024 to July 14, 2025 at a cost of \$27,362.12.

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

This software and support expense is budgeted in the CAO account within the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the renewal of Turnitin software and support from Turnitin of Oakland, CA for \$27,362.12.



Clinton E. Gabbard  
President

Request to Purchase  
Chrome River Travel and Expense  
Management Software

Information

The College has traditionally relied on a purchasing card system that, while functional, has limitations in efficiently serving the institution. It also adds extra work for the Finance and Business Services departments. With a growing number of card users and increasing transaction activity, the College recognized the need to improve the controls, usage, and reporting related to purchasing card transactions.

The existing procedures involve many outdated, manual processes that no longer meet the demand for a more efficient travel and expense management system. Additionally, the current system does not allow for restricting card usage for items that should be processed through the personal reimbursement program.

In recent months, the College has worked on a process to install a new module in its Colleague Enterprise Resource Platform (ERP) that enables the use of Chrome River for expense reporting.

By implementing Chrome River (Emburse Enterprise) software, the College will streamline the processing of travel and expense transactions. The system will eliminate manual data entry by directly importing information into the ERP, reducing the potential for errors. Furthermore, the College is upgrading its relationship with its current purchasing card vendor, Wintrust, to a higher level of service, introducing a new purchasing card that provides greater control over usage and improved integration of transaction data into the ERP.

This purchase is exempt from competitive bidding, in accordance with the Illinois Community College Act Chapter 110 ILCS 805/3-27.1, exemption (I), which covers contracts for goods and services that are economically obtainable from only one source, such as the purchase of magazines, books, and utility services like water, electricity, and telephone.

For the current year, the prorated cost for half a year is \$10,500.00, with the full-year recurring cost estimated at \$22,470.00. This expense is budgeted in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of travel and expense management software from Chrome River (Emburse Enterprise) of Los Angeles, CA for \$10,500.00 for software and \$17,601.00 for implementation and support.



Clinton E. Gabbard  
President



Request to Approve  
New Certificate Programs

Information

Listed below are two new certificate programs that have been approved by the MCC Curriculum Development and Review Committee and will be put forward to the Illinois Community College Board (ICCB) after Board approval. Both programs were developed as part of the 2023-2024 Program of Study initiative.

Certificates

**Video Production and Editing** (new department)

Audio Video Technician Certificate (19 credit hours)

*The certificate in Audio Video Technician is a hands-on program, which equips students with essential skills and equipment experience involved in video production and editing. With a curriculum grounded in real-world applications and cutting-edge technology, graduates will be prepared for entry-level work related to video production and editing with an emphasis on equipment and set basics.*

**Architectural and Engineering Design Technology** (new department)

Quality Engineering Technician Certificate (21-23 credit hours)

*The Quality Engineering Technician Certificate enables graduates to work in the field of quality control analysis and assist the engineering department in quality assurance. The program is designed to meet the growing need created by the technology revolution for college-educated problem solvers who can support the engineering process. Students will be able to conduct analyses of materials and products, interpret results, establish limits, perform inspections, and maintain lab standards.*

Recommendation

It is recommended that the Board of Trustees approves two new certificate programs to be put forward to the ICCB as part of the College's Program of Study initiative.



Clinton E. Gabbard  
President

Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Amy Carzoli – 3 <sup>rd</sup> Adjustment – FY 2025 Assistant Vice President of Enrollment Services	\$127,102.00	\$128,502.00

Recommendation

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



Clinton E. Gabbard  
President

Salary Adjustment

Information

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

	<u>Current Salary</u>	<u>Adjusted Salary</u>
Misty Meiners – 1st Adjustment – FY 2025 Manager of the Nursing Laboratory	\$81,795.48	\$83,195.48

Recommendation

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



Clinton E. Gabbard  
President

Approval of the 2024 Estimated Tax Levy And  
Adoption of Estimated Tax Levy Resolution  
(Increased Proposal Excluding Estimated New Growth)

Information

The College is required by statute (35 ILCS 200/18-60) to annually approve an estimated levy and adopt a resolution for the estimated tax levy. The maximum increase the College can receive over the past year’s aggregate extension is the lesser of the annual Consumer Price Index-Urban (CPI-U) increase or 5%, exclusive of funds generated from EAV attributed to new development or any expiring Tax Increment Financing Districts. The allowable CPI-U increase for 2024 is 3.40% and the factor the College used is 95% of the allowable rate at 3.23%. The estimated new property growth of \$66,648,364 was not used in the levy estimate.

The impact on a typical residence in McHenry County from the 2023 MCC tax levy extension is illustrated in Table 1. As Table 1 shows, MCC’s levy ranks fifth lowest of the taxing bodies. In this example, the College’s levy breaks down to approximately \$24.22 per month for Tax Year 2024 for College District 528 which is an increase from the previous year of \$9.09 annually or \$0.76 per month for a typical taxpayer. The College has only increased its levy once in the last 11 years since 2012, which occurred in 2019.

**Table 1: Effect of 2024 Levy @ 3.40% for all other bodies with MCC @ 95% of maximum rate Estimated\***

Rank	Taxing Body	Rate	Percent	Tax Yr 2022 Extension	Tax Yr 2023 Extension	Tax Yr 2024 Extension
1	School District 200	5.81963	70.17%	5,638.65	5,794.52	5,991.53
2	Woodstock Fire Rescue	0.91276	11.01%	862.98	908.82	939.72
3	McHenry County	0.66665	8.04%	640.85	663.77	686.34
4	College District 528	0.28278	3.40%	280.90	281.56	290.65
5	DORR TWP RD & BR	0.21328	2.57%	204.68	212.36	219.58
6	McHenry County Consv	0.20355	2.45%	195.03	202.67	209.56
7	Door Township	0.10059	1.21%	96.23	100.16	103.57
8	Rural Woodstock Library	0.09453	1.14%	91.36	94.12	97.32
		8.29377	100.00%	8,010.68	8,257.98	8,538.27

*Assumed max increase allowable under PTELL for all taxing bodies, does not account for new property growth*

*Sample Resident: Fair market value of \$308,861.57*

*Sample Resident: EAV Net taxable amount of \$102,953.86*

A resident can actually see a change in the amount of taxes paid even though a particular levying body does not change the annual levy. This can be explained in one or more of the following ways: 1) the overall amount of taxes levied by all levying bodies increased requiring a higher tax rate to be applied; 2) the total EAV decreased requiring a higher rate to be applied; 3) the increase in the fair market value (FMV) and subsequently the net taxable amount of the home in relation to other properties; 4) new growth added in the taxable base.

The 2024 estimate of taxes to be levied is shown in Table 2. The College has statutory authority under 110 ILCS 805/2-12.1 to levy taxes for the purposes listed. In determining the levy amount, each fund/purpose is reviewed to determine the amount needed to support the activities of the College. The timing of the two tax payments to be received from the tax levy cross over two fiscal years, requiring the College to recognize the payments accordingly. Therefore, the 2024 tax levy revenue is distributed 50% in fiscal year 2025 and 50% in fiscal year 2026. The first of two tax payments will be received in March 2025 with the second to be received in November 2025.

### ESTIMATED TAX LEVY FOR 2024

**Table 2: Proposed Tax Levy (PTELL Increase @ 95% excludes new property)**

<u>Levy Purpose/Fund</u>	2023 Board Approved <u>Levy</u>	2023 Actual (after PTELL) <u>Levy</u>	<b>2024 Proposed <u>Levy</u></b>	2023 Actual to 2024 Proposed <u>Difference</u>
Social Security (Fund 12)	\$10,000	\$10,000	<b>\$10,000</b>	\$0
Auditing (Fund 11)	75,000	75,000	<b>\$90,000</b>	\$15,000
Liability Insurance (Fund 12)	692,444	692,444	<b>\$714,888</b>	\$22,444
Education (Fund 01)	25,564,854	25,564,854	<b>\$26,378,000</b>	\$813,146
Building (Fund 02)	2,355,204	2,355,204	<b>\$2,431,543</b>	\$76,339
Life Safety	\$0	\$0	<b>\$0</b>	\$0
<b>Total Non-Bond Funds</b>	<b>2,355,204</b>	<b>2,355,204</b>	<b>29,624,431</b>	<b>926,929</b>
<hr/>				
<b>Total Levy</b>	<b>\$28,697,502</b>	<b>\$28,697,502</b>	<b>\$29,624,431</b>	<b>\$926,929</b>
<hr/>				
ESTIMATED 2024 Aggregate Levy % Increase over 2023 Actual Levy (rounded)				3.23%

Per Illinois Compiled Statute (35 ILCS 200/18-70), an increase above 105% over prior year's property tax levy extension requires the College to publish a Truth In Taxation notice in the newspaper and hold a hearing regarding the estimated levy prior to approval. The proposed 2024 increase is 3.23% less than 105% (CPI-U was 3.40%) and excludes estimated new property growth of \$66,648,364, therefore, the provisions of sections 18-65 through 18-85 of the Truth in Taxation Law, which relate to the requirement of a public hearing, do not apply to the adoption of the 2024 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon. The Board must also pass a resolution regarding the estimated amounts necessary to be levied for the 2024 year, as well as sign the certificate of compliance with the Truth in Taxation law. Those documents are attached.

#### Recommendation

It is recommended that the Board of Trustees approves the estimated 2024 property tax levy for \$29,624,431 and adopts the attached resolution for the estimated 2024 tax levy for College District 528 and Certificate of Compliance with the Truth in Taxation law.



Clinton E. Gabbard  
President

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2024**

**WHEREAS**, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

**WHEREAS**, the amount of property taxes extended or estimated to be extended on the aggregate levy of Community College District No. 528 for the year 2023 was \$28,697,502; and

**WHEREAS**, it is hereby determined that the estimated aggregate levy necessary for the year 2024 upon the taxable property of the College District is \$29,624,431;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees, Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois, as follows:

**Section 1:** The estimated aggregate levy for the year 2024 is \$29,624,431.

**Section 2:** The estimated aggregate levy for the year 2024 does *not* exceed 105% of the taxes extended, including any amount abated prior to such extension, on the aggregate levy of the College District for the year 2023.

**Section 3:** In light of Section 2 above, the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* do not apply to the adoption of the 2024 aggregate levy, and the College District is not required to publish notice of or conduct a hearing thereon.

**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 24<sup>th</sup> day of October, 2024.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 528  
COUNTIES OF McHENRY,  
BOONE, KANE AND LAKE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

**CERTIFICATE OF COMPLIANCE WITH**  
**THE TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chair of the Board of Trustees of Community College District No. 528, Counties of McHenry, Boone, Kane and Lake, State of Illinois; and

I do further certify that the Board of Trustees of said College District adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2024," at a regularly convened meeting held on the 24th day of October, 2024, said date being at least 20 days preceding the adoption of the aggregate tax levy of the College District; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2024, and the aggregate levy of the College District for 2023 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, and including any amount abated prior to such extension, upon the levy of the College District for 2023, such that the provisions of sections 18-65 through 18-85 of the *Truth in Taxation Law* were not applicable to the adoption of said **2024** aggregate levy.

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CHAIR  
BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 528  
COUNTIES OF McHENRY,  
BOONE, KANE AND LAKE  
STATE OF ILLINOIS



Resolution to Sell Real Property

Information

Due to the purchase and renovation of MCC's Catalyst Campus in Woodstock from Aurora University, it was determined that the Shah Center and surrounding property in McHenry was no longer needed to support the needs of the College. Consequently, on February 29, 2024 the Board of Trustees approved and hired a campus realtor to sell the real property.

The College had conducted its due diligence to determine the condition of the Property and its fair market value. Subject to the Board's adoption of the attached resolution and approval of the Warranty Deed, the College and Lighthouse Church Assembly of God (NFP) have agreed on a purchase price of \$1,875,000.00 plus \$25,000.00 for remaining furniture and fixtures.

Recommendation

Pursuant to the Board's authority to sell real property not needed for college purposes, as provided in Section 3-41 of the Public Community College Act, 110 ILCS 805/3-41, it is recommended that the Board of Trustees adopts the attached resolution, approves and executes the Warranty of Deed, and authorizes and directs the College Administration to execute any and all related documents and instruments, and take all other required actions, to complete this transaction.



Clinton E. Gabbard  
President

# MEMO

Date: October 15, 2024  
To: MCC Board of Trustees  
From: Robert Tenuta  
Re: Sale of District Property to Light House Church Assembly of God NFP

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The District owns certain property located at 4100 Shamrock Lane, McHenry, Illinois 60050 (Shah Center).

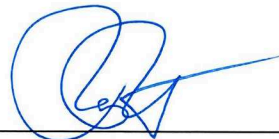
Light House Church Assembly of God NFP has indicated an interest in the purchase of the Shah Center from the District.

The Board authorized Robert Tenuta to enter into a real estate purchase agreement for a Board- approved price. Such an agreement was executed on June 4, 2024 by Robert Tenuta on behalf of the Board of Trustees, District No. 528.

The Board is being asked to approve a resolution to sell real estate which describes the property more specifically and states that the proposed property be sold. Further, the resolution authorizes Suzanne Hoban, Chairman and its Secretary, Alyssa Kueffner to execute a Warranty Deed on behalf of McHenry County College District No. 528, for the purpose of conveying title to the aforementioned property to Light House church Assembly of God NFP for a purchase price of One Million Eight Hundred Seventy Five Thousand and 00/100 (\$1,875,000.00) Dollars plus \$25,000.00 for the remaining furniture and fixtures.

Further, the Chairman and Secretary are authorized to execute the Warranty Deed and Robert Tenuta as the Chief Financial Office/Treasurer is directed and authorized to execute any and all other documentation which may be necessary to consummate and close the transaction.

I ask the Board's approval of the attached Resolution to Sell Real Estate.



---

Robert Tenuta

## RESOLUTION TO SELL REAL ESTATE

At a regular meeting of the Board of Trustees of McHenry County College District No. 528, held on October 24, 2024, with a quorum of members present a motion was duly made, seconded and passed by a majority vote of the Board of Trustees, authorizing McHenry County College District No. 528 to sell certain real property hereinafter described to Light House Church Assembly of God NFP, for a sales price of One Million Eight Hundred Seventy Five Thousand and 00/100 (\$1,875,000.00) Dollars:

LOT 1 (EXCEPTING THEREFROM THAT PART OF LOT 1 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 70 DEGREES 54 MINUTES 44 SECONDS EAST (ASSUMED BEARING) ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 627.95 FEET; THENCE SOUTH 19 DEGREES 05 MINUTES 16 SECONDS EAST, A DISTANCE OF 353.99 FEET TO THE SOUTH LINE OF SAID LOT 1, SAID LINE BEING THE NORTH LINE OF SHAMROCK LANE; THENCE SOUTH 70 DEGREES 52 MINUTES 17 SECONDS WEST ALONG SAID SOUTH LINE OF LOT 1, A DISTANCE OF 632.56 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 18 DEGREES 20 MINUTES 29 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 354.47 FEET TO THE PLACE OF BEGINNING) IN J.B. AND CLARA SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTION 3 AND OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 13, 1985 AS DOCUMENT NUMBER 923371, IN MCHENRY COUNTY, ILLINOIS;

EXCEPTING THAT PORTION OF THE LAND PER THE WARRANTY DEED RECORDED AS DOCUMENT NUMBER 2022R0038511 DESCRIBED AS FOLLOWS:

THAT PART OF LOT 1 IN J.B. & CLARA SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTION 3 AND PART OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, MCHENRY COUNTY, ILLINOIS, ACCORDING TO THE PLAT RECORDED NOVEMBER 13, 1985 AS DOCUMENT NUMBER 923371, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 18 DEGREES 18 MINUTES 26 SECONDS WEST, ALONG THE EAST LINE OF SAID LOT 1, A DISTANCE OF 94.24 FEET TO A POINT OF CURVATURE; THENCE SOUTHERLY 245.69 FEET, ALONG SAID EAST LINE, BEING A CURVE TO THE RIGHT WITH RADIUS OF 11418.35 FEET, CHORD BEARING SOUTH 18 DEGREES 56 MINUTES 01 SECONDS WEST, AND CHORD LENGTH OF 245.69 FEET; THENCE WESTERLY 60.72 FEET, ALONG SAID EAST LINE, BEING A CURVE TO THE RIGHT WITH RADIUS OF 50.00 FEET, CHORD BEARING SOUTH 54 DEGREES 20 MINUTES 37 SECONDS WEST, AND CHORD LENGTH OF 57.06 FEET TO A POINT OF TANGENCY; THENCE SOUTH 89 DEGREES 08 MINUTES 14 SECONDS WEST, ALONG THE SOUTH LINE OF SAID LOT 1, A DISTANCE OF 19.91 FEET; THENCE NORTH 00 DEGREES 02 MINUTES 09 SECONDS EAST, 8.00 FEET; THENCE NORTH 69 DEGREES 43 MINUTES 59 SECONDS EAST, 17.23 FEET; THENCE

NORTHERLY 167.95 FEET ALONG A CURVE TO THE LEFT WITH RADIUS OF 14710.01 FEET, CHORD BEARING NORTH 20 DEGREES 41 MINUTES 58 SECONDS EAST, AND CHORD LENGTH OF 167.95 FEET; THENCE NORTH 69 DEGREES 37 MINUTES 40 SECONDS WEST, 35.00 FEET; THENCE NORTHERLY 64.16 FEET ALONG A CURVE TO THE LEFT WITH RADIUS OF 14675.01 FEET, CHORD BEARING NORTH 20 DEGREES 14 MINUTES 49 SECONDS EAST, AND CHORD LENGTH OF 64.16 FEET; THENCE SOUTH 69 DEGREES 52 MINUTES 42 SECONDS EAST, 10.00 FEET; THENCE NORTHERLY 99.99 FEET ALONG A CURVE TO THE LEFT WITH RADIUS OF 14685.01 FEET, CHORD BEARING NORTH 19 DEGREES 55 MINUTES 36 SECONDS EAST, AND CHORD LENGTH OF 99.99 FEET; THENCE NORTH 14 DEGREES 26 MINUTES 41 SECONDS EAST, 21.31 FEET TO THE NORTH LINE OF SAID LOT 1; THENCE NORTH 89 DEGREES 22 MINUTES 57 SECONDS EAST, ALONG SAID NORTH LINE, 61.85 FEET TO THE POINT OF BEGINNING.

PIN: 14-03-400-055

**RESOLVED** that Suzanne Hoban, its Chairman and Alyssa Kueffner, its Secretary, are hereby authorized and directed to execute a deed of conveyance on behalf of McHenry County College District No. 528 for the purpose of conveying title of the aforementioned lands to Light House Church Assembly of God NFP, for a purchase price of One Million Eight Hundred Seventy Five Thousand and 00/100 (\$1,875,000.00) Dollars, plus Twenty Five Thousand and 00/100 (\$25,000.00) Dollars for the personal property located therein;

**FURTHER RESOLVED** that the Robert Tenuta, Chief Financial Officer/Treasurer is directed and authorized to execute any and all other documentation which may be necessary to consummate and close the transaction.

Dated this \_\_\_\_\_ day of October, 2024.

McHenry County College District No. 528

By: \_\_\_\_\_  
Suzanne Hoban, Chairman

**WARRANTY DEED**  
Statutory (Illinois)

Mail to:  
Mark Saladin  
Zanck, Coen, Wright & Saladin, PC  
40 Brink St.  
Crystal Lake, IL 60014  
Name & Address of Taxpayer:  
Light House Church Assembly of God NFP  
4100 W. Shamrock Lane  
McHenry, IL 60050

RECORDER'S STAMP

**THE GRANTOR** the Trustees of McHenry County College District Number 528, a Body Politic and Illinois Community College organized and existing under and by virtue of the Laws of the State of Illinois and duly authorized to do business under the Statutes of the State of Illinois, for and in consideration of the sum of ONE MILLION EIGHT HUNDRED SEVENTY-FIVE THOUSAND AND 00/100 (\$1,875,000.00) DOLLARS and other good and valuable considerations in hand paid, and pursuant to authority given by the Board of Trustees of said Body Politic and Illinois Community College, **HEREBY GRANTS, CONVEYS AND WARRANTS** to Light House Church Assembly of God NFD all interest in the following described Real Estate situated in the County of McHenry, State of Illinois, to-wit:

SEE LEGAL ATTACHED HERETO AS EXHIBIT A

Permanent Index Number 14-03-400-055

Property Address: 4100 W. Shamrock Lane, McHenry, IL 60050

Subject to: See reverse.

**IN WITNESS WHEREOF**, said Grantor has caused its name to be signed to these presents by its Board Chairman, this \_\_\_\_ day of October, 2024.

The Trustees of McHenry County Community College  
District 528, a Body Politic and Municipal Corporation

By: \_\_\_\_\_  
Suzanne Hoban, its Board Chair

ATTEST:

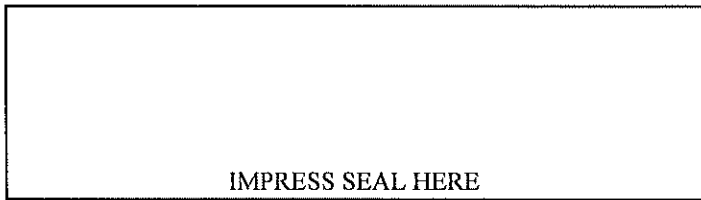
By: \_\_\_\_\_  
Alyssa Kueffner, its Treasurer

State of Illinois            )  
  ) ss  
County of McHenry        )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Suzanne Hoban and Alyssa Kueffner personally known to me to be the Board Chair and Treasurer of the Trustees of McHenry County Community College District 528 whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that as such Board Chair and Treasurer, they signed and delivered the said instrument, pursuant to authority given by the Board of Trustees of said McHenry County Community College District 528, as their free and voluntary act, and as the free and voluntary act and deed of said McHenry County Community College District 528, for the uses and purposes therein set forth.

Given under my hand and notarial seal, this \_\_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Notary Public



MCHENRY COUNTY - ILLINOIS TRANSFER STAMP

Name and Address of Preparer:  
Daniel F. Curran  
Campion Curran Law, PC  
8600 U.S. Highway 14, Suite 107  
Crystal Lake, IL 60012

EXEMPT UNDER PROVISIONS OF PARAGRAPH b  
SECTION 31-45, REAL ESTATE TRANSFER LAW  
DATE: October \_\_\_\_, 2024

\_\_\_\_\_  
Buyer, Seller or Representative

\*\* This conveyance must contain the name and address of the Grantee for tax billing purposes: (Chap. 55 ILCS 5/3-5020) and name and address of the person preparing the instrument: (Chap. 55 ILCS 5/3-5022).

SUBJECT TO:

- (1) Covenants, conditions and restrictions of record and building lines and easements, if any;
- (2) General real estate taxes not yet due and payable.

LEGAL DESCRIPTION  
PIN 14-03-400-055

LOT 1 (EXCEPTING THEREFROM THAT PART OF LOT 1 DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 70 DEGREES 54 MINUTES 44 SECONDS EAST (ASSUMED BEARING) ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 627.95 FEET; THENCE SOUTH 19 DEGREES 05 MINUTES 16 SECONDS EAST, A DISTANCE OF 353.99 FEET TO THE SOUTH LINE OF SAID LOT 1, SAID LINE BEING THE NORTH LINE OF SHAMROCK LANE; THENCE SOUTH 70 DEGREES 52 MINUTES 17 SECONDS WEST ALONG SAID SOUTH LINE OF LOT 1, A DISTANCE OF 632.56 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 18 DEGREES 20 MINUTES 29 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 354.47 FEET TO THE PLACE OF BEGINNING) IN J.B. AND CLARA SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTION 3 AND OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 44 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED NOVEMBER 13, 1985 AS DOCUMENT NUMBER 923371, IN MCHENRY COUNTY, ILLINOIS;

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## New Employees

Information

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

Classification	Start Date	Employee Name	Primary Position	Position Status
STA	9/30/2024	Vinny D'Andrea	Cashier, Food Preparation, and Service	R
CON	9/30/2024	Damien Durkin	Emergency Medical Science Trainer	R
STA	10/7/2024	Abigail Parker	Learning Specialist	R
STA	10/8/2024	Edith Gonzalez	Upward Bound Advisor	T
ADJ	10/10/2024	Samantha Diaz	Instructor, Business, Social Sciences & Public Services	R
ADJ	10/10/2024	Geno Frutiger	Instructor, Manufacturing & Advanced Technology	R
ADJ	10/10/2024	Dawn Britton	Instructor, Arts and Humanities	A
STA	10/21/2024	Olivia Chapa	Talent Management Specialist	N
STA	10/21/2024	Ken Ellinger	Campus Police Sergeant	T
STA	10/28/2024	Heidi Schaaf	Business Services Specialist	R
STA`	10/28/2024	Sean Mattson	Web Content Specialist	R
STA	11/4/2024	Sarah Meyers	Development Coordinator	R

**Through October 15, 2024**

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



Employee Resignations and Retirement Notifications

Information

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

<b>Classification</b>	<b>End Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
ADM	10/3/2024	Alma Wilhelm	Director of the MCC Store
STA	10/4/2024	Sheena Pruitt	Library Circulation Assistant
ADJ	10/9/2024	Susan Harrawood	Instructor of Business, Social Sciences, and Public Services
ADM	11/1/2024	Arlene Santos-George	Vice President of Academic Affairs and Workforce Development/CAO

The following list identifies employees who have submitted their intent to retire from their position at McHenry County College.

<b>Classification</b>	<b>Retirement Date</b>	<b>Employee Name</b>	<b>Primary Position</b>
N/A	N/A	N/A	N/A

***Through October 15, 2024***

## Friends of MCC Foundation Update

**Scholarship Update**

Scholarship applications for the Spring 2025 semester closed on October 11, 2024 with a total of 491 applications submitted. Applications are currently being reviewed and scored by nearly 100 volunteer reviewers. Thank you to our MCC community for donating your time to review scholarship applications. Students will be notified of scholarship awards by the first week of December.

**New Scholarships**

**The Phyllis Armour Education Scholarship** was established by an anonymous donor in honor of Phyllis Armour, a teacher of 45 years in Chicago. A \$500 scholarship will be awarded each semester to a student studying education. The anonymous donor asked the Foundation to work directly with the Armour family to establish the criteria for this scholarship.

**The Dave and Jennifer Owcarz Greenwood School: Excellence Through Effort Endowed Scholarship** was established with a \$25,000 initial investment. This scholarship will be awarded to an MCC student who attended Greenwood School in Wonder Lake. Three Owcarz family members have worked at the Greenwood school, and many Greenwood School alumni go on to attend MCC.

**Rotary Clubs** - The Foundation is meeting with local Rotary Clubs to build a larger pool of funding for Career Spark scholarships. The Foundation received funding commitments of \$5,000 per year from the Rotary Club of Crystal Lake Dawnbreakers and the Rotary Club of Cary-Grove. The Rotary Club of Lake in the Hills has added a new scholarship of \$2,500 for students taking a course in the Foglia CATI building. This is in addition to the existing Career Spark Scholarships they established in 2024.

**Education to Empowerment (E2E)**

E2E hosted the 4<sup>th</sup> annual Women's Fall Luncheon, EmpowHER, on Thursday, October 3 at The District in Richmond, IL. Over 130 women gathered to network, bid on silent auction items, make donations, and hear inspiring words from E2E members and previous scholarship recipients. A highlight of the event was 2015 E2E Scholarship Recipient, Annie Vogrinc, sharing her story and the impact MCC and E2E had on her. Annie is a nurse manager at Ascension hospital in Milwaukee, WI. Annie spoke about the power of women supporting women and the difference it can make in the world as evidenced by her own personal story. She credits much of her success to the support she received from MCC and E2E. The event was a success, generating over \$18,000 in proceeds, inspiring two new women to join E2E that day, and increasing overall awareness about the impact of E2E.



*E2E Alumna, Annie Vogrinc, with her mother.*

**President's Dinner**

The President's Dinner will take place at MCC on Friday, October 25. This is the annual event hosted by the College and Foundation to showcase efforts at MCC and raise money for student scholarships. This year, we're kicking off the event with cocktails and hors d'oeuvres in the Foglia Center for Advanced Technology and Innovation and then moving to the MCC Café area for a plated dinner and program. We are excited to welcome over 120 guests to this special occasion. The evening will also include a fantastic

silent auction that is open to the public. Anyone can register to participate in the auction by visiting <https://MCCdinner24.givesmart.com>.

A special thank you to our sponsors: Foglia Family Foundation, Mercyhealth, Demonica Kemper Architects, Old National Bank, Sara and Rusty Foszcz, Advocate Good Shepherd Hospital, American Community Bank & Trust, Coilcraft, DeFiore Funeral and Cremation Service, Exceed Floor and Home, Sikich, Snap-on, and Robbins Schwartz.

**MCC Day of Giving**

MCC Day of Giving will take place on Thursday, November 21. This day will encourage current donors, new donors, and all employees to make an end-of-year gift to the Foundation. Additional details available at [www.mchenry.edu/giving](http://www.mchenry.edu/giving).

This report highlights recent MCC Grants Office activity, including grant awards or denials, submitted applications pending a decision from the funder, and planned future submissions.

**GRANTS AWARDED**

Funding Source	Brief Description	Amount Funded	Project Director
Gene Haas Foundation	The Foundation’s primary goal is to build skills in the machining industry by providing scholarships for credit and noncredit students in CNC machine technology and other related fields.	\$18,000	Tom McGee, Dean of Manufacturing and Advanced Technology
IRS Volunteer Income Tax Assistance (VITA)	The VITA grant provides funding to run a clinic to prepare tax returns for low-income or limited English proficient county residents, ensuring county taxpayers receive the refunds to which they are entitled.	\$50,231	Dawn Britton, Dean of Business, Social Sciences, and Public Services
ICCB Mental Health Early Action on Campus – Institutional Allocation	This program is designed to address gaps in mental health services and supports on college campuses across Illinois. MCC’s institutional allocation helps to support the activities of the Coordinator of Student Wellness and meet students’ needs.	\$50,000	Dee Williams, Director of Student Engagement and Support

**PENDING APPLICATIONS**

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
Illinois Department of Agriculture Resilient Food Systems Infrastructure Program	This initiative offers funding for the middle of the food supply chain – aggregation, processing, storing, and other activities to support the distribution of local and regional food products. MCC submitted an application to establish a shared kitchen and storage space for small farmers in the area.	\$593,975	Pending	October
Chicago Community Trust	Food:Land:Opportunity, funded through Searle Funds at the Chicago Community Trust, will provide continued operational support to the Center for Agrarian Learning.	\$200,000	Pending	October
Gerry and Bill Cowlin Foundation	The Friends of MCC Foundation is seeking continued support for the Student Success Fund (SSF). The SSF helps MCC students by	\$10,000	Pending	November

Funding Source	Brief Description	Amount Requested	Status	Expected Notification
	providing immediate financial support to help address emergency expenses.			
Greater Chicago Area Manufacturing Partnership (GCAMP)	GCAMP provides funding to help develop the future of manufacturing through innovative career exploration programs, particularly for children in middle school and younger, with a focus on promoting diversity, equity, and inclusion. MCC developed a request for the Kids and College program.	\$7,800	Pending	November
ICCB Innovative Bridge and Transition Grant	The IBT program supports the seamless transition of students to and through postsecondary education and into employment, with a particular focus on programs that promote equity and diversity among those served. If funded, MCC’s project will provide scholarships and other support to students transferring to the University Center.	\$264,317	Pending	December
IBHE Nursing School Grant	This grant provides funding to institutions of higher education offering nurse training programs in the state of Illinois, with a focus on supporting equitable outcomes in nursing education. MCC requested funding for training equipment to support an additional cohort of students in the program.	\$49,556	Pending	December
ICCB Noncredit Workforce Training Initiative	The goals of this initiative are to strengthen noncredit offerings by increasing responsiveness to employer needs and workforce shortages through building capacity and strengthening the impact of noncredit workforce training at community colleges.	\$105,000	Pending	December
U.S. Department of Education Student Support Services	The Student Support Services program provides academic and other support to help increase the number of low-income college students, first-generation college students, and college students with disabilities who successfully complete a postsecondary program of study.	\$273,000 per year for five years	Pending	May

**APPLICATIONS IN DEVELOPMENT**

Funding Source	Brief Description	Estimated Request	Status	Application Due Date
ICCB Mental Health Early Action on Campus Support Expansion Project	This competitive addition to the institutional allocation allows colleges to request additional funding to expand services. MCC will seek funding for virtual and peer-to-peer mental health support programs, as well as to expand training and awareness events.	\$100,000	In development	October 31
ICCB Taking Back the Trades!	This grant is designed to provide access and strengthen pathways to careers in the trades for young adults aged 16-24. This is the third round of funding; MCC will expand upon its previous projects in Construction and Manufacturing to include selected healthcare programs.	TBD	In development	November 15
ICCB Expansion of ESL Services	The intent of this project is to expand capacity for English language services for Adult Education providers, specifically to support new arrivals to the U.S. and aid their transition. Programs will offer technology for students to access remote learning and provide wraparound services to retain new learners.	Up to \$50,000	Planned	December 1
ICCB Digital Instruction for Adult Education	This grant provides funding for Adult Education providers to improve their technology infrastructure, support technology integration in the classroom, and improve distance learning options for adult learners.	Up to \$75,000	Planned	December 1
Nuts, Bolts, and Thingamajigs	The NBT Foundation awards grants to host summer manufacturing camps that introduce middle and high school students to modern manufacturing career choices.	\$2,000 per camp	Planned	December 1

**APPLICATIONS DENIED:** None.

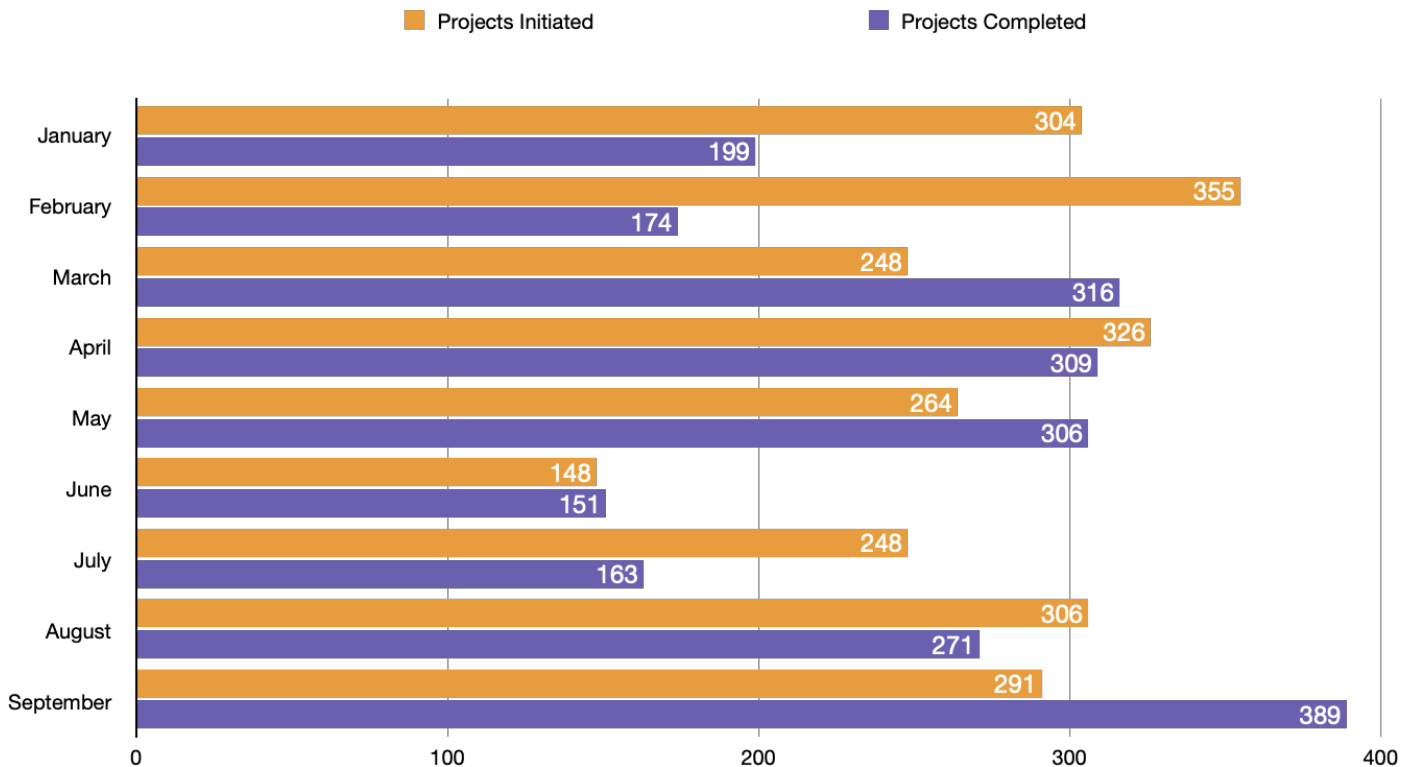
Office of Marketing and Public Relations Update

Information

The goal of MCC’s Office of Marketing and Public Relations (OMPR) is to grow MCC’s student enrollment, strengthen MCC’s identity in the community, and share MCC’s stories. Services that OMPR provides to the College:

- Brand development
- Copywriting and editing
- Event marketing and support
- Graphic Design
- Illustration
- Information campaigns
- Interactive content
- Photography
- Video production and motion graphics
- Publicity
- Script development
- Social media
- Web design and programming

**Marketing Project Stats**



### **Current High-level College Marketing Initiatives:**

- Spring 2025 enrollment, priority registration, and general registration campaign mailings and communications
- Navigate360 promotional support
- Catalyst Campus location and program renaming, promotion, and support, including updated branding, materials, and promotional approach for Career Spark, Talent Impact, and Community Enrichment centers
- University Center at MCC promotional efforts for Fall 2025
- Nursing program Spring 2025 cohort promotional efforts
- First Look Open House event support and marketing campaign
- Foglia Center for Advanced Technology and Innovation (CATI) recruitment efforts and support
- Liebman Institute for Science Innovation (LISI) branding, promotion; Hall of Human Origins launch support
- Griffin Museum of Science and Industry (MSI) at MCC branding, promotion, and launch support
- President's Dinner 2024 marketing support
- Skyway Writers Conference support
- Sweet Scots promotion and support

### **Monthly Releases and Features\***

The following releases and feature stories were submitted to local and regional media outlets from September 18, 2024—October 14, 2024.

- MCC to Host Showings of Saving Walden's World October 9
- MCC's Liebman Institute for Science Innovation Offers Event on AI for Autonomous Driving
- McHenry County College Inducts 2015 Volleyball Team into Athletics Hall of Fame
- Two MCC Students Awarded Scholarships to Study Abroad
- Education to Empowerment Scholarship and Mentoring Program to Host Fall Luncheon October 3
- Register for "A Night at the Library—Sherlock Holmes Escape Room" Saturday, October 19
- MCC Names New Manager of Illinois Small Business Development Center
- McHenry County College Art Galleries Welcome Two New Exhibits in October
- McHenry County College to Host College Fair October 10
- MCC to Host Open House for Business and Technology Programs October 16
- Chicago Brass Band Players Return to MCC's Concert Series October 12
- Black Box Theatre at McHenry County College to Present "Metamorphoses"
- MCC's Kids and College Celebrates Successful Summer, Adds Year-Round Programming
- Job and Internship Fair Held at McHenry County College October 16
- MCC to Hold Auditions for Legally Blonde the Musical
- MCC Concert Band, Crystal Lake Community Band to Perform Halloween Concert October 27

*\*Note: The above list does not include all interviews/stories initiated by the press, or sponsored content stories. Press clippings about McHenry County College can be found at the following link:*

[www.mchenry.edu/press](http://www.mchenry.edu/press).



## Sustainability Center Update

### **Current Initiatives and Community Connections**

Sustainability Center was a co-sponsor for McHenry County Water Forum held at MCC on September 18, 2024. This free educational event had over 150 attendees enjoy a meal and learn about water resources that make McHenry County special. The event focused on stormwater, with an emphasis on water quality, flooding, land use, groundwater, and resiliency in McHenry County. Sustainability Center Student Assistant, Paris Lotito, collected and composted the food waste from the dinner.

In September, IGEN approved three grants for the Sustainability Center. The first grant is in partnership with the MCC HVAC program and the Workforce Development Program to develop and teach credit and non-credit HVAC Curriculum and training. These new courses are in response to new regulations from the US EPA. The new regulations require the use of a new non-toxic and lower global warming potential refrigerant. Grant two is to purchase and install 200 LED fixtures to increase energy efficiency. The third grant will be used for professional development opportunities for staff and students. Director Hankins is the grant manager for all three grants.

The student Environmental Action Club has reorganized for the fall with new leadership. The Club is planning two thrifting field trips, partnering with Garden Club to do a seed saving event, and hosting a guest speaker on air quality in McHenry County.

Director Hankins visited and spoke with students in these classrooms:

- CLM 101 Culinary Skills I students about the benefits and challenges of composting on August 26, 2024;
- BUS 150 Intro to Business students to introduce the UN Sustainable Development Goals and assist with research assignment on September 9, 2024;
- BIO 130 Environmental Field Biology students to share information and resources available in the Sustainability Center and the ReUse It Corner on September 12, 2024; and,
- MKT 110 Principles of Marketing student to explain the issues with false advertising (greenwashing) and how to avoid them on September 24, 2024.

Sustainability Center participated in the MCC Engagement Zone on August 8, the Resource Fair on August 21, and the Student Club Fair on August 28, 2024. Director Hankins and Sustainability Center Student Assistant Paris Lotito enjoyed talking with students and sharing information about sustainability and the free supplies available in the ReUse It Corner.

The MCC/McRide Program had 336 riders in August and 510 riders in September 2024.

The ReUse It Corner repurposed approximately \$4,633.39 worth of gently used office and school supplies in August and September 2024. One hundred and ninety-two people found uses for over 2,049 items these past two months.

Workforce Development Update

This month’s Workforce Development Update celebrates the many collaborative activities that division personnel and members of the Manufacturing Pathways Consortium support during National Manufacturing Month. These efforts are designed to build awareness of the extensive career opportunities within manufacturing and the importance that manufacturing plays in the economic health of McHenry County.

**MTI Career Expo**

The annual Manufacturing, Trade & Industry Career Expo was held at the McHenry High School Upper Campus on Wednesday, October 2. The expo is open to high school students from across McHenry County and an estimated 500 students and families attended.

MCC had strong representation at the event with booths that showcased manufacturing programs, healthcare programs, dual credit opportunities, work-based learning, Career Spark programs, Talent Impact programs, and admissions. Attendees were able to learn about career opportunities by speaking directly with employers. The Manufacturing Pathways Consortium was well represented at this event with 13 member organizations staffing exhibits.



**MCC Manufacturing Breakfast**

On Wednesday, October 9, MCC was honored to host the 14<sup>th</sup> annual Industry Council Breakfast in the new Foglia Center for Advanced Technology and Innovation (CATI). More than 200 individuals from 100+ organizations participated in the event. Attendees were greeted as they arrived by the AEM Manufacturing Express, a national bus tour by the Association of Equipment Manufacturers. General

Kinematics sponsored the tour stop at MCC. The event featured a buffet style breakfast, an expo of MCC resource booths, a welcome by Heather Zaccagnini, and a discussion on business transition and succession. Catherine Jones moderated the conversation with Alexander Nadtochiy and Steve Vivian from General Assembly and Manufacturing. The conversation was used to launch Strong Transitions, a new partnership between the McHenry County Economic Development Corporation and the Illinois Small Business Development Center at MCC that provides business owners exploring exit with advisory support and facilitates a pathway to entrepreneurship through innovation for those interested in business purchases. The initiative is supported by funds from the Advance McHenry County ARPA grant. Following the main program, participants selected from four advisory that included:

- Engineering and Engineering Technology
- Robotics, Automation, Precision Machining
- Welding and Fabrication
- Heating, Ventilation, and Air Conditioning



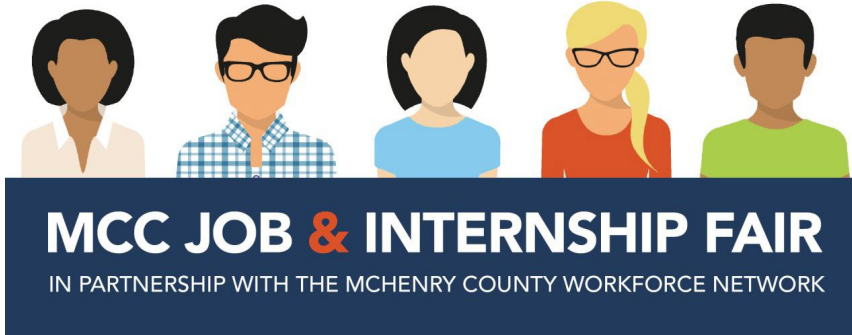
### **MCC Job and Internship Fair**

On Wednesday, October 16, MCC Career Services hosted the annual Fall Job and Internship Fair. This event is co-sponsored by the McHenry County Workforce Network. More than 70 companies participated in this year's event, continuing the strong employer support for the event. Job seekers were encouraged to pre-register for the event via the Handshake/Hire-a-Scot platform, submitting a profile that was shared with employers prior to the event. In the weeks leading up to the



event, Career Services provided a series of seminars designed to prepare job seekers for successfully navigating the job fair along with making many classroom visits. Workshop topics included:

- 8/15/24 – How to Make Money in College
- 9/10/24 – Get in on the Job and Internship Search
- 9/17/24 – Making Money 101
- 9/26/24 - Creating Your Own Opportunities with Micro-Internships
- 9/26/24 – Business Etiquette
- 10/2/24 – Career Services Overview/Job and Internship Fair
- 10/2/24 - Using A.I. to Develop Effective Interviewing Skills



### **County-wide Manufacturing Plant Tours**

This October marks the third year of a county-wide effort during Manufacturing Month to provide manufacturing plant tours for students and parents. Coordinated by the Manufacturing Pathways Consortium’s Career Exploration and Preparation Team, on the evenings of October 8, 17, and 23, families were able to reserve in-person tours at ten member companies. Company representatives shared information about their operations, the types of career opportunities, as well as personal stories about their own career progression prior to providing a guided tour of the production areas.

### **Advance McHenry County Manufacturing Initiative Grant Update**

Access to skills training for incumbent workers is critical for employers. The impact of the pandemic on the local labor market has severely limited the ability of employers to hire new employees who have significant industry experience or credentials. The McHenry County American Rescue Plan Act (ARPA) grant program provided the MCC Talent Impact Center with three years of funding to provide 50 McHenry County employers with under 500 employees with access to \$400,000 in training dollars. To date, 43 companies have utilized these funds with 2,232 employees participating in a Talent Impact program wither via Contract Training or Open Enrollment.

Examples of funded training:

- Forklift Operator and Forklift Train the Trainer
- OSHA Recordkeeping, OSHA 10, and OSHA 30 Hour
- Emerging leader training for high-potential employees
- Supply Chain Management
- Project Management