

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
July 18, 2017

Robert J. Rimington Board Room (H-228)  
Highland Community College Student/Conference Center  
Freeport, Illinois

**3:00 p.m. Budget Work Session**

**4:00 p.m. Regular Meeting**

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     June 7, 2017 Board Retreat  
                                      June 20, 2017 Audit & Finance Committee Meeting  
                                      June 20, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. Curriculum & Instruction Committee Report (Page 1)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 4)
  - D. Financial
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – New Policy 5.083: Fraudulent Conduct (Page 8)
  - C. Personnel (None)
  - D. Financial
    - 1. Tentative Budget for Fiscal Year 2018 (Page 11)
    - 2. Broadband Internet Service Contract (Page 34)
    - 3. Contract for Website Redesign, Hosting, and Development (Handout)
    - 4. Payment of Bills and Agency Fund Report (Page 36)

IX. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 38)
- B. Student Trustee
- C. Audit & Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

**XI. CLOSED SESSION**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - 1. Appointment: Music Instructor
  - 2. Appointment: Coordinator, Nursing/Allied Health Programs
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
  - 1. Faculty Contract

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – August 15, 2017 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – (combined with September regular meeting) September 13, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-B-1  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICULUM & INSTRUCTION COMMITTEE REPORT**

**RECOMMENDATION OF THE PRESIDENT:** That the attached report of the course and curriculum changes for the July 1, 2016 through June 30, 2017 period be approved.

**BACKGROUND:** The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees approval of the course and curriculum changes. In this FY17 report there were:

FY17

7 course additions  
17 course changes  
4 curriculum changes

FY16

25 course additions  
4 curriculum additions  
25 course changes  
6 course withdrawals  
10 curriculum changes

FY15

13 course additions  
4 curriculum addition  
42 course changes  
5 curriculum changes  
29 course withdrawals  
1 curriculum withdrawal

FY14

14 course additions  
1 curriculum addition  
10 course changes  
1 curriculum change  
11 course withdrawals

BOARD ACTION: \_\_\_\_\_

**Curriculum & Instruction  
FY17**

**COURSE CHANGES**

NURS091 Basic Nurse Assistant – updated course description **Approved by C&I 9/16**  
 DRAF101 Drafting Fundamentals I – changed course number to 106 and changed prerequisite to DRAF105 or DRAF151 w/C or better or consent of instructor **Approved by ICCB 9/16**  
 DRAF151 Engineering Graphics – changed prerequisite to DRAF105 with a C or better or consent of instructor **Approved by C&I 9/16**  
 DRAF260 CAD-3D Solid Modeling – changed prerequisite to DRAF105 with a C or better or consent of instructor **Approved by C&I 9/16**  
 MTEC270 CNC Mill I – changed prerequisite to MATH111 w/ a C or better or MATH159 with a C or better and MTEC151 with a C or better or concurrent enrollment or consent of instructor **Approved by C&I 9/16**  
 MTEC280 CNC Lathe I – changed prerequisite to MATH111 with a C or better or MATH159 with a C or better and MTEC151 with a C or better or concurrent enrollment or consent of instructor **Approved by C&I 9/16**  
 AGOC240 Farm Business Records & Analysis – changed title to Farm Business Management; prerequisite to AGRI184 with a C or better or consent of instructor; updated course description **Approved by ICCB 10/16**  
 MATH058 Pre-Algebra I – updated course description **Approved by C&I 10/16**  
 MATH059 Pre-Algebra II – updated course description **Approved by C&I 10/16**  
 AUTM238 Adv. Automotive Data Analysis – changed prerequisites to AUTM233, 235, and 237 all with a grade of C or better, or consent of instructor. **Approved by C&I 12/16**  
 AUTM248 Automobile Heating & Air conditioning – changed prerequisites to AUTM233, 235, and 237 all with a grade of C or better, or consent of instructor. **Approved by C&I 12/16**  
 AUTM237 Engine Performance – changed from 3 credits, 0 lecture, 7 lab to 3 credits, 1 lecture 4 lab. **Approved by ICCB 12/16**  
 AUTB180 Basic Auto Electrical Systems – changed from 3 credits, 1 lecture, 4 lab to 4 credits, 2 lecture 4 lab. **Approved by ICCB 12/16**  
 ENGL121 Rhetoric and Composition I – updated course outcomes **Approved by C&I 2/17**  
 AGOC126 Soils and Fertilizers – changed to AGOC285 Soil Fertility and Fertilizers, 3 credits, 2 lecture, 2 lab **Approved by ICCB 2/17**  
 DRAF102 – Drafting Fundamentals II – changed course number to 107 and changed prerequisite to DRAF106 Drafting Fundamentals I **Approved by ICCB 4/17**  
 NURS208 LPN Transitions Course – changed from 3 credits, 3 lecture to 2 credits, 2 lecture. **Approved by ICCB 4/17**

**NEW COURSES**

AGOC101 Agricultural Occupations – 1 credit, 1 lecture **Approved by ICCB 10/16**  
 AGOC287 Precision Farming Technology – 3 credits, 2 lecture, 2 lab **Approved by ICCB 10/16**

AGOC291 Plant Pest Identification & Control – 3 credits, 2 lecture, 2 lab **Approved by ICCB 2/17**

CJS208 Introduction to Terrorism – 3 credits, 3 lecture **Approved by ICCB 11/16**

SPCH220 Interpersonal Communication – 3 credits, 3 lecture **Approved by ICCB 11/16**

THEA201 Play Analysis for Production – 3 credits, 3 lecture **Approved by ICCB 11/16**

BIOL145 Human Biology – 3 credits, 3 lecture **Approved by ICCB 4/17**

## **CURRICULUM CHANGES**

Autobody AAS – changed from 66 credit hours to 62 credit hours **Approved by ICCB 12/16**

Automotive AAS – changed from 69 credit hours to 67 credit hours **Approved by ICCB 2/17**

Information Technology – Healthcare AAS – changed from 63 credit hours to 62 credit hours

**Approved by ICCB 5/17**

Clerical Business certificate – changed from 17 credit hours to 18 credit hours **Approved by ICCB 5/17**

**AGENDA ITEM #VII-C-I  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the list of part-time instructors, overload, and other assignments be approved for the Spring and Summer semesters of 2017.

**BACKGROUND:** The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: \_\_\_\_\_

Summer 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Fine Arts</b>								
Dagny	Brandt			Youth Director for Annie				\$1,000.00
Laura	Early			Stage Director for Annie				\$1,500.00
Alex	Jansen			Light Designer for Annie				\$2,000.00
Sarah	Long			Choreographer for Annie				\$1,000.00
Allen	Redford			Musical Director for Annie				\$1,500.00
Dave	Vrtol			Set Designer for Annie				\$4,000.00
<b>Success Center</b>								
Elizabeth	Niesman	1161	COMM087	Writing Workshop		1	\$535.91	\$444.81*
Elizabeth	Niesman	1163	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	1164	LIBS199Y1A	FYES		2	\$535.91	\$1,071.82
Vicki	Schulz	1162	LIBS199HBB	FYES		2	\$628.22	\$1,256.44
Debra	Hamilton	1354	CEDO20ACC	Fast Forward Math				\$747.90
<b>Nursing/Allied Health</b>								
Jessica	Larson	1187	NURS091HBX	BNA Lab		2.7	\$1,256.45	\$3,392.42
Cassie	Mekeel	1190	NURS091HBH	BNA		5.5	\$1,256.45	\$6,910.48
Cassie	Mekeel	1187	NURS091HXB	Portion of BNA Lab		1.35	\$1,256.45	\$1,696.21
Shelly	Morgan	1186	NURS091HBB	BNA		5.5	\$1,256.45	\$6,910.48
Shelly	Morgan	1191	NURS091BHX	BNA Lab		2.7	\$1,256.45	\$3,392.42
Karla	Noller	1297	NURS091HBC	BNA	37.5		\$30.00	\$1,125.00
Karla	Noller	1298	NURS091HXX	BNA Lab	40		\$30.00	\$1,200.00
Elizabeth	Priller	1188	NURS091BXH	BNA Lab	40		\$30.00	\$1,200.00
Kay	Sperry	1195	NURS296HBX	Physical Assessment Lab		2.16	\$1,256.45	\$2,713.94
Kay	Sperry	1194	NURS296HBX	Physical Assessment		2	\$1,256.45	\$2,512.90
Kay	Sperry	1308	NURS296HBB	Physical Assessment		2	\$1,256.45	\$2,512.90
Kay	Sperry	1307	NURS296HXB	Physical Assessment Lab		2.16	\$1,256.45	\$2,713.94
Kay	Sperry	1187	NURS091HXB	Portion of BNA Lab		1.35	\$1,256.45	\$1,696.21
Laura	Weter	1196	NURS293HB	Psychiatric Nursing		4	\$1,256.45	\$5,025.80
Laura	Weter	1197	NURS293HBX	Psychiatric Nursing Lab		2.16	\$1,256.45	\$2,713.94
<b>Science/Math</b>								
Karla	Giuffre	1001	BIOL117Y1	Nutrition		3	\$1,256.45	\$3,769.35
Juliet	Moderow	1324	BIOL120A	Foundations A&P		4	\$1,256.45	\$5,025.80
Juliet	Moderow	1325	BIOL120AX	Foundations A&P Lab		1.8	\$1,256.45	\$2,261.61
Steve	Simpson	1152	GEOL205HB	Field Geology/Paleontology		1	\$1,256.45	\$1,256.45
Steve	Simpson	1165	GEOL205HBX	Field Geology/Paleontology Lab		1.8	\$1,256.45	\$2,261.61
John	Sullivan	1003	CHEM120HBX	Elem Gen Chem Lab		1.8	\$1,256.45	\$2,261.61
John	Sullivan	1002	CHEM120HBX	Elem Gen Chem		3	\$1,256.45	\$3,769.35
<b>MAC</b>								
Debra	Hamilton		MATH N1	MAC Lab		2.5	\$464.40	\$1,161.00
Ellen	McGinnis		MATH A1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH B1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY	
<b>Lifelong Learning</b>									
Roger	Goodspeed	7054	SPTP160NCC	Watercolor Workshop (spring)	16		\$37.50	\$600.00	
Doug	Meyers	1214	PERS011CCC	App Attack	15		\$20.00	\$300.00	
Doug	Meyers	1217	PERS011GC	Make 1st Video Games	15		\$20.00	\$300.00	
Doug	Meyers	1216	PERS011FCC	Make 1st Video Games	15		\$20.00	\$300.00	
Doug	Meyers	1218	PERS011HCC	Minecraft Modders	15		\$20.00	\$300.00	
Doug	Meyers	1219	PERS011ICC	Minecraft Modders	15		\$20.00	\$300.00	
Doug	Meyers	1220	PERS011JCC	Lego Games	15		\$20.00	\$300.00	
Doug	Meyers	1224	PERS011NCC	Minecraft Designers	15		\$20.00	\$300.00	
Doug	Meyers	1225	PERS011OCC	Minecraft Designers	15		\$20.00	\$300.00	
Doug	Meyers	1212	PERS011ACC	Minecraft Animators	15		\$20.00	\$300.00	
Doug	Meyers	1215	PERS011ECC	App Attack	15		\$20.00	\$300.00	
Doug	Meyers	1222	PERS011LCC	Code Breakers	15		\$20.00	\$300.00	
<b>Business/Technology</b>									
Jennifer	Alderman	1087	ACCT105Y2	Elements of Accounting		3	\$1,256.45	\$3,769.35	
Amy	Chamberlin		Cosmetology Classes				5	\$1,256.45	\$6,282.25
Justin	Ebert	1102	AGOC229Y2	Agri Business Seminar		3	\$1,256.45	\$1,884.68*	
Justin	Ebert	1282	AGOC291HB	Plant Pest ID and Control		3	\$1,256.45	\$2,864.71*	
Justin	Ebert	1101	OCED290A	Work PI Exp-AG		4	\$1,256.45	\$2,512.90*	
Joseph	Grove	1052	BUSN121Y2	Intro To Business		3	\$1,256.45	\$1,884.68*	
Joseph	Grove	1050	ECON111Y2	Prin of Economics I-Macro		3	\$1,256.45	\$3,769.35	
Joseph	Grove	1051	ECON112Y2	Prin of Economics II-Micro		3	\$1,256.45	\$2,261.61*	
Denise	Johnson		Office Tech Classes				5	\$1,256.45	\$6,282.25
Melissa	Johnson	1276	ECE204Y1	Exceptional Child ECE		3	\$628.22	\$376.93*	
Jeremy	Monigold	1180	BUSN141HBA	Business Communications		3	\$1,256.45	\$3,769.35	
Jeremy	Monigold	1054	INFT180HB	Intro to Information Systems		3	\$1,256.45	\$3,769.35	
Jeremy	Monigold	1055	INFT180Y1	Intro to Information Systems		3	\$1,256.45	\$3,769.35	
Aaron	Sargent	1269	OCED290B	Work PI Exp-MTEC		2	\$1,256.45	\$502.58*	
Aaron	Sargent	1270	OCED290C	Work PI Exp-MTEC		4	\$1,256.45	\$2,512.90*	
Evan	Talbert	1312	OCED290E	Work PI Exp-HOSP		3	\$1,256.45	\$753.87*	
Joseph	DeParasis	1343	EQUI147IS	Stable Management II		2	\$535.91	\$251.88*	
Thomas	Harrison	1088	BUSN125HB	Math Of Business		3	\$479.40	\$1,438.20	
Roger	Hicks	1089	WELD130N	Introduction to Welding		3.8	\$479.40	\$1,821.72	
Roger	Hicks	1359	WELD130NA	Introduction to Welding		3.8	\$479.40	\$1,821.72	
Roger	Hicks		Curriculum Development						\$479.40
Douglas	Meyers	1374	INFT202Y1	Web Programming		3	\$520.91	\$520.91*	
Bruce	Pittluck	1053	INFT140Y1	Beginning Excel		1	\$535.91	\$535.91	
Kayla	Clark		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Diane	DeWitt		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD	
Carol	Engelkens		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD	
Gloria	Maurer		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD	
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$25.17	TBD	
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD	
Heidi	Lessen		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Kristine	Rush		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Melissa	Schleuning		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Kerry	Weber		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	



				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
HSS/FA								
LeNie	Adolphson	1175	HIST144B	US History II		3	\$535.91	\$1,607.73
Alexandria	Aebly	1153	SPCH191A	Fund Speech Comm		3	\$520.91	\$1,562.73
Alexandria	Aebly	1154	SPCH191B	Fund Speech Comm		3	\$520.91	\$1,562.73
Colette	Binger	1066	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73
Evan	Dutmer	1226	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73
Evan	Dutmer	1227	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73
Laura	Early	1069	HUMA104Y1A	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1070	HUMA104Y1B	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1071	THEA283AXX	Theatre Practicum		3	\$1,256.45	\$3,769.35
Chelsea	Martinez	1177	PSY161Y1A	Intro to Psychology		3	\$1,256.45	\$3,769.35
Heather	Moore	1173	ENGL121Y1A	Rhet & Comp I		3	\$628.23	\$1,884.69
Kay	Ostberg	1077	COMM090A	Pref to Rhet		3	\$1,256.45	\$3,769.35
Kay	Ostberg	1074	ENGL121B	Rhet & Comp I		3	\$1,256.45	\$3,769.35
Kathrine	Perkins	1079	ENGL122Y1	Rhet & Comp II		3	\$1,256.45	\$3,769.35
Kathrine	Perkins		Coordinator of Transitional Communication			3	\$1,256.45	\$3,769.35
Allen	Redford	1086	MUS267Y1	Intro to Music		3	\$1,256.45	\$3,769.35
Loretta	Swanson	1082	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Daryl	Watson	1103	GEOG132A	Reg Geography of World		3	\$535.91	\$1,607.73
James	Yeager	1083	SPCH191Y1	Fund Speech Comm		3	\$1,256.45	\$3,769.35
James	Yeager	1330	INST220IS	Broadcast Performance		3	\$1,256.45	\$376.94*
James	Yeager	1344	MCOM290A	Mass Comm Internship		3	\$1,256.45	\$3,769.35
*Pro rated based on enrollment								

**AGENDA ITEM #VIII-B-1  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 5.083  
FRAUDULENT CONDUCT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a second reading the attached new policy 5.083, Fraudulent Conduct, which is recommended for inclusion in Chapter V, Finance and Facilities, of the Policy Manual.

**BACKGROUND:** The new policy, which mirrors policies adopted by other Illinois community colleges, is a result of the Governmental Accounting and Transparency Act. All higher education institutions in Illinois must comply with various requirements in order to maintain eligibility for State funding. The College's existing reporting tool, Maxient, will be used for reports of potential fraudulent activity, at no additional cost. In addition to the policy, employee training must be provided annually. Free resources, available through Cottingham and Butler (the College's health insurance broker) will be used to provide employees with web-based training.

No additions or revisions have been made since Trustees approved the first reading during the June 20, 2017, regular meeting.

BOARD ACTION: \_\_\_\_\_

5.083 Fraudulent Conduct (Adopted )

Highland Community College is committed to maintaining the highest standards of conduct and ethics. Toward that end, the College will investigate possible fraudulent use of College resources or property by Board members, administrators, staff, faculty or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.

- For purposes of this policy, fraud may include but is not limited to: Crimes or violations of the law or governmental regulations,
- Financial irregularity,
- Improper use of College funds, property or assets,
- Corruption, malfeasance, bribery, theft, coercion or blackmail, and
- Other unethical conduct.

Fraud is considered the willful or deliberate act or failure to act with the intention to deceive or obtain an unauthorized benefit.

There are situations in which Board members, administrators, staff, faculty, or volunteers may use College resources or property that are not generally considered fraudulent, such as transporting and using College equipment for College purposes. Examples include but are not limited to: use of a College laptop to complete College work off campus and/or transport and/or use of instructional, audio-visual, sports, or other equipment and supplies off campus for College purposes.

All members of the College community are encouraged to report possible fraudulent conduct pursuant to the procedures set forth herein. Members of the College community should refrain from independently investigating concerns, referring all such concerns to the appropriate review team. A review team comprising the Vice President of Administrative Services, Associate Vice President of Human Resources, and an Academic Dean/Associate Dean will conduct and oversee investigations of alleged fraud. If the possible fraudulent conduct involves an individual(s) on the review team, the President will be notified and will designate a replacement.

The College recommends that reports of suspected improper activity be made via the Incident Reporting Form, available at [www.highland.edu](http://www.highland.edu). Such reports may also be made directly to the College Vice President of Administrative Services. If concerns involve the Vice President of Administrative Services, the Associate Vice President of Human Resources may be notified.

#### **Anonymous Submissions**

The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Because investigators are unable to interview anonymous individuals, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated.

**Confidentiality**

Complaints of possible fraudulent conduct will be handled with discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that such complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of such a complaint, such persons may also have the right to know the identity of the individual reporting concerns.)

**Protection**

Neither the Board nor individual employees of the College may retaliate against an individual reporting concerns for informing management about an activity which that person believes to be fraudulent. In addition, neither the Board nor individual employees of the College may retaliate against an individual who in good faith cooperates with an investigation. Retaliation is the intent or effect of adversely affecting the terms or conditions of the individual's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Individuals reporting concerns who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Malicious Allegations**

Malicious allegations, frivolous claims, individuals who fail to cooperate in good faith (which includes but is not limited to withholding information or providing false information) with an investigation by the review team, and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

Individuals who believe that they have been a victim of or are being wrongly accused of making malicious allegations, frivolous claims, failing to cooperate with an investigation (which includes but is not limited to withholding information or providing false information) by the review team, and/or attempts to treat a personal grievance or dispute as an allegation of wrongdoing may file a written complaint with the President or the Chair of the Board of Trustees. Any such complaint will be promptly investigated and appropriate corrective measures taken if allegations are substantiated.

**AGENDA ITEM #VIII-D-1  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**TENTATIVE BUDGET FOR FISCAL YEAR 2018**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2017-2018 and setting the public hearing date thereon for September 13, 2017.

**RESOLUTION:** Be it resolved that the attached Tentative Budget for the fiscal year 2017-2018 be conveniently made available for public inspection after this date through September 13, 2017, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

**BACKGROUND:** The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 13, 2017, Board retreat. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY18 Operating Funds budget includes expenses in excess of revenues amounting to \$594,674. At this time, it is estimated that ending Operating Funds fund balance at the end of FY18 will be \$1,913,686 or 13% of budgeted expenditures, which is lower than ICCB guidelines (20%-25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Final State funding allocations, Fall semester enrollment levels, FY17 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: \_\_\_\_\_

**HIGHLAND COMMUNITY COLLEGE**

**TENTATIVE BUDGET**

**JULY 1, 2017 - JUNE 30, 2018**

HIGHLAND COMMUNITY COLLEGE  
Proposed Budget  
Summary of 2017-2018  
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
<b>LOCAL GOVERNMENT SOURCES</b>				
Current Taxes	\$ 2,385,628	\$ 639,007	\$ 3,024,635	21.8%
Back Taxes	2,362,008	632,681	2,994,689	21.6%
Corporate Personal Prop. Replacement Tax	157,189	267,811	425,000	3.1%
<b>Total Local Government</b>	<b>\$ 4,904,825</b>	<b>\$ 1,539,499</b>	<b>\$ 6,444,324</b>	<b>46.5%</b>
<b>STATE GOVERNMENTAL SOURCES</b>				
ICCB Credit Hour Grants	433,795	70,618	504,413	3.6%
ICCB Equalization Grant	-	-	-	0.0%
ICCB Performance Based Grant	-	-	-	0.0%
ICCB Career/Tech Education	115,894	-	115,894	0.8%
<b>Total State Government</b>	<b>\$ 549,689</b>	<b>\$ 70,618</b>	<b>\$ 620,307</b>	<b>4.4%</b>
<b>FEDERAL GOVERNMENT SOURCES</b>				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	27,241	-	27,241	0.2%
<b>Total Federal Government</b>	<b>\$ 35,541</b>	<b>\$ -</b>	<b>\$ 35,541</b>	<b>0.3%</b>
<b>STUDENT TUITION AND FEES</b>				
Tuition	5,081,890	-	5,081,890	36.7%
Fees	618,610	-	618,610	4.5%
<b>Total Tuition and Fees</b>	<b>\$ 5,700,500</b>	<b>\$ -</b>	<b>\$ 5,700,500</b>	<b>41.2%</b>
<b>OTHER SOURCES</b>				
Facilities Rental	28,000	74,286	102,286	0.7%
Interest on Investments	8,000	-	8,000	0.1%
Other Revenue	937,198	300	937,498	6.8%
<b>Total Other Sources</b>	<b>\$ 973,198</b>	<b>\$ 74,586</b>	<b>\$ 1,047,784</b>	<b>7.6%</b>
<b>Total 2017-2018 Budgeted Revenue</b>	<b>\$ 12,163,753</b>	<b>\$ 1,684,703</b>	<b>\$ 13,848,456</b>	<b>100.0%</b>

**HIGHLAND COMMUNITY COLLEGE**  
**Summary of 2017-2018**  
**Operating Budgeted Expenditures**

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
<b>BY PROGRAM:</b>				
Instruction	7,181,851	-	\$7,181,851	49.6%
Academic Support	818,895	-	818,895	5.7%
Student Services	1,183,123	-	1,183,123	8.2%
Public Services	481,061	-	481,061	3.3%
Oper./Maint. of Plant	-	1,482,995	1,482,995	10.3%
General Administration	1,279,326	-	1,279,326	8.9%
Institutional Support	1,797,479	-	1,797,479	12.5%
Transfers	(246,300)	-	(246,300)	-1.7%
Scholarships, Grants, Waivers	464,700	-	464,700	3.2%
Total 2017-2018 Budgeted Expenditures	12,960,135	1,482,995	14,443,130	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 12,960,135</u>	<u>\$ 1,482,995</u>	<u>\$14,443,130</u>	
<b>BY OBJECT:</b>				
Salaries	\$8,234,928	\$584,054	\$8,818,982	61.1%
Employee Benefits	2,031,305	221,932	2,253,237	15.6%
Contractual Services	684,921	139,076	823,997	5.7%
General Materials and Supplies	746,440	172,828	919,268	6.4%
Conferences and Meetings	275,568	3,500	279,068	1.9%
Fixed Charges	495,043	-	495,043	3.4%
Utilities	19,100	613,251	632,351	4.4%
Capital Outlay	-	-	-	0.0%
Other	719,130	(251,646)	467,484	3.2%
Transfers	(246,300)	-	(246,300)	-1.7%
Total 2017-2018 Budgeted Expenditures	12,960,135	1,482,995	14,443,130	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 12,960,135</u>	<u>\$ 1,482,995</u>	<u>\$14,443,130</u>	



HIGHLAND COMMUNITY COLLEGE  
2017-2018 Current Budgeted Expenditures  
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 5,640,924	
Employee Benefits	1,112,784	
Contractual Services	102,442	
General Materials and Supplies	253,479	
Conference and Meetings	54,813	
Fixed Charges	14,500	
Utilities	700	
Other	<u>2,209</u>	
Total Instruction		\$ 7,181,851
<b><u>ACADEMIC SUPPORT</u></b>		
Salaries	\$ 517,778	
Employee Benefits	165,622	
Contractual Services	27,055	
General Materials and Supplies	100,494	
Conferences and Meetings	<u>7,946</u>	
Total Academic Support		818,895
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 799,900	
Employee Benefits	225,736	
Contractual Services	22,340	
General Materials and Supplies	19,454	
Conferences and Meetings	22,272	
Fixed Charges	8,100	
Other	<u>85,321</u>	
Total Student Services		1,183,123

**Estimated Expenditures 2017-2018**  
**Educational Fund (cont.)**

**PUBLIC SERVICES**

Salaries	\$	174,749	
Employee Benefits		14,815	
Contractual Services		192,495	
General Materials and Supplies		37,452	
Conferences and Meetings		55,950	
Fixed Charges		4,600	
Miscellaneous		<u>1,000</u>	
Total Public Services	\$		481,061

**GENERAL ADMINISTRATION**

Salaries	\$	698,861	
Employee Benefits		226,210	
Contractual Services		109,210	
General Materials and Supplies		216,658	
Conferences and Meetings		27,887	
Other		<u>500</u>	
Total General Administration			1,279,326

**INSTITUTIONAL SUPPORT**

Salaries	\$	402,716	
Employee Benefits		286,138	
Contractual Services		231,379	
General Materials and Supplies		118,903	
Conference and Meetings		106,700	
Fixed Charges		467,843	
Utilities		18,400	
Other		<u>165,400</u>	
Total Institutional Support			1,797,479

Estimated Expenditures 2017-2018  
Educational Fund (Cont.)SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	
Employee Benefits	
Contractual Services	
General Materials and Supplies	
Conference and Meetings	
Fixed Charges	
Utilities	
Capital Outlay	
Other	
Total Scholarships, Grants, & Waivers	\$ 464,700
Transfers	<u>(246,300)</u>
Total Educational Fund	<u>\$ 12,960,135</u>