

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

July 19, 2016

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 1, 2016 Board Retreat
June 21, 2016 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic
 - 1. Revised Effective Dates of Joint Use and Vocational Education Agreements Between Career and Technical Education Consortium (CareerTEC) and Highland Community College (Page 1)
 - B. Administration
 - 1. Curriculum & Instruction Committee Report (Page 2)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)
 - D. Financial
 - 1. Tentative Budget for Fiscal Year 2017 (Page 10)
 - 2. Interfund Transfer from the Restricted Purposes Fund to the Educational Fund (Page 33)
 - 3. Payment of Bills and Agency Fund Report (Page 34)

IX. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 36)
- B. Student Trustee
- C. Audit Committee Chair
- 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
- 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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – August 16, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Opening Days Activities – August 11, 2016 (schedule to follow)
- C. Shindig VI – August 20, 2016, at Kathy and Scott King's home on Woodside Drive in Freeport
- D. Next Quarterly Board Retreat – September 7, 2016, 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-A-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED EFFECTIVE DATES OF THE JOINT USE AND
VOCATIONAL EDUCATION AGREEMENTS BETWEEN CAREER AND
TECHNICAL EDUCATION CONSORTIUM (CareerTEC)
AND HIGHLAND COMMUNITY COLLEGE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised effective dates of the joint use and vocational education agreements between the Career and Technical Education Consortium (CareerTEC) and Highland Community College. These agreements will be in effect from July 1, 2016 through June 30, 2018.

BACKGROUND: The agreements were presented to trustees for approval at the June 21, 2016, regular meeting, however, the effective dates that were listed in the recommendation were July 1, 2017 through June 30, 2018, necessitating this additional action. No changes were made to the actual agreements.

BOARD ACTION: _____

**AGENDA ITEM #VII-B-1
JULY 19, 2016
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, 2015 through June 30, 2016 period be approved.

BACKGROUND: The annual report of the Curriculum & Instruction Committee is presented each July for Board of Trustees' approval of the course and curriculum changes. In this FY16 report there were the following:

<u>FY16</u>	<u>FY15</u>
25 course additions	13 course additions
4 curriculum additions	4 curriculum additions
25 course changes	42 course changes
6 course withdrawals	29 course withdrawals
10 curriculum changes	5 curriculum changes
	1 curriculum withdrawal
<u>FY14</u>	<u>FY13</u>
14 course additions	6 course additions
1 curriculum addition	1 curriculum addition
10 course changes	18 course changes
1 curriculum change	2 curriculum changes
11 course withdrawals	

BOARD ACTION: _____

**Curriculum & Instruction
FY16**

COURSE CHANGES

CHEM123 General College Chemistry I – changed prerequisite to Math166 (College Algebra) or MATH163 (Pre-Calculus) with a grade of C or better or concurrent enrollment and CHEM120 (Elementary General Chemistry) or two semesters of High School Chemistry with a C or better or consent of instructor. **Approved by C&I 9/15**

MTEC151 Machine Processes I – changed lecture hours from 3 to 2; lab hours from 0 to 2
Approved by ICCB 11/15

AUTB195 – Glass, Upholstery, & Trim – changed title to Automotive Trim and Hardware
Approved by ICCB 10/15

NURS292 – Clinical Development IIIA – changed title to Health and Illness II, changed prerequisite, updated course description **Approved by ICCB 12/15**

CHEM123 General College Chemistry I – updated prerequisite to two semesters of High School Chemistry both with a C or better. **Approved by C&I 2/16**

ACCT220 Advanced Quickbooks Accounting – changed title to Quickbooks Accounting
Approved by ICCB 2/16

MTEC220 – Motors and Controls – changed prefix to ELET **Approved by ICCB 3/16**

ECE125 – Curriculum & Assessment in Early Childhood Settings – change title to Assessment in EC Settings and updated course description. **Approved by ICCB 3/16**

ECE202 – Role of Learning Envir & Play in EC – changed title to Curriculum in EC Settings and updated course description. **Approved by ICCB 3/16**

OCED250 – Career Seminar – changed title to Workplace Preparation and updated syllabus.
Approved by ICCB 3/16

PHYS246 – Intro to Circuit Analysis – changed from 4 credits, 4 lecture to 4 credits, 3 lecture, 2 lab, updated course description. **Approved by ICCB 5/16**

EQUI147 – Stable Management II – added prerequisite of EQUI145 Stable Management I
Approved by C&I 5/16

MATH168 – Analytic Geometry and Calculus I – changed course description **Approved by C&I 5/16**

MATH 268 – Analytic Geometry and Calculus II – changed course description **Approved by C&I 5/16**

MATH269 – Analytic Geometry and Calculus III – changed course description **Approved by C&I 5/16**

EQUI129 – Horse Handling II – added prerequisite of EQUI127 Horse Handling I **Approved by C&I 5/16**

ECE124 – Language & Literacy Dev in EC – changed course title to Literature for Young Children and updated description **Approved by ICCB 7/16**

NURS294 – Clinical Development IIIB – changed title to Health and Illness III, changed prerequisite and updated description

NURS126 – Administrative Procedures in Health Care – changed from 4 credits, 2 lecture, 4 lab to 5 credits, 3 lecture, 4 lab

NURS120 – Medical Assistant Clinical Procedures I – changed from 4 credits, 3 lecture, 2 lab to 5 credits, 3 lecture, 4 lab

PHYS246 – Intro to Circuit Analysis – changed prerequisite to PHYS144 and MATH268 with co-requisites of either MATH265 or MATH269 or instructor approval.
 EQUI109 - Equine Health Care II – changed from 2 credits, 1 lecture, 2 lab to 2 credits, 2 lecture and added a prerequisite of EQUI107 Equine Health Care I
 NURS122 – Medical Assistant Seminar – changed from 2 credits, 2 lecture to 3 credits, 3 lecture
 NURS095 – Phlebotomy Techniques – changed to NURS108 – Phlebotomy Techniques – changed from 3 credits, 1 lecture to 4 credits, 2 lecture, 4 lab

NEW COURSES

CJS203 Criminal Law – 3 credits, 3 lecture **Approved by ICCB 10/15**
 CJS204 Ethics in Criminal Justice – 3 credits, 3 lecture **Approved by ICCB 10/15**
 CJS220 Probation and Parole – 3 credits, 3 lecture **Approved by ICCB 11/15**
 MCOM125 Intro to Video Production – Multi-Camera – 3 credits, 2 lecture, 2 lab **Approved by ICCB 10/15**
 EDUC125 Navigating/Teaching/Learning at HCC - .5-3 credits (variable) **Approved by ICCB 9/15**
 MCOM240 Video Field Production II – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 MCOM245 Multi-Camera Video Production II – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 MCOM250 Motion Picture Production – 3 credits, 1 lecture, 4 lab **Approved by ICCB 12/15**
 INFT141 Intermediate Excel – 1 credit, 1 lecture **Approved by ICCB 2/16**
 INFT146 Intermediate Access – 1 credit, 1 lecture **Approved by ICCB 2/16**
 LIBS201 Career Exploration – 1 credit, 1 lecture **Approved by ICCB 2/16**
 MTEC120 Equipment Maintenance Skills – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 MTEC130 Intro to Remote Monitoring – 1 credit, 1 lecture **Approved by ICCB 3/16**
 MTEC165 3D Printing – 2 credits, 1 lecture, 2 lab **Approved by ICCB 3/16**
 MTEC170 Intro to Lean Manufacturing Concepts – 2 credits, 2 lecture **Approved by ICCB 3/16**
 MTEC285 Advanced CNC Machining – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 WTEC121 Wind Technology I – 4 credits, 3 lecture, 2 lab **Approved by ICCB 3/16**
 WTEC221 Wind Technology II – 4 credits, 3 lecture, 2 lab **Approved by ICCB 3/16**
 ELET293 Intro to Programmable Logic Controllers – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 OCED118 Workforce Safety Training – 1 credit, 1 lecture, 0 lab **Approved by ICCB 3/16**
 ELET297 Adv Programmable Logic Controllers – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 ELET291 Intro to Automation – 3 credits, 2 lecture, 2 lab **Approved by ICCB 3/16**
 CJS205 Criminal Investigation – 3 credits, 3 lecture **Approved by ICCB 3/16**
 CJS206 Policing in America – 3 credits, 3 lecture **Approved by ICCB 3/16**
 NURS107 Intro to Phlebotomy – 2 credits, 2 lecture

CURRICULUM ADDITIONS

Criminal Justice Certificate - 21 credits **Approved by ICCB 09/15**
 Criminal Justice AAS – 61 credits **Approved by ICCB 10/15**

CNC Machinist certificate – 37 credits **Approved by ICCB 3/16**

Basic Wind Turbine Technology certificate – 19 credits **Approved by ICCB 3/16**

Mechatronics AAS – 60 credits

CURRICULUM CHANGES

Wind Turbine Technician certificate – changed title to Advanced Wind Turbine technology; changed total credit hours from 33 credit hours to 36 **Approved by ICCB 3/16**

Machine Processes certificate – changed total credit hours from 23 credit hours to 26 **Approved by ICCB 3/16**

Industrial Manufacturing Technology AAS – changed title to Industrial Manufacturing; changed total credit hours from 65 to 60 credit hours **Approved by ICCB 3/16**

Wind Turbine Technician AAS – changed title to Wind Turbine Technology; changed total credit hours from 63 to 62 **Approved by ICCB 3/16**

Infant/Toddler Level 3 Credential certificate – changed from 36 credit hours to 35 **Approved by ICCB 3/16**

Infant/Toddler Level 2 Credential certificate – changed from 16 credit hours to 21 **Approved by ICCB 3/16**

Level 3 ECE Credential certificate – changed from 38 credit hours to 29 **Approved by ICCB 3/16**

Level 2 ECE Credential certificate – changed from 17 credit hours to 18 **Approved by ICCB 3/16**

Industrial Maintenance Technology certificate – changed from 36 credit hours to 35; changed title to Industrial Maintenance **Approved by ICCB 3/16**

Industrial Electronics & Controls certificated – changed from 31 credit hours to 42 **Approved by ICCB 3/16**

COURSE WITHDRAWALS

ACCT120 Intro to Quickbooks – withdrawal **Approved by ICCB 3/16**

AUTB280 Adv Auto Electrical Systems – withdrawal

AGOC120 Principles of Farm Management – withdrawal

AGOC141 Grain Conditional and Handling Systems – withdrawal

AGOC223 The Dairy Industry – withdrawal

AGOC241 Applied Swine Science - withdrawal

**AGENDA ITEM #VII-C-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload, and other assignments be approved for the Spring/Summer semester of 2016.

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: _____

Spring 2016			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Robert	Baker	6917	DATP110BCC	Internet/Email for Srs	10		\$24.96	\$249.60
Summer 2016								
Miscellaneous								
Kim	Pool		Curriculum Development - HS Servant Ldrship			6	\$479.40	\$2,876.40
Suzanne	Miller	7349	WFD052E	Diversity Training				\$1,250.00
Suzanne	Miller	7349	WFD052E	Diversity Training				\$500.00
Anthony	Boyle	1032	PHYD221A	Physical Fitness II	2	\$520.91	\$1,041.82	
Anthony	Boyle	1029	PHYD121A	Physical Fitness I	1.8	\$520.91	\$937.64	
Anthony	Boyle	1028	PHYD115A	Intro to Recreation	3	\$520.91	\$625.09*	
Pete	Norman	1033	PHYD227N	Sports Officiating	3	\$628.22	\$1,884.66	
Pete	Norman	1030	PHYD135N	Games in Elem Ed	3	\$628.22	\$1,884.66	
Laura	Early		Stage Director for Joseph					\$1,500.00
Sarah	Long		Choreographer for Joseph					\$1,000.00
Allen	Redford		Musical Director for Joseph					\$1,500.00
Dave	Vrtol		Technical Director for Joseph					\$1,500.00
Kathleen	Williams		Costume Shop Assistant					\$900.00
Success Center								
Kate	Perkins	1316	CED020ACC	Fast Forward/English		1	\$1,256.45	\$1,256.45
Adam	Moderow	1005	RDG120A	College Reading Strategies		3	\$520.91	\$1,562.73
Elizabeth	Niesman	1002	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	1003	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Vicki	Schulz	1004	LIBS199HBB	FYES		2	\$628.22	\$1,256.44
Don	Tresemmer		MATH058-159 Lab			4	\$464.40	\$1,857.60
Ellen	McGinnis		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATH B1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH A1	MAC Lab		2	\$479.40	\$958.80
Jan	Butterfield		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50
Jan	Butterfield		MATH B1	MAC Lab		2	\$479.40	\$958.80
Science/Math/Allied Health								
Elizabeth	Chambers	1260	NURS091BX	Nursing Asst Lab	40		\$30.00	\$1,200.00
David	Esch	1175	PHYS140A	Survey of Physics		3	\$1,256.45	\$3,015.48*
David	Esch	1176	PHYS140AX	Survey of Physics Lab		1.8	\$1,256.45	\$1,809.29*
Karla	Giuffre	1095	BIOL117Y1	Nutrition		3	\$1,256.45	\$3,769.35
Leanne	Grahame	1261	NURS091BXX	Nursing Asst Lab	40		\$30.00	\$1,200.00
Jen	Grobe	1179	NURS103HB	Pharmacology		2	\$628.22	\$1,256.44
Cassie	Mekeel	1258	NURS091B	Portion of Nursing Asst		5.5	\$1,256.45	\$6,910.48
Derek	Paulsen	1088	MATH177A	Statistics		3	\$520.91	\$1,562.73
Jenna	Rancingay	1087	MATH177Y2	Statistics		3	\$1,256.45	\$3,769.35
Steve	Simpson	1142	GEOL205HB	Field Geol & Paleontology		1	\$1,256.45	\$1,256.45
Steve	Simpson	1143	GEOL205HBX	Field Geol & Paleontology Lab		1.8	\$1,256.45	\$2,261.61
Kay	Sperry	1180	NURS296HB	Physical Assessment		2	\$1,256.45	\$1,507.74*
John	Sullivan	1089	CHEM120HB	Elem General Chem		3	\$1,256.45	\$3,769.35
John	Sullivan	1090	CHEM120HBX	Elem General Chem Lab		1.8	\$1,256.45	\$2,261.61
Laura	Weter	1181	NURS296HBX	Physical Assessment Lab		2.16	\$1,256.45	\$1,633.39*
*Based on enrollment								

Summer 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
HSS/FA								
Andrew	Dvorak	1312	HIST144IS	US History I		3	\$1,256.45	\$376.94*
Laura	Early	1007	HUMA104Y1	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1212	HUMA104Y1A	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1189	THEA283AXX	Theatre Practicum		1	\$1,256.45	\$1,256.45
Melissa	Entzminger	1012	SPCH191Y1	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
Kim	Goudreau	1018	SOCI276Y1	Racism & Diversity		3	\$1,256.45	\$3,769.35
Kim	Goudreau	1384	SOCI273A	Social Serv Field Exp		3	\$1,256.45	\$376.94*
Kent	Johnson	1213	ENGL224Y1	Intro to Poetry		3	\$1,256.45	\$3,015.48*
Chelsea	Martinez	1011	PSY161Y1	Intro to Psych		3	\$1,256.45	\$3,769.35
Heather	Moore	1165	ENGL121Y1	Rhet & Comp I		3	\$628.22	\$1,884.66
Kay	Ostberg	1019	COMM090A	Preface to Rhet		3	\$1,256.45	\$3,769.35
Kay	Ostberg	1020	ENGL121A	Rhet & Comp I		3	\$1,256.45	\$3,392.42*
Kathrine	Perkins	1022	ENGL121B	Rhet & Comp I		3	\$1,256.45	\$3,769.35
Kathrine	Perkins	1023	COMM090B	Preface to Rhet ALP		3	\$1,256.45	\$3,769.35
Allen	Redford	1026	MUS267Y1	Intro to Music		3	\$1,256.45	\$3,769.35
Loretts	Swanson	1139	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Donna	Tufariello	1138	ENGL122HB	Rhet & Comp II		3	\$1,256.45	\$3,769.35
Daryl	Watson	1141	GEOG132A	Reg Geography of World		3	\$535.91	\$1,607.73
Daryl	Watson	1140	HIST143Y1	US History I		3	\$535.91	\$1,607.73
Alan	Wenzel	1283	SPCH295JXX	Jo Daviess Leadership Forum		3	\$1,256.45	\$3,769.35
James	Yeager	1177	MCOM250A	Motion Picture Production		3	\$1,256.45	\$3,392.42*
James	Yeager	1015	SPCH191HB	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
Dagny	Brandt			Asst Vocal Director for Joseph				\$250.00
Business/Technology								
Jennifer	Alderman	1062	ACCT105Y2	Elements of Accounting		3	\$1,256.45	\$3,769.35
Amy	Chamberlin		COSM	Cosmetology Classes		5	\$1,256.45	\$6,282.25
Justin	Ebert	1071	OCED290A	Work PI Exp-AG		4	\$1,256.45	\$502.58*
Joseph	Grove	1068	BUSN121Y2	Intro To Business		3	\$1,256.45	\$3,769.35
Joseph	Grove	1069	ECON111Y2	Prin of Economics I-Macro		3	\$1,256.45	\$3,769.35
Joseph	Grove	1070	ECON112Y2	Prin of Economics II-Micro		3	\$1,256.45	\$3,769.35
Denise	Johnson		OFFT	Office Tech Classes		5	\$1,256.45	\$6,282.25
Jeremy	Monigold	1067	BUSN141HB	Business Comm		3	\$1,256.45	\$3,392.42*
Jeremy	Monigold	1065	INFT180HB	Intro to Information Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	1066	INFT180Y1	Intro to Information Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	1267	OCED290F	Work PI Exp-INFT		4	\$1,256.45	\$502.58*
Anki	Bauer	1161	EQUI101Y1	Equine Business		3	\$479.40	\$958.80*
Anki	Bauer	1153	OCED290C	Work PI Exp-EQUINE		2	\$479.40	\$191.76*
Anki	Bauer	1155	OCED290E	Work PI Exp-Equine 638		2	\$479.40	95.88*
Carol	Engelkens	1061	INFT295Y1A	MS Publisher 2013-Online		1	\$479.40	\$81.50*
Thomas	Harrison	1143	BUSN125HB	Math Of Business		3	\$479.40	\$1,198.50
Bruce	Pittluck	1063	INFT140Y1	Beginning Excel		1	\$535.91	\$444.81*
*Based on enrollment								

Summer 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Crimson	Pulver	1146	EQUI127HB	Horse Handling I		2	\$479.40	\$445.84*
Crimson	Pulver	1147	EQUI133HB	Horse Training I		2	\$479.40	\$445.84*
Brandi	Widmer	1148	EQUI107HB	Equine Health Care I		2	\$479.40	\$671.16*
Brandi	Widmer	1149	EQUI131HB	Horse Shoeing		1	\$479.40	\$225.32*
Casey	Anderson		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
Jean	Meyers		COSMETOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$25.17	TBD
Angela	Pierson		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD
Heidi	Lessen		COSMETOLOGY LAB - Lab Assistant		TBD		\$13.00	TBD
Other Assignments								
Devin	Best		Basketball Camp Worker					\$180.00
Lonnie	Boga		Basketball Camp Worker					\$500.00
Charles	Born		Softball Camp Worker					\$200.00
Tone	Boyle		Basketball Camp Worker					\$1,000.00
Halie	Fransen		Softball Camp Worker					\$85.00
Kylie	Fransen		Softball Camp Worker					\$100.00
Antwon	Harrison		Basketball Camp Worker					\$235.00
Luke	Norman		Basketball Camp Worker					\$450.00
Keeley	Schulz		Basketball Camp Worker					\$140.00
Chasitee	Shroyer		Basketball Camp Worker					\$100.00
Courtney	Swalve		Softball Camp Worker					\$100.00
*Based on enrollment								

**AGENDA ITEM #VIII-D-1
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

TENTATIVE BUDGET FOR FISCAL YEAR 2017

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2016-2017 and setting the public hearing date thereon for September 20, 2016.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2016-2017 be conveniently made available for public inspection after this date through September 20, 2016, 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 20, 2016, Board Meeting. 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 FY17 Operating Funds budget includes expenses in excess of revenues amounting to \$605,141. At this time, it is estimated that ending Operating Funds fund balance at the end of FY17 will be \$2,053,701, or 14% 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, FY16 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, 2016 - JUNE 30, 2017

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2016-2017
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,347,571	\$ 628,814	\$ 2,976,385	21.6%
Back Taxes	2,324,328	622,588	2,946,916	21.4%
Corporate Personal Prop. Replacement Tax	157,189	267,811	425,000	3.1%
Total Local Government	\$ 4,829,088	\$ 1,519,213	\$ 6,348,301	46.1%
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	557,618	90,775	648,393	4.7%
ICCB Equalization Grant	28,355	-	28,355	0.2%
ICCB Performance Based Grant	58,713	-	58,713	0.4%
ICCB Career/Tech Education	3,500	-	3,500	0.0%
Total State Government	\$ 648,186	\$ 90,775	\$ 738,961	5.4%
FEDERAL GOVERNMENT SOURCES				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	27,241	-	27,241	0.2%
Total Federal Government	\$ 35,541	\$ -	\$ 35,541	0.3%
STUDENT TUITION AND FEES				
Tuition	5,003,875	-	5,003,875	36.4%
Fees	651,125	-	651,125	4.7%
Total Tuition and Fees	\$ 5,655,000	\$ -	\$ 5,655,000	41.1%
OTHER SOURCES				
Facilities Rental	28,000	64,784	92,784	0.7%
Interest on Investments	5,000	-	5,000	0.0%
Other Revenue	851,344	300	886,644	6.4%
Total Other Sources	\$ 884,344	\$ 65,084	\$ 984,428	7.2%
Total 2016-2017 Budgeted Revenue	\$ 12,052,159	\$ 1,675,072	\$ 13,762,231	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2016-2017
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,185,524	-	\$7,185,524	50.0%
Academic Support	841,354	-	841,354	5.9%
Student Services	1,226,003	-	1,226,003	8.5%
Public Services	471,228	-	471,228	3.3%
Oper./Maint. of Plant		1,479,259	1,479,259	10.3%
General Administration	1,291,516	-	1,291,516	9.0%
Institutional Support	1,663,335	-	1,663,335	11.6%
Transfers	(185,847)	-	(185,847)	-1.3%
Scholarships, Grants, Waivers	395,000	-	395,000	2.8%
Total 2016-2017 Budgeted Expenditures	12,888,113	1,479,259	14,367,372	100.0%
Less tuition chargeback	6,000	-	6,000	
Adjusted expenditures	\$ 12,882,113	\$ 1,479,259	\$14,361,372	
BY OBJECT:				
Salaries	\$8,274,640	\$582,994	\$8,857,634	61.7%
Employee Benefits	2,094,468	230,925	2,325,393	16.2%
Contractual Services	643,898	146,756	790,654	5.5%
General Materials and Supplies	685,184	162,228	847,412	5.9%
Conferences and Meetings	227,121	200	227,321	1.6%
Fixed Charges	484,168	-	484,168	3.4%
Utilities	19,000	608,251	627,251	4.4%
Capital Outlay	-	-	-	0.0%
Other	645,481	(252,095)	393,386	2.7%
Transfers	(185,847)	-	(185,847)	-1.3%
Total 2016-2017 Budgeted Expenditures	12,888,113	1,479,259	14,367,372	100.0%
Less tuition chargeback	6,000	-	6,000	
Adjusted expenditures	\$ 12,882,113	\$ 1,479,259	\$14,361,372	

HIGHLAND COMMUNITY COLLEGE
2016-2017 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,665,893	
Employee Benefits	1,147,814	
Contractual Services	87,648	
General Materials and Supplies	219,308	
Conference and Meetings	46,750	
Fixed Charges	14,530	
Utilities	600	
Other	<u>2,981</u>	
Total Instruction		\$ 7,185,524
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 532,085	
Employee Benefits	177,571	
Contractual Services	25,115	
General Materials and Supplies	99,504	
Conferences and Meetings	<u>7,079</u>	
Total Academic Support		841,354
<u>STUDENT SERVICES</u>		
Salaries	\$ 785,679	
Employee Benefits	278,103	
Contractual Services	22,440	
General Materials and Supplies	18,361	
Conferences and Meetings	28,120	
Fixed Charges	8,100	
Other	<u>85,200</u>	
Total Student Services		1,226,003

**Estimated Expenditures 2016-2017
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$	181,744	
Employee Benefits		15,033	
Contractual Services		206,283	
General Materials and Supplies		22,894	
Conferences and Meetings		42,220	
Fixed Charges		<u>3,054</u>	
 Total Public Services			 \$ 471,228

GENERAL ADMINISTRATION

Salaries	\$	705,796	
Employee Benefits		235,967	
Contractual Services		100,059	
General Materials and Supplies		212,903	
Conferences and Meetings		33,891	
Other		<u>2,900</u>	
 Total General Administration			 1,291,516

INSTITUTIONAL SUPPORT

Salaries	\$	403,443	
Employee Benefits		239,980	
Contractual Services		202,353	
General Materials and Supplies		112,214	
Conference and Meetings		69,061	
Fixed Charges		458,484	
Utilities		18,400	
Other		<u>159,400</u>	
 Total Institutional Support			 1,663,335

**Estimated Expenditures 2016-2017
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	\$	<u>395,000</u>
 Total Scholarships, Grants, & Waivers	 \$	 395,000
 Transfers		 <u>(185,847)</u>
 Total Educational Fund	 \$	 <u>12,888,113</u>

2016-2017 Estimated Expenditures**Operations and Maintenance Fund**

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 582,994	
Employee Benefits	230,925	
Contractual Services	146,756	
General Materials and Supplies	162,228	
Conferences and Meetings	200	
Utilities	608,251	
Other	<u>(252,095)</u>	
 Total Operations and Maintenance Fund		 <u>\$ 1,479,259</u>

2016-2017 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 400,000	
Back Taxes	<u>400,000</u>	
Total Local Governmental Sources		<u>\$ 800,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 73,418	
General Materials & Supplies	9,835	
Capital Outlay	2,719,942	
Transfer	<u>118,650</u>	
Total Expenditures		<u>\$ 2,921,845</u>

2016-2017 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 245,000	
Bookstore Sales	968,000	
Athletics	43,430	
Other	<u>134,850</u>	
Total Revenue		\$ <u>1,391,280</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 284,533	
Employee Benefits	40,729	
Contractual Services	75,260	
General Materials and Supplies	868,792	
Conferences and Meetings	181,259	
Fixed Charges	1,766	
Capital Outlay	700	
Utilities	600	
Other	<u>15,356</u>	
Total Expenditures		\$ <u>1,468,995</u>

2016-2017 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 475,500	
Back Taxes	<u>475,500</u>	
		\$ <u>951,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	\$ 273,215	
Employee Benefits	353,019	
Contractual Services	300,512	
Materials & Supplies	19,658	
Conferences & Meetings	15,700	
Fixed Charges	222,331	
Utilities	<u>6,822</u>	
Total Expenditures		\$ <u>1,191,257</u>

2016-2017 Audit Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 22,000	
Back Taxes	<u>22,000</u>	
 Total Local Governmental Sources		 <u>\$ 44,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	<u>\$ 45,000</u>	
 Total Expenditures		 <u>\$ 45,000</u>

2016-2017 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 839,538	
Back Taxes	<u>857,018</u>	
Total Local Governmental Sources		<u>\$ 1,696,556</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal & Interest	<u>\$ 1,705,013</u>	
Total Institutional Support		<u>\$ 1,705,013</u>

2016-2017 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 133,329	
ICCB-Adult Education	262,342	
Other Ill. Governmental Sources	<u>101,268</u>	
		\$ 496,939
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 4,773,630	
Other Federal Sources	<u>73,212</u>	
		4,846,842
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 575,000	
Sales & Service Fees	23,100	
Investment Revenue	20,000	
Nongovernmental Gifts, Grants	71,000	
Other Revenue	<u>302,960</u>	
		<u>992,060</u>
Grand Total		<u>\$ 6,335,841</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 310,091	
Employee Benefits	63,269	
Contractual Services	15,763	
General Materials & Supplies	45,727	
Conference & Meeting	14,541	
Fixed Charges	-	
Utilities	-	
Capital Outlay	18,000	
Other	<u>7,460</u>	
Total Instruction		\$ 474,851

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

STUDENT SERVICES

Salaries	\$ 187,883	
Employee Benefits	65,920	
Contractual Services	1,816	
General Materials & Supplies	7,359	
Conference & Meeting	9,645	
Capital Outlay	200	
Other	<u>40,423</u>	
Total Student Services		\$ 313,246

PUBLIC SERVICES

Salaries	\$ 76,452	
Employee Benefits	12,980	
Contractual Services	14,000	
General Materials & Supplies	18,640	
Conference & Meeting	7,888	
Fixed Charges	24,198	
Utilities	4,152	
Capital Outlay	2,000	
Other	<u>5,200</u>	
Total Public Services		165,510

GENERAL ADMINISTRATION

Salaries	\$ 220,434	
Employee Benefits	32,223	
Contractual Services	-	
General Materials & Supplies	3,355	
Conference & Meeting	22,500	
Fixed Charges	650	
Capital Outlay	23,855	
Other	<u>1,700</u>	
Total General Administration		304,717

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

INSTITUTIONAL SUPPORT

Salaries	\$ 73,658	
Employee Benefits	17,140	
Contractual Services	444,916	
General Materials & Supplies	1,020	
Conference & Meeting	<u>1,480</u>	
Total Institutional Support		538,214

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	79,947	
Financial Aid	<u>4,384,831</u>	
Total Scholarships, Grants & Waivers		<u>4,464,778</u>

GRAND TOTAL \$ 6,261,316

HIGHLAND COMMUNITY COLLEGE
Operating Funds (Education and Oper. & Maint. Funds Combined)
Comparison of Budget with End-of-Year
FY2016 & FY2017

	FY'15 Actual	FY'16 Adopted Budget	FY'16 End-of-Yr. Projection	FY'17 Tentative Budget
Local Taxes	\$5,872,700	\$5,879,178	\$5,879,178	\$5,923,301
Credit Hour Grants	1,304,096	1,296,785	328,855	648,393
Equalization	258,622	56,710	50,000	28,355
ICCB Career/Tech Education	122,994	117,425	-	58,713
ICCB Performance	-	7,000	-	3,500
CPP Replacement Tax	430,395	425,000	343,079	425,000
Dept. of Educ.	3,988	5,944	5,944	5,944
Other Federal Sources	29,597	29,597	29,597	29,597
Tuition & Fees	4,948,763	5,085,000	5,085,000	5,655,000
Sales & Services	51,030	42,278	53,211	40,950
Facilities Revenue	90,665	91,132	101,335	92,784
Interest on Investments	4,548	5,000	5,000	5,000
Gifts	980,158	1,122,831	1,122,831	830,131
Miscellaneous	41,181	6,185	44,563	15,563
Total Revenue	<u>\$14,138,737</u>	<u>\$14,170,065</u>	<u>\$13,048,593</u>	<u>\$13,762,231</u>
<u>EXPENDITURES:</u>				
Salaries	\$8,721,931	\$9,100,621	\$8,903,000	\$8,857,634
Employee Benefits	2,200,397	2,156,760	2,049,068	2,325,393
Contractual Services	665,289	791,395	708,946	790,654
Materials & Supplies	757,433	825,323	769,050	847,412
Conference & Meeting	193,268	255,647	179,455	227,321
Fixed Charges	584,750	600,424	558,774	484,168
Utilities	622,702	675,173	574,750	627,251
Capital Outlay	83,447	32,953	53,100	-
Other Expenditures	316,877	355,850	381,210	393,386
Transfers Out	158,180	-	-	9,803
Transfers In	(249,043)	(293,532)	(276,100)	(195,650)
Total Expenditures	<u>\$14,055,231</u>	<u>\$14,500,614</u>	<u>\$13,901,253</u>	<u>\$14,367,372</u>
Excess of Revenues Over Expenditures	\$83,506	(\$330,549)	(\$852,660)	(\$605,141)
Beginning Fund Balance	3,427,996	3,511,502	3,511,502	2,658,842
Ending Fund Balance	<u>\$3,511,502</u>	<u>\$3,180,953</u>	<u>\$2,658,842</u>	<u>\$2,053,701</u>

Schedule II

**HIGHLAND COMMUNITY COLLEGE
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2015-2016		Tentative Budget 2016-2017	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$2,946,920	20.8%	\$2,976,385	21.6%
Back taxes	2,932,258	20.7%	2,946,916	21.4%
Corp PP tax	425,000	3.0%	425,000	3.1%
Total Local Govt.	\$6,304,178	44.5%	\$6,348,301	46.1%
STATE GOVT.				
ICCB	\$1,296,785	9.2%	\$648,393	4.7%
Equalization	56,710	0.4%	28,355	0.2%
Performance	7,000	0.0%	3,500	0.0%
ICCB Career/Tech Ed	117,425	0.8%	58,713	0.4%
Total State Govt.	\$1,477,920	10.4%	\$738,961	5.4%
FEDERAL GOVT.				
Dept of Ed	\$5,944	0.0%	\$8,300	0.1%
Other Federal sources	\$29,597	0.2%	\$27,241	0.2%
Total Fed. Govt.	\$35,541	0.3%	\$35,541	0.3%
TUITION & FEES				
Tuition	\$4,495,230	31.7%	\$5,003,875	36.4%
Fees	589,770	4.2%	651,125	4.7%
Total Tuit. & Fees	\$5,085,000	35.9%	\$5,655,000	41.1%
OTHER				
Facilities	\$91,132	0.6%	\$92,784	0.7%
Interest	5,000	0.0%	5,000	0.0%
Other	1,171,294	8.3%	886,644	6.4%
Total Other	\$1,267,426	8.9%	\$984,428	7.2%
TOTAL BUDGETED REVENUE	\$14,170,065	100.0%	\$13,762,231	100.0%

Schedule III

HIGHLAND COMMUNITY COLLEGE
Comparison of Operating Funds Budgets
2015-2016 vs. 2016-2017

	Adopted Budget 2015-2016		Tentative Budget 2016-2017	
	Amount	% to Total	Amount	% to Total
BY PROGRAM:				
Instruction	\$7,096,810	48.9%	\$7,185,524	50.0%
Academic Support	825,454	5.7%	841,354	5.9%
Student Services	1,400,507	9.7%	1,226,003	8.5%
Public Services	409,582	2.8%	471,228	3.3%
Oper./Maint. of Plant	1,548,712	10.7%	1,479,259	10.3%
General Administration	1,295,048	8.9%	1,291,516	9.0%
Institutional Support	1,903,033	13.1%	1,663,335	11.6%
Transfers	(293,532)	-2.0%	(185,847)	-1.3%
Scholarships, Grants, Waivers	315,000	2.2%	395,000	2.8%
Total Budgeted Expenditures	\$14,500,614	100.0%	\$14,367,372	100.0%
BY OBJECT:				
Salaries	\$9,100,621	62.8%	\$8,857,634	61.6%
Employee Benefits	2,156,760	14.9%	2,325,393	16.2%
Contractual Services	791,395	5.5%	790,654	5.5%
General Materials and Supplies	825,323	5.7%	847,412	5.9%
Conferences and Meetings	255,647	1.8%	227,321	1.6%
Fixed Charges	600,424	4.1%	484,168	3.4%
Utilities	675,173	4.7%	627,251	4.4%
Capital Outlay	32,953	0.2%	0	0.0%
Other	355,850	2.5%	393,386	2.7%
Provision for Transfers	(293,532)	-2.0%	(185,847)	-1.3%
Total Budgeted Expenditures	\$14,500,614	100.0%	\$14,367,372	100.0%

Schedule IV

HIGHLAND COMMUNITY COLLEGE
Equalized Assessed Valuation
2016-2017 Projection

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1986-87	561,721,599	-0.4%	
	1987-88	564,872,486	0.6%	
	1988-89	564,381,903	-0.1%	
	1989-90	597,203,089	5.8%	E. Dubuque added
	1990-91	663,144,420	11.0%	Galena added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,653,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
est	2016-2017	1,676,836,784	1.0%	

Summary of EAV

By County	Actual 2014-2015	Actual 2015-2016	% Increase	Estimated 2015-2016	% Increase (Decrease)
Stephenson	611,867,414	604,464,718	-1.2%		
Ogle	117,583,543	119,674,189	1.8%		
Carroll	249,276,909	257,811,203	3.4%		
Jo Daviess	673,248,556	678,284,330	0.7%		
Total EAV	\$1,651,976,422	\$1,660,234,440	0.5%	\$1,676,836,784	1.0%

Schedule V

HIGHLAND COMMUNITY COLLEGE
Levy
2016-2017 Projection

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2015 EAV/100 x \$.28 x .5	\$2,324,328		\$2,324,328
2016 est EAV/100 x \$.28 x .5		\$2,347,571	2,347,571
Total Taxes	\$2,324,328	\$2,347,571	\$4,671,899

BUILDING FUND

2015 EAV/100 x \$.075 x .5	\$622,588		\$622,588
2016 est EAV/100 x \$.075 x .5		\$628,814	628,814
Total Taxes	\$622,588	\$628,814	\$1,251,402

TAX RATE PER \$100 EAV

Levy Year	EAV	Operating Fund	Special Levy	Bond and Interest Fund						Protection Health, or Safety Levy	Total Rate
				Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds	Bonds Total		
2005	1,489,291,126	0.3492	0.0690						0.0000	0.0480	0.4662
2006	1,595,858,829	0.3550	0.0658					0.0457	0.0457	0.0000	0.4665
2007	1,726,413,030	0.3550	0.0623					0.0380	0.0380	0.0128	0.4681
2008	1,852,555,264	0.3550	0.0623					0.0319	0.0319	0.0351	0.4843
2009	1,874,499,116	0.3550	0.0636					0.03327	0.0333	0.02687	0.4787
2010	1,846,385,233	0.3550	0.0592		0.0043		0.0211	0.0238	0.0492	0.0216	0.4850
2011	1,783,112,157	0.3550	0.0616		0.01081		0.01833	0.02251	0.0517	0.0252	0.4935
2012	1,723,242,610	0.3550	0.0629		0.03846		0.01848		0.0569	0.0029	0.4778
2013	1,653,203,593	0.3550	0.0600		0.0227		0.03764		0.0603	0.0091	0.4845
2014	1,651,976,422	0.3550	0.0601		0.04199		0.02013		0.0621	0.0061	0.4833
2015	1,660,234,440	0.3550	0.0599		0.09938		0.0039		0.1033	0.0482	0.5664
2016 est	1,676,836,784	0.3550	0.0593		0.0605		0.0396		0.1001	0.0477	0.5621

HIGHLAND COMMUNITY COLLEGE

Summary of Fiscal Year 2017 Budget by Fund

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	\$2,366,370	\$292,472	\$2,207,612	\$115,000	
Budgeted Revenues	12,087,159	1,675,072	800,000	1,391,280	
Budgeted Expend.	13,073,960	1,479,259	2,921,845	1,468,995	
Budgeted Transfers to Other Funds	9,803	-	-	-	
Budgeted Transfers from Other Funds	195,650	-		-	
Budgeted Ending Bal.	\$1,565,416	\$488,285	\$85,767	\$37,285	
	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$612,000	\$15,000	\$493,000	\$7,851,128	\$341,744
Budgeted Revenue	6,335,841	44,000	951,000	15,000	1,696,556
Budgeted Expend.	6,261,316	45,000	1,191,257	8,000	1,705,013
Budgeted Transfers to Other Funds	-	-	-	(7,000)	-
Budgeted Transfers from Other Funds	-	-	-	-	-
Budgeted Ending Bal.	\$686,525	\$14,000	\$252,743	\$7,851,128	\$333,287

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 19, 2016.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-2
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND
TO THE EDUCATIONAL FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$68,568 from the Restricted Purposes Fund to the Educational Fund.

BACKGROUND: The recommended transfer is to support the Hospitality Program budget center using gifts obtained from Foundation donors. Donated funds are accumulated in the Restricted Purposes Fund for the purpose of making an annual transfer to the Operating Fund for expenses directly related to the Hospitality Program. For FY16, instruction comprised the majority of the program expenses.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-3
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the June 2016 bills.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 320030 through 320420 amounting to \$985,194.33, Automated Clearing House (ACH) debits W0000372 through W0000376 amounting to \$16,103.86, Other Debits D0000057 amounting to \$85.15 and Electronic Refunds of \$5,479.78, with 1 adjustments of \$1.00, such warrants amounting to \$1,006,862.12. Transfers of funds for payroll amounted to \$507,156.11.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for June consist of replenishing petty cash for the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, June 30, 2016

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$238,356.33	\$0.00	\$0.00	\$238,356.33
FIFTH THIRD	2,848.44	0.00	0.00	2,848.44
UNION LOAN AND SAVINGS	171,685.60	0.00	0.00	171,685.60
TOTAL ASSETS	\$412,890.37	\$0.00	\$0.00	\$412,890.37
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	51,620.09			51,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	72,946.20			72,946.20
1019 YMCA BLDG/MAINT	48,644.29			48,644.29
1020 HCC BLDG/MAINT	65,734.63			65,734.63
1021 YMCA/HCC INTEREST	95,918.38			95,918.38
1022 HCC SECTION 125 PLAN	2,848.44			2,848.44
TOTAL	\$412,890.37	\$0.00	\$0.00	\$412,890.37

AGENDA ITEM #IX-A
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE BOARD
FY16

TREASURER'S REPORT
COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY16 results in the Operating Funds.
- As of the end of the fiscal year, the State of Illinois has paid the allocations for adult education, credit hour, equalization, and MAP grant funding that were approved as part of special legislation. It is not expected that funding will be approved or received for the remaining \$1,092,065 in operating funds, \$23,258 in RSVP funds, nor \$262,342 in adult education funds that were budgeted by the College for FY16. The College's FY16 budget was based on the expectation of a State budget with level funding for the community college system.
- Corporate Personal Property Replacement Tax (CPPRT) includes the assumption that the College will be required to recognize a reduction in revenue of \$50,000. This amount is estimated by the Illinois Department of Revenue and will have to be repaid to the State due to the State's prior year errors in distribution calculations. Actual repayment requirements have not yet been announced. Treatment of this item in the annual financial statements will be finalized after discussion with the College's auditors.
- Actual Tuition & Fees revenue is estimated to be about equal to the amount budgeted. An increase in Fall 2015 per credit hour tuition to \$123 and estimated level credit hour enrollment from FY15 combine to make up this line item. In addition, revenue from the truck driving and Leadership programs are included.
- Non-governmental Gifts and Grants include the Foundation's contribution to a portion of the scheduled debt certificate payment and unrestricted gifts. This line also includes the additional draw down of \$225,000 from the Matching Grant, which was approved by the Board in April.
- It is projected that actual total revenue will be about 8% or \$1,120,000 less than the amount budgeted.
- In the Salaries expenditure line item, the actual amount is expected to be about 2% lower than budgeted. This is due to positions that were filled later in the year than anticipated, as well as the reduction in force of five full-time positions and one part-time position and the adjustment of three full-time positions to part-time. In conjunction with this, employee benefits are expected to be lower than budgeted.

- The Contractual Services line item is expected to be about 10% lower than budgeted. This line includes interpreter services for students provided through the Success Center. The number of students needing interpreter services was lower than anticipated. In addition, enrollment in medical coding courses was lower than anticipated, resulting in less contractual services costs than budgeted.
- The Materials & Supplies line item and the Conference & Meeting line item are expected to be lower than budgeted. This is based on departmental needs for items such as office and instructional supplies, travel costs, and training.
- The Utilities line item is projected to be about 15% under budget. The amount budgeted for utilities each year is an average of the prior three years' actual amounts. Again this year, we have scheduled heating/cooling systems according to building occupancy. The budget was also positively impacted by the mild weather, particularly in the winter when heating costs were less than budgeted.
- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas. Other line items within various budget centers offset these overages.
- Other Expenditures are expected to be higher than anticipated due to the amount of tuition waivers being more than anticipated.
- The Transfer In line item includes transfers of net investment income from the Working Cash fund, a transfer from the Operations and Maintenance, Restricted Fund to cover a portion of the debt certificate payment, and a transfer from the Restricted Fund from Foundation gifts for the Hospitality program.
- It is projected that total expenditures will be about 4% lower than budgeted. The net result for the fiscal year is expected to be an operating deficit of about \$600,000. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #IX-A
JULY 19, 2016
HIGHLAND COMMUNITY COLLEGE
FY16

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Comparison of Budget with End-of-Year Projections
July 1, 2015 - June 30, 2016

<u>REVENUE:</u>	FY16 Adopted Budget	FY16 End-of-Year Projection	Difference	Percent
Local Taxes	\$5,879,178	\$5,879,178	\$0	100.0%
Credit Hour Grants	1,296,785	328,855	(967,930)	25.4%
Equalization	56,710	50,000	(6,710)	88.2%
ICCB Career/Tech Education	117,425	-	(117,425)	0.0%
ICCB Performance	7,000	-	(7,000)	100.0%
CPP Replacement Tax	425,000	343,079	(81,921)	80.7%
Dept. of Educ.	5,944	5,944	-	100.0%
Other Federal Sources	29,597	29,597	-	100.0%
Tuition & Fees	5,085,000	5,085,000	-	100.0%
Sales & Services	42,278	53,211	10,933	125.9%
Facilities Revenue	91,132	101,335	10,203	111.2%
Interest on Investments	5,000	5,000	-	100.0%
Non-Govt. Gifts, Grants	1,122,831	1,122,831	-	100.0%
Miscellaneous	6,185	44,563	38,378	720.5%
Total Revenue	\$14,170,065	\$13,048,593	(\$1,121,472)	92.1%
<u>EXPENDITURES:</u>				
Salaries	\$9,100,621	\$8,903,000	(\$197,621)	97.8%
Employee Benefits	2,156,760	2,049,068	(107,692)	95.0%
Contractual Services	791,395	708,946	(82,449)	89.6%
Materials & Supplies	825,323	769,050	(56,273)	93.2%
Conference & Meeting	255,647	179,455	(76,192)	70.2%
Fixed Charges	153,802	112,152	(41,650)	72.9%
Debt Certificate Payment	446,622	446,622	-	100.0%
Utilities	675,173	574,750	(100,423)	85.1%
Capital Outlay	32,953	53,100	20,147	161.1%
Other Expenditures	355,850	381,210	25,360	107.1%
Transfers In	(293,532)	(276,100)	17,432	94.1%
Total Expenditures	\$14,500,614	\$13,901,253	(\$599,361)	95.9%
Excess of Revenues Over Expenditures	(\$330,549)	(\$852,660)	(\$522,111)	
Beginning Fund Balance	3,511,502	3,511,502		
Ending Fund Balance	\$3,180,953	\$2,658,842		