

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

January 17, 2017 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     November 15, 2016 Regular Meeting  
                                      December 7, 2016 Board Retreat
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. Board Meeting Schedule (Page 1)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
  - D. Financial (None)
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. 2017 – 2020 Calendar (Page 7)
    - 2. First Reading – Revised Policy 1.06: Duties and Responsibilities of the Board (Page 13)
    - 3. First Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 17)
    - 4. First Reading – Revised Policy 5.09: Reimbursement for Travel Expenses (Page 19)
  - C. Personnel
    - 1. Seniority Lists (Page 22)

D. Financial

1. Interfund Transfer from Operations & Maintenance, Restricted Fund to Educational Fund (Page 29)
2. Payment of Bills and Agency Fund Report – November 2016 (Page 30)
3. Payment of Bills and Agency Fund Report – December 2016 (Page 32)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 34)
- 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

- A. Appoint Trustees to Review Closed Session Minutes

XIV. Dates of Importance

- A. Next Regular Board Meeting – February 21, 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 – March 1, 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  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE**

**BOARD MEETING SCHEDULE**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees reaffirms its regular meeting date and time as the third Tuesday of the month at 4:00 p.m., with the exception of the April 2017 meeting, which will be held on the fourth Tuesday. All regular meetings of the Board will be held in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois. Following are the Board meeting dates through the organizational meeting in April 2017:

January 17, 2017  
February 21, 2017  
March 21, 2017  
April 25, 2017 (4<sup>th</sup> Tuesday)

**BACKGROUND:** The Public Community College Act (110 ILCS 805/3-8) requires that at the organizational meeting of the board, the board "... shall fix a time and place for its regular meetings." The Act also requires that "public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year." Notice of the schedule of meetings will be sent to area media, as required by law.

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

**AGENDA ITEM #VII-C-1  
JANUARY 17, 2017  
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 Fall 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: \_\_\_\_\_

Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Alan	Nowicki		YMCA C-CATS	Forensic Entomology				\$40.00
Melissa	Schleuning		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Michael	Jazo	3781	PERS011ACC	How to Trade Stocks	6		\$25.00	\$150.00
Cliff	Klenke		Soldering Consultation					\$78.00
Steve	Konefes	3819	PERS032FCC	Mexican Cuisine	6		\$20.00	\$120.00
Steve	Konefes	3799	PERS032CCC	Adv. Culinary Arts	12		\$20.00	\$240.00
Steve	Konefes	3850	PERS037NCC	Intro to Culinary Arts	12		\$20.00	\$240.00
Steve	Konefes	3817	PERS032ECC	Italian Cuisine	6		\$20.00	\$120.00
Kerry	Weber		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Suzanne	Miller	4150	SPTP160I	Workforce Ready				\$2,300.00
Shelly	Morgan	3710	NURS091HBB	Portion of BNA				\$172.80
Gordon	Dammann	3808	SPTP120ACC	Civil War History	9		\$40.00	\$360.00
Shelly	Morgan	3792	WFD051FCC	Basic Life Support				\$120.00
Jean	Meyers		Cosmetology Lab - P/T Instructor		TBD		\$25.17	TBD
Heidi	Lessen		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Kayla	Clark		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Amy	Chamberlin		Careers to Consider presenter					\$200.00
Jeremy	Monigold		Careers to Consider presenter					\$200.00
Jim	Palmer		Careers to Consider presenter					\$200.00
Jeff	Robertson		Careers to Consider presenter					\$200.00
Jennifer	Roser		Careers to Consider presenter					\$200.00
Aaron	Sargent		Careers to Consider presenter					\$200.00
Todd	Vacek		Careers to Consider presenter					\$200.00
Dave	Vrtol		Careers to Consider presenter					\$200.00
Heidi	Lessen		Careers to Consider presenter					\$200.00
Eric	Piper		Careers to Consider presenter					\$200.00
Kerry	Weber		Careers to Consider presenter					\$200.00
Jacqueline	Bennett		Careers to Consider host					\$100.00
<b>Other Assignments</b>								
Christopher	Blocker		Volleyball game 10/25/16 worker					\$ 15.00
Mirakel	Dedmond		Volleyball game 10/25/16 worker					\$ 20.00
Eric	Gillam		Women's basketball game 11/3/16 official					\$ 140.00
Steve	Hansen		Men's basketball game 11/5/16 official					\$ 140.00
Rod	Hill		Men's basketball game 11/5/16 official					\$ 140.00
Doug	Huey		Women's basketball game 11/3/16 official					\$ 140.00
Scott	Huffman		Women's basketball game 11/3/16 official					\$ 140.00
Rocky	Jones		Men's basketball game 11/5/16 official					\$ 140.00
Kevin	Berg		Caricature artist 11/5/16					\$ 250.00
Joe	Lopez		Women's basketball game 11/5/16 official					\$ 140.00
Kevin	Moore		Men's basketball game 11/5/16 official					\$ 140.00
Dakata	Toney		Volleyball game 10/25/16 worker					\$ 15.00
Misty	Witt		Volleyball games Oct 2016 scorer's table					\$ 50.00
Bernard	Branch		Women's basketball game 11/5/16 official					\$ 140.00
Allison	Barr		Drawing assistant		5		12	\$ 60.00

Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Grant	Draper		Drawing assistant		6		12	\$ 72.00
Leeanne	Krusemark		Lifelong Learning instructor					\$ 320.00
Kevin	Croom-Ausler		DJ services 11/5/16					\$ 200.00
Randa	Noble		Business Institute instructor					\$ 1,318.75
Julie	Dale		Ballroom dance instruction					\$ 643.50
Jessica	Oladapo		Diversity training Instructor					\$ 2,129.60
Bernard	Branch		Women's basketball game 11/19/16 official					\$ 140.00
Michael	Bromley		Women's basketball game 11/19/16 official					\$ 140.00
Terry	Glaub		Women's basketball game 11/19/16 official					\$ 140.00
Lindsey	McNamer		Security guard 11/5/16					\$ 140.00
Robert	Sutter		Security guard 11/5/16					\$ 120.00
Rod	Anderson		Men's basketball game 11/22/16 official					\$ 140.00
Tony	Lasek		Men's basketball game 11/22/16 official					\$ 140.00
Mike	Mercer		Men's basketball game 11/22/16 official					\$ 140.00
Joshua	Naujokas		Sound for BSA open mic event					\$ 80.00
Allison	Barr		Drawing assistant		5		12	\$ 60.00
Grant	Draper		Drawing assistant		6		12	\$ 72.00
Bonnie	Hale		Consultation/student file review					\$ 475.00
Dean	Buckwalter		Scorer's table 4 basketball games in November					\$ 100.00
Kim	Grimes		Scorer's table 5 basketball games in November					\$ 125.00
Misty	Witt		Scorer's table 5 basketball games in November					\$ 125.00
Bernard	Branch		Women's basketball game 12/1/16 official					\$ 140.00
Drew	Middleton		Women's basketball game 12/1/16 official					\$ 140.00
Joe	Thompson		Women's basketball game 12/1/16 official					\$ 140.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
John	Hartman		Piano tuning					\$ 65.00
Michael	Bromley		Women's basketball game 12/6/16 official					\$ 140.00
Maria	Brown		Technical Review of Student Support Services Proposal					\$ 2,500.00
Camelot Costumes LLC			Children's Show labor					\$ 500.00
Ray	Donald		Women's basketball game 12/6/16 official					\$ 140.00
Everett	Fenwick		Women's basketball game 12/6/16 official					\$ 140.00
Jeff	Slattengren		Stats for William R Bear tournament					\$ 360.00
Bernard	Branch		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Michele	Horvath		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Valerie	Russell		Women's basketball game 12/8/16 official - game canceled					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/9/16 7:00 pm					\$ 140.00
Rod	Anderson		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Jeff	Carr		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Jeff	Carr		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Bradley	Carrell		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00
Bradley	Carrell		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Timothy	Cunningham		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
Timothy	Cunningham		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Edward	Draper		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00
Edward	Draper		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Jeremy	Gerlach		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
Jeremy	Gerlach		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
David	Gilliland		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Steve	Hansen		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Steve	Hansen		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
Tony	Lasek		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Tony	Lasek		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
James	McGinnes		William R Bear tournament official 12/10/16 3:00 pm					\$ 140.00
James	McGinnes		William R Bear tournament official 12/10/16 7:00 pm					\$ 140.00
Lynell	Mitchell		William R Bear tournament official 12/9/16 7:00 pm					\$ 140.00
Colin	Mix		William R Bear tournament official 12/10/16 11:00 am					\$ 140.00
Michael	Pfeil		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Jeff	Rutledge		William R Bear tournament official 12/9/16 1:00 pm					\$ 140.00
Steve	Spivey		William R Bear tournament official 12/10/16 5:00 pm					\$ 140.00
Steve	Spivey		William R Bear tournament official 12/10/16 9:00 pm					\$ 140.00
Chad	Sutton		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Chad	Sutton		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/10/16 1:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/9/16 5:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/9/16 9:00 pm					\$ 140.00
Scott	Tierney		William R Bear tournament official 12/10/16 9:00 am					\$ 140.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Dale	Brady		William R Bear tournament official 12/9/16 3:00 pm					\$ 140.00
Dale	Brady		William R Bear tournament official 12/6/16 7:00 pm					\$ 140.00
Allison	Funches		Honorarium for singing to open Dr. Steve Perry					\$ 300.00
Miles	McShane		Assisted with Madrigal Dinner					\$ 100.00
Zachary	Stewart		Lighting operator for Cosmo event 12/2/16					\$ 80.00
Kathleen	Weber		Proctoring for EPA Section 608 Technician Certification exam					\$ 150.00
Alegra	Koser		Security guard for William R Bear tournament 12/10/16					\$ 320.00
Lindsey	McNamer		Security guard for William R Bear tournament 12/10/16					\$ 160.00
Kenneth	Nesemeier		Security guard for William R Bear tournament 12/9/16, 12/10/16					\$ 280.00
Dean	Buckwalter		Worked 3 women's basketball games & 10 tournament games					\$ 325.00
Kim	Grimes		Worked 3 women's basketball games & 12 tournament games					\$ 375.00
Misty	Witt		Worked 3 women's basketball games & 12 tournament games					\$ 375.00



**AGENDA ITEM #VIII-B-1  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**2017 - 2020 CALENDAR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the 2017 – 2020 calendar.

**BACKGROUND:** The proposed calendar is reviewed by the Core Cabinet, Admissions and Records staff, Deans, Financial Aid Director, Marketing and Community Relations staff, and the Faculty Senate President and appointed faculty representatives. This calendar is included in the 2017 - 2019 catalog and published on the College website.

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



# Academic Calendar 2017-2020

## Spring 2017

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October 17, 2016 – January 9, 2017	Registration for Spring 2017
January 2	Holiday • New Year's Day observed
January 5	Faculty return to campus
January 9	Classes begin
January 9 – 13	Class changes permitted
January 13	Last day to drop for first 8-week classes, no record/refund
January 16	Holiday • Martin Luther King Jr. Day
January 23	Last day to drop for 16-week classes, no record/refund
February 13	Holiday • Lincoln's Birthday observed
February 20 – June 12	Registration for Summer 2017
February 24	Last day to withdraw "W" for first 8-week classes
March 3	Midterm
March 6	Second 8-week classes begin
March 10	Last day to drop for second 8-week classes, no record/refund
March 20 – 24	Academic Holidays • Spring Break
April 17 – August 14	Registration for Fall 2017
April 20	Last day to withdraw "W" for 16-week and second 8-week classes
May 4, 5, 8, 9, & 10	Final exams
May 12	End of Spring term
May 13	Commencement
May 13	Final day instructors

## Pre-Summer Session 2017

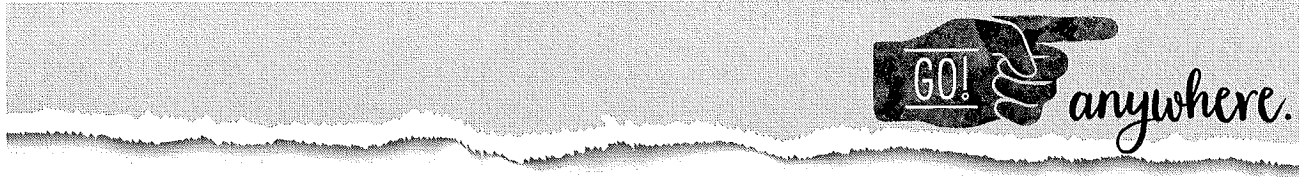
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May 22	Classes begin
May 23	Last day to drop, no record/refund
May 29	Holiday • Memorial Day
June 8	End of session

## Summer 2017

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February 20 – June 12	Registration for Summer 2017
June 12	Classes begin
June 12 – 15	Class changes permitted
June 19	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 6	Midterm
July 27	Last day to withdraw "W"
August 3	End of Summer session



**Fall 2017**

April 17 – August 14	Registration for Fall 2017
August 10	Faculty return to campus
August 14	Classes begin
August 14 – 18	Class changes permitted
August 18	Last day to drop for first 8-week classes, no record/refund
August 25	Last day to drop for 16-week classes, no record/refund
September 4	Holiday • Labor Day
September 29	Last day to withdraw “W” for first 8-week classes
October 6	Midterm
October 9	Holiday • Columbus Day
October 10	Second 8-week classes begin
October 16	Last day to drop for second 8-week classes, no record/refund
October 16, 2017 – January 16, 2018	Registration for Spring 2018
November 16	Last day to withdraw “W” for 16-week and second 8-week classes
November 23 – 24	Holiday • Thanksgiving
December 4 – 8	Final exams
December 8	End of Fall term
December 22 & 25	Holiday • Christmas Eve observed & Christmas Day
December 22, 2017 – January 1, 2018	Campus closed

**Spring 2018**

October 16, 2017 – January 16, 2018	Registration for Spring 2018
January 1	Holiday • New Year’s Day
January 11	Faculty return to campus
January 15	Holiday • Martin Luther King Jr. Day
January 16	Classes begin
January 16 – 22	Class changes permitted
January 22	Last day to drop for first 8-week classes, no record/refund
January 29	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 21 – June 11	Registration for Summer 2018
March 2	Last day to withdraw “W” for first 8-week classes
March 9	Midterm
March 12	Second 8-week classes begin
March 16	Last day to drop for second 8-week classes, no record/refund
March 19 – 23	Academic Holidays • Spring Break
April 16 – August 20	Registration for Fall 2018
April 26	Last day to withdraw “W” for 16-week and second 8-week classes
May 10, 11, 14, 15, & 16	Final exams
May 16	End of Spring term
May 19	Commencement
May 19	Final day instructors

**Pre-Summer Session 2018**

May 21	Classes begin
May 22	Last day to drop, no record/refund
May 28	Holiday • Memorial Day
June 7	End of session



## Summer 2018

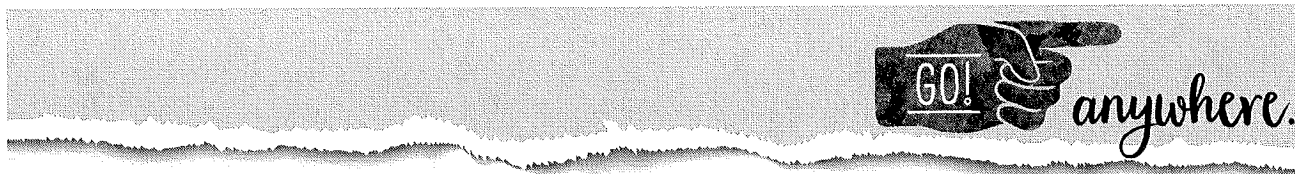
February 21 – June 11	Registration for Summer 2018
June 11	Classes begin
June 11 – 14	Class changes permitted
June 18	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 5	Midterm
July 26	Last day to withdraw "W"
August 2	End of Summer session

## Fall 2018

April 16 – August 20	Registration for Fall 2018
August 16	Faculty return to campus
August 20	Classes begin
August 20 – 24	Class changes permitted
August 24	Last day to drop for first 8-week classes, no record/refund
August 31	Last day to drop for 16-week classes, no record/refund
September 3	Holiday • Labor Day
October 5	Last day to withdraw "W" for first 8-week classes
October 8	Holiday • Columbus Day
October 12	Midterm
October 15	Second 8-week classes begin
October 19	Last day to drop for second 8-week classes, no record/refund
October 22, 2018 – January 14, 2019	Registration for Spring 2019
November 26	Last day to withdraw "W" for 16-week and second 8-week classes
November 22 – 23	Holiday • Thanksgiving
December 10 – 14	Final exams
December 14	End of Fall term
December 24 – 25	Holiday • Christmas Eve & Christmas Day
December 24, 2018 – January 1, 2019	Campus closed

## Spring 2019

October 22, 2018 – January 14, 2019	Registration for Spring 2019
January 1	Holiday • New Year's Day
January 10	Faculty return to campus
January 14	Classes begin
January 14 – 18	Class changes permitted
January 18	Last day to drop for first 8-week classes, no record/refund
January 21	Holiday • Martin Luther King Jr. Day
January 28	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 20 – June 10	Registration for Summer 2019
March 1	Last day to withdraw "W" for first 8-week classes
March 8	Midterm
March 11	Second 8-week classes begin
March 15	Last day to drop for second 8-week classes, no record/refund
March 18 – 22	Academic Holidays • Spring Break
April 15 – August 19	Registration for Fall 2019



April 25.....	Last day to withdraw "W" for 16-week and second 8-week classes
May 9, 10, 13, 14, 15.....	Final exams
May 15.....	End of Spring term
May 18.....	Commencement
May 18.....	Final day instructors

**Pre-Summer Session 2019**

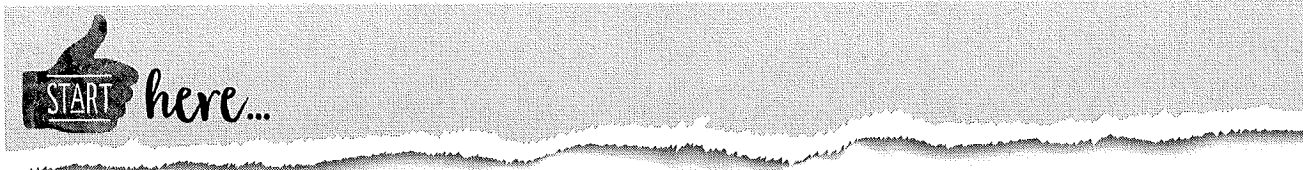
May 20.....	Classes begin
May 21.....	Last day to drop, no record/refund
May 27.....	Holiday • Memorial Day
June 6.....	End of session

**Summer 2019**

February 20 – June 10.....	Registration for Summer 2019
June 10.....	Classes begin
June 10 – 13.....	Class changes permitted
June 17.....	Last day to drop for 8-week classes, no record/refund
July 4.....	Holiday • Fourth of July
July 4.....	Midterm
July 25.....	Last day to withdraw "W"
August 1.....	End of Summer session

**Fall 2019**

April 15 – August 19.....	Registration for Fall 2019
August 15.....	Faculty return to campus
August 19.....	Classes begin
August 19 – 23.....	Class changes permitted
August 23.....	Last day to drop for first 8-week classes, no record/refund
August 30.....	Last day to drop for 16-week classes, no record/refund
September 2.....	Holiday • Labor Day
October 4.....	Last day to withdraw "W" for first 8-week classes
October 11.....	Midterm
October 14.....	Holiday • Columbus Day
October 15.....	Second 8-week classes begin
October 21.....	Last day to drop for second 8-week classes, no record/refund
October 21, 2019 – January 13, 2020.....	Registration for Spring 2020
November 21.....	Last day to withdraw "W" for 16-week and second 8-week classes
November 28 – 29.....	Holiday • Thanksgiving
December 9 – 13.....	Final exams
December 13.....	End of Fall term
December 24 & 25.....	Holiday • Christmas Eve & Christmas Day
December 23, 2019 – January 1, 2020.....	Campus closed



**Spring 2020**

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October 21, 2019 – January 13, 2020	Registration for Spring 2020
January 1	Holiday • New Year’s Day
January 9	Faculty return to campus
January 13	Classes begin
January 13 – 17	Class changes permitted
January 17	Last day to drop for first 8-week classes, no record/refund
January 20	Holiday • Martin Luther King Jr. Day
January 27	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 19 – June 8	Registration for Summer 2020
February 28	Last day to withdraw “W” for first 8-week classes
March 6	Midterm
March 9	Second 8-week classes begin
March 13	Last day to drop for second 8-week classes, no record/refund
March 16 – 20	Academic Holidays • Spring Break
April 16 – August 19	Registration for Fall 2020
April 23	Last day to withdraw “W” for 16-week and second 8-week classes
May 7, 8, 11, 12, 13	Final exams
May 13	End of Spring term
May 16	Commencement
May 16	Final day instructors

**Pre-Summer Session 2020**

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May 18	Classes begin
May 19	Last day to drop, no record/refund
May 25	Holiday • Memorial Day
June 4	End of session

**Summer 2020**

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February 19 – June 8	Registration for Summer 2020
June 8	Classes begin
June 8 – 11	Class changes permitted
June 15	Last day to drop for 8-week classes, no record/refund
July 2	Holiday • Fourth of July observed
July 2	Midterm
July 23	Last day to withdraw “W”
July 30	End of Summer session

**AGENDA ITEM #VIII-B-2  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 1.06  
DUTIES AND RESPONSIBILITIES OF THE BOARD**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 1.06, Duties and Responsibilities of the Board, which is included in Chapter I, Board of Trustees, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the attached policy will improve efficiencies in the purchasing process. Other Illinois Community College policies were reviewed and are consistent with this recommendation. In order to maintain strong internal controls over contracts, a recommendation has been made to update Policy 5.06, Purchases of Supplies and Services, to require administrative authorization of contracts or other written agreements involved in the purchasing of supplies and services.

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

1.06 Duties and Responsibilities of the Board (Revised 12/18/12)

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. To advance the mission of the College by encouraging ongoing assessment of student learning and institutional effectiveness.
- B. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- C. To select, appoint and establish the salary and conditions of employment of the President of the College, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- E. To determine the broad general policies yearly for governing the College, and to present to the President the short-term and long-term direction for the College.
- F. To approve the annual budget.
- G. To give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000. Copies of Board approved contracts will be kept on file by the VP Administrative Services. ~~To give prior approval of contractual agreements over \$5,000.~~
- H. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- I. To approve rates of compensation for faculty, administrative, and professional full-time and/or part-time employees.
- J. To act upon recommendations of the President on site and physical plant development and utilization.
- K. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds and equipment.
- L. To act upon competitive bids for supplies and equipment in excess of \$25,000, and for construction/repairs in excess of \$50,000. All vendors shall have affirmative action and OSHA programs.



- M. To approve curricular offerings of the College upon the recommendation of the President.
- N. To determine the academic term of the College, within the rules and regulations of the State Board, and to approve the Academic Calendar of the College. Days within the term designated for the purpose of enrollment, testing, orientation or examination of students and all days on which scheduled classes are held shall be considered as days of student attendance.
- O. To consider communications and requests from citizens and organizations within the district on matters of policy.
- P. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.
- Q. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
- R. To establish and/or approve citizens advisory committees as needed.
- S. To serve as a Board of final appeal with the College for students, faculty and staff of the College and citizens of the district who may have grievances in matters in which they have jurisdiction concerning the College district.
- T. To appoint a treasurer to serve at the Board's pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18).
- U. To designate depositories for College funds.
- V. To establish an instrument for presidential evaluation based on the Board's plans, goals and objectives for the College and leadership qualities.
- W. To evaluate the Board's activities, responsibilities, and ethics in accordance with Policy 1.23.
- X. To agree that oral or written communications to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that oral or written communications to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.

- Y. To employ legal counsel for the College.
- Z. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act (110 ILCS 805/3-22.1)
- AA. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

**AGENDA ITEM #VIII-B-3  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING –REVISED POLICY 5.06  
PURCHASES OF SUPPLIES AND SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 5.06, Purchases of Supplies and Services, which is included in Chapter V, Finance and Facilities, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the attached policy are recommended in order to strengthen internal controls over written agreements involved in the purchasing of supplies and services. The authorization level for signature of these types of documents will match the authorization level for signature of other purchasing documents. This revision is in conjunction with the proposed revision to Policy 1.06, Duties and Responsibilities of the Board.

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

#### 5.06 Purchases of Supplies and Services (Revised ~~1/19/16~~)

Purchases by faculty and staff for supplies and services in the amount of \$500 or less must have written approval from the respective originator and budget manager. Those requisitions between \$500 and \$2,000 also require the written approval of the appropriate Vice President, Associate Vice President or Executive Vice President. In addition, all requisitions in the amount of \$2,000 or more require the written approval of the Executive Vice President and President. Any other written agreements involved in the purchasing of supplies and services, such as service agreements, statements of work, and proposal acceptance documents require written approval as outlined above.

All required forms (see G:General\Accounting) are to be forwarded to the Manager of Accounting following completion. Required forms for purchases of supplies and services that do not include appropriate written approvals or supporting documents will be the responsibility of the individual and not the obligation of the College. Purchases that are not appropriate College expenses will be the responsibility of the individual and not the obligation of the College.

**AGENDA ITEM #VIII-B-4  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.09  
REIMBURSEMENT FOR TRAVEL EXPENSES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised policy 5.09, Reimbursement for Travel Expenses, which is included in Chapter V, Finance, of the Policy Manual.

**BACKGROUND:** The proposed revisions to the attached policy are required by the Local Government Travel Expense Control Act, PA 99-604. All local governments are required to regulate costs of travel, meal and lodging for employees and Board members effective January 1, 2017. The College's general practices related to travel expenses already meet many of the parameters outlined in the law. The recommended wording makes updates for specific requirements, such as establishing maximum allowable expenses for meals and lodging, and requiring Board action for approval of Board member travel expenses and employee travel expenses that exceed the maximums. A revised travel request form is being developed, and employee training will be provided on the regulations and new forms.

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

5.09 Reimbursement for Travel, Meal, and Lodging Expenses (Revised 1/19/16)

Travel, meal, and lodging expenses incurred by ~~faculty, staff~~ College employees and members of the Board of Trustees traveling on official college business will be made in accordance with state law. Official college business includes travel and meetings that are necessary, reasonable, and appropriate expenses incurred for the primary benefit of college business. Expenses for entertainment, which include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, will not be allowed.

Employee travel, meal, and lodging:

Travel, meal, and lodging expenses incurred by College employees must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved.

Expenses that do not exceed maximum allowable amounts, below, must be reviewed and approved by an employee authorized to approve such expenses, in accordance with policy 5.06. Expenses that do exceed maximum allowable amounts must be approved by roll call vote at an open meeting of the Board of Trustees.

Elected Board member travel, meal, and lodging:

Travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved. All travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be approved by roll call vote at an open meeting of the Board of Trustees.

Expenses:

Approved expenses may include transportation costs, registration fees, meals, lodging, baggage fee, and incidental expenses, which include parking fees, tolls, taxi fares, tips and similar expenses. Specific criteria for the categories of transportation, lodging, and meals must be met, as outlined in the following paragraphs.

Transportation:

All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. All travel shall be done by the most direct route. Expenses due to deviations for convenience will not be approved

for payment by the College. Arrangements for transportation shall be the least costly reasonable available alternative.

A college vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see myHCC Staff portal.) If less than the cost of mileage reimbursement, the purchase of gasoline for a personal vehicle for the purpose of the approved travel may be approved if an original detailed receipt supporting the expenditure accompanies the request.

#### Lodging:

Approved expenses for lodging include each day for which lodging is required for business purposes at the standard room rate not to exceed \$300 per night (see exception). An exception to the maximum rates is that the standard room rate in a hotel where a meeting, convention, or conference is being held may be approved. Expenses incurred due to room upgrades, use of amenities, or nights stayed in addition to those in which business purposes exist will not be approved for payment by the College.

#### Meals:

Approved expenses for meals (which includes breakfast, lunch, and dinner) will be for the actual cost of the meal (not a per diem rate) provided that itemized approval requests accompanied by the original detailed receipts are submitted. The cost of alcoholic beverages will not be approved. The total daily amount approved will not exceed the maximum total daily amount of Meals and Incidental Expenses rates published by the U.S. General Services Administration (see exception). Rates can be verified at <https://www.gsa.gov/portal/category/26429> (Meals & IE tab). Exceptions to the maximum amount include: the total amount of meals in a hotel where a meeting, convention, or conference is being held may be approved and meals included as part of the conference package may be approved. Meals under these exclusions are not included in the total maximum daily rate.

#### Reimbursement:

Itemized reimbursement requests for all travel expenses must be accompanied by original detailed receipts ~~to support any singular expenditure of \$10 or more.~~ Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by original detailed receipts for all items.

All settlement of travel advances must take place within 10 working days of the completion of the trip.

**AGENDA ITEM # VIII-C-1  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SENIORITY LISTS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached seniority lists for each full-time Highland faculty member that shows the services each faculty member is competent to render.

**BACKGROUND:** An amendment to the Illinois Community College Tenure Act, which became effective January 1, 1990, provides as follows:

"Each board, unless otherwise provided in a collective bargaining agreement, shall each year establish a list, categorized by positions, showing the seniority of each faculty member for each position entailing services such faculty member is competent to render. Copies of the list shall be distributed to the exclusive employee representative on or before February 1 of each year."

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



Business and Technology FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Amy Chamberlin	2	Cosmetology	
Justin Ebert	2	Agriculture	
Steve Gellings	29	Electronics/Wind	BUSN 141/COMM 101/MTEC 164
Joe Grove	7	Economics	BUSN 121
Rich Jacobs	6	Business	
Denise Johnson	9	Information Technology	
Jeremy Monigold	11	Information Technology	BUSN 141
Jim Palmer	15	Automotive	
Jeff Robertson	9	Automotive	
Aaron Sargent	2	Industrial Manufacturing	
Evan Talbert	1	Hospitality Management	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 14**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 14**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Business and Technology FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Todd Vacek	2	Auto Body	
David Vrtol	7	Wind Technology	
Carol Wilhelms	4	Accounting	

**Reviewers: If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by November 14.** The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by November 14. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Humanities, Social Sciences and Fine Arts FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Robert Apolloni	14	Art	
Andrew Dvorak	21	History/Political Science	
Laura Early	.5	Theatre	
Melissa Entzminger	3	Speech	
Sam Fiorenza	18	English	
Kim Goudreau	27	Sociology	
Kent Johnson	25	English/Spanish	
Chelsea Martinez	4	Psychology/Education	
Tracy Mays	14	English/German	
Kay Ostberg	8	English	PHIL 281

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 14**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 14**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Humanities, Social Sciences and Fine Arts FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Katherine Perkins	3	English	
Jim Phillips	11	Western Civ./ Political Science	SPCH 294 and 295 HIST 245 and HIST 143
Paul Rabideau	13.5	Psychology	
Allen Redford	25	Music	
Jennifer Roser	1	Criminal Justice	
Donna Tufariello	13.5	English	
Jim Yeager	11	Speech	HUMA 110 and MCOM 205

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by November 14. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by November 14. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

Natural Science and Mathematics FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Juliet Moderow	10	Biology	
Brendan Dutmer	5.5	Chemistry	
David Esch	1	Physics/Engineering	
Karla Giuffre	7	Biology	
Tony Grahame	20	Biology	
Steve Mihina	20	Mathematics	
Alan Nowicki	23	Biology	
Jenna Rancingay	4	Mathematics	
Steve Simpson	29	Earth Sciences	
John Sullivan	17	Chemistry	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by **November 14**. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by **November 14**. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. **The committee will base its decision on the broadest practical interpretation of primary discipline.**

Nursing and Allied Health FT Faculty  
(Updated at the end of May, 2016)

<u>Name</u>	<u>Years of FT Teaching at HCC</u>	<u>Primary Discipline(s)</u>	<u>Courses Outside of Primary Discipline(s)</u>
Alicia Kepner	1	Medical Assistant	
Jessica Larson	5.5	Nursing	
Cassie Mekeel	1	Nursing	
Shelly Morgan	1.5	Nursing	
Christine Sanders	3	Nursing	
Chrislyn Senneff	7	Nursing	
Kay Sperry	7.5	Nursing	
Laura Weter	2	Nursing	

**Reviewers:** If teaching assignments change which could support a change in primary discipline, the change in primary discipline must be requested in writing to the appropriate Dean who will deliver the request to the Executive Vice President by November 14. The Executive Vice President will call together the Seniority List Committee to discuss. The primary discipline is based on what the faculty member was originally hired to teach or what they have been primarily teaching (over 50% of assigned teaching) over the past 5 years.

If a faculty member has taught a course outside his or her primary discipline at least three times in the last five years, they should see the appropriate Dean to complete a form which shall then be submitted to the Executive Vice President by November 14. The Executive Vice President will make the determination of approval. The Committee may be convened if necessary. The committee will base its decision on the broadest practical interpretation of primary discipline.

**AGENDA ITEM #VIII-D-1  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE,  
RESTRICTED FUND TO EDUCATIONAL FUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance, Restricted Fund to the Educational Fund in the amount of \$50,000 in order to support the semi-annual regular payments on the College's 2012 Refunding Debt Certificates (originally issued in 2006).

**BACKGROUND:** The fundraising efforts of the Highland Community College Foundation will be combined with a transfer from the Operations and Maintenance, Restricted fund in order to make the \$404,565 payment that was due on the 2012 Refunding Debt Certificates on January 1, 2017, and the \$30,866 payment that is due on July 1, 2017. The money to be transferred from the Operations and Maintenance, Restricted fund is remaining from the 2006 Debt Certificate issuance and is due to the actual costs of one of the projects being financed, the construction of the Nursing Wing, being lower than the amount budgeted. This transfer will completely diminish those funds.

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

**AGENDA ITEM #VIII-D-2  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT  
NOVEMBER 2016**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 322298 through 322695 amounting to \$746,633.90, Automated Clearing House (ACH) debits W0000395 through W0000399 amounting to \$8,559.71, Other Debits D0000062 amounting to \$114.52, and Electronic Refunds of \$8,443.27, with 6 adjustments of \$1,491.93, such warrants amounting to \$762,259.47. Transfers of funds for payroll amounted to \$544,611.13.

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

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



**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, November 30, 2016**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$240,439.68	\$416.67	\$16,735.00	\$224,121.35
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,710.62	0.00	0.00	171,710.62
	-----	-----	-----	-----
<b>TOTAL ASSETS</b>	<b>\$415,550.01</b>	<b>\$416.67</b>	<b>\$16,735.00</b>	<b>\$399,231.68</b>
	=====	=====	=====	=====
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	75,029.55	416.67		75,446.22
1019 YMCA BLDG/MAINT	48,644.29		8,367.50	40,276.79
1020 HCC BLDG/MAINT	65,734.63		8,367.50	57,367.13
1021 YMCA/HCC INTEREST	95,943.40			95,943.40
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
	-----	-----	-----	-----
<b>TOTAL</b>	<b>\$415,550.01</b>	<b>\$416.67</b>	<b>\$16,735.00</b>	<b>\$399,231.68</b>

**AGENDA ITEM #VIII-D-3  
JANUARY 17, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT  
DECEMBER 2016**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 322696 through 322977 amounting to \$654,184.67, Automated Clearing House (ACH) debits W0000400 through W0000403 amounting to \$8,783.57, Other Debits D0000063 through D0000065 amounting to \$44,083.22, and Electronic Refunds of \$4,992.00, with 22 adjustments of \$3,115.61, such warrants amounting to \$708,927.85. Transfers of funds for payroll amounted to \$503,001.10.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for December consist of replenishing petty cash in the cashier's office \$83.22 and bookstore buyback \$44,000.00. Electronic Refunds are issued to students.

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

HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, December 31, 2016

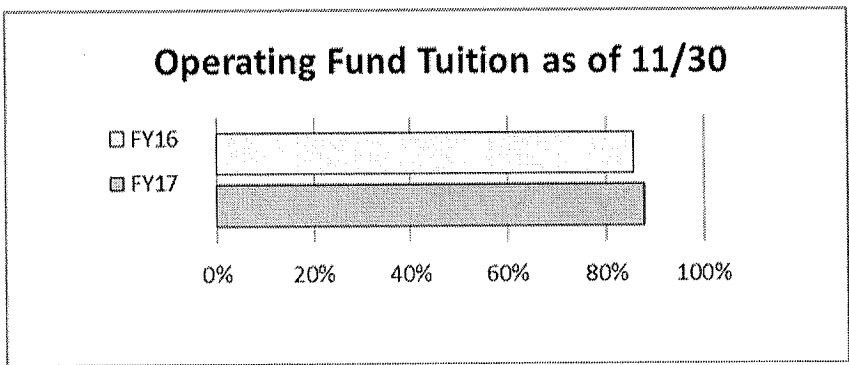
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$224,121.35	\$0.00	\$6,290.00	\$217,831.35
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,710.62	240.81	0.00	171,951.43
	-----	-----	-----	-----
TOTAL ASSETS	\$399,231.68	\$240.81	\$6,290.00	\$393,182.49
	=====	=====	=====	=====
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	75,446.22			75,446.22
1019 YMCA BLDG/MAINT	40,276.79		3,145.00	37,131.79
1020 HCC BLDG/MAINT	57,367.13		3,145.00	54,222.13
1021 YMCA/HCC INTEREST	95,943.40	240.81		96,184.21
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
	-----	-----	-----	-----
TOTAL	\$399,231.68	\$240.81	\$6,290.00	\$393,182.49

**AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17**

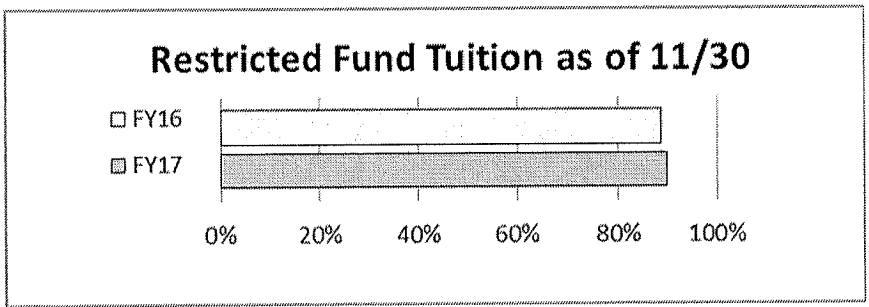
**TREASURER'S REPORT  
STATEMENTS OF REVENUE, EXPENDITURES &  
CHANGES IN FUND BALANCE**

**Results as of November 30, 2016**

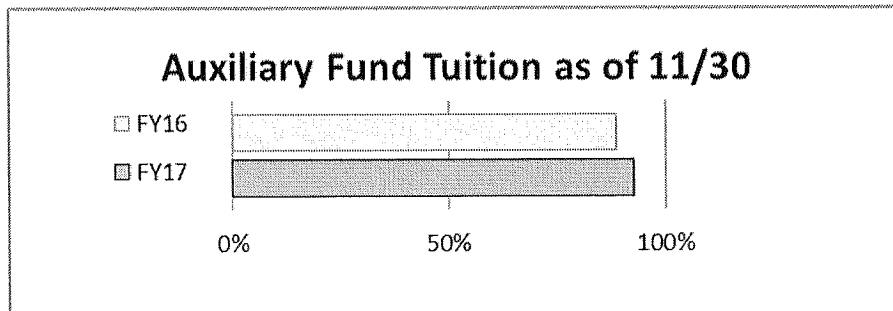
- The following charts show the comparison of the FY17 financial results for various items, as labeled, to FY16 results as of November 30. The FY16 bar is the year-to-date results as of November 30, 2015, divided by the actual year-end results for FY16. The FY17 bar is the year-to-date results for November 30, 2016, divided by the annual budgeted amount for FY17.



Operating Fund tuition revenue appears to be about 2% more than anticipated at this point in time. If Operating Fund tuition revenue is 2% more than budgeted for the fiscal year that amounts to about \$110,000.



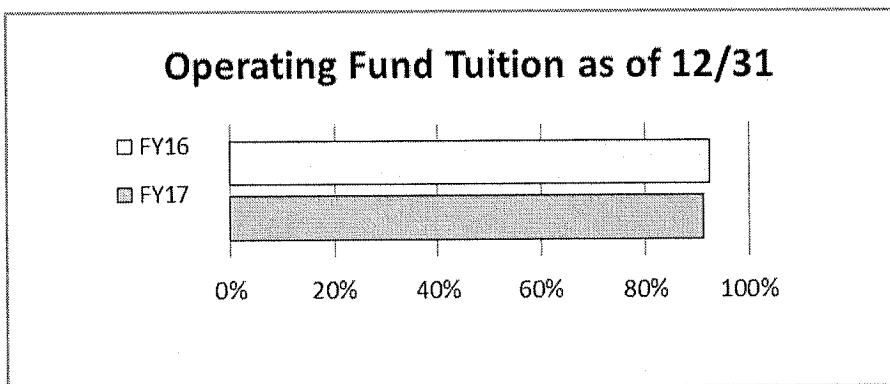
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 1% more than anticipated at this point in time. If Restricted Fund tuition revenue is 1% more than budgeted for the fiscal year that amounts to about \$6,000.



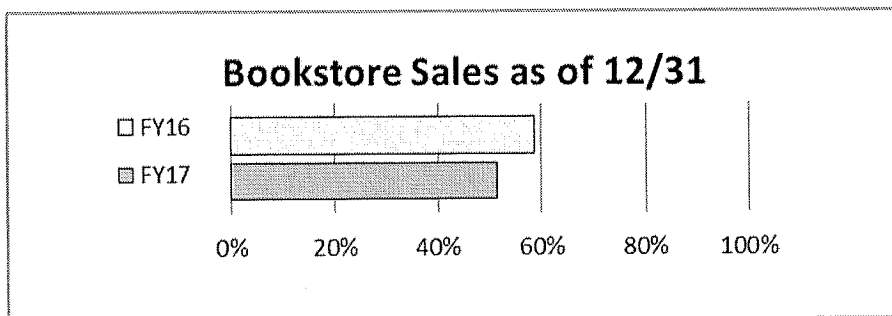
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 4% more than anticipated at this point in time. If Auxiliary Fund tuition revenue is 4% more than budgeted for the fiscal year that amounts to about \$10,000.

**Results as of December 31, 2016**

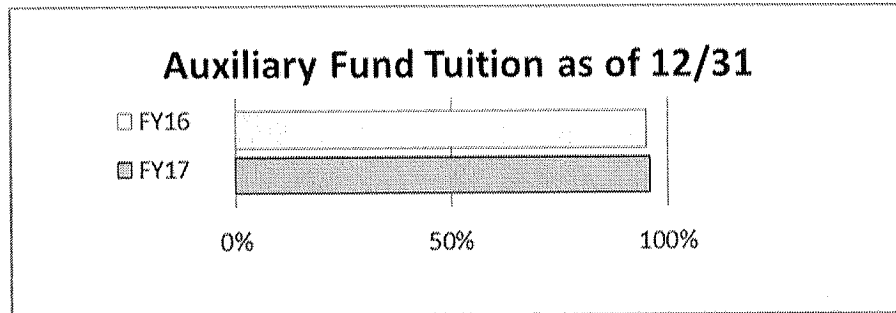
- The following charts show the comparison of the FY17 financial results for various items, as labeled, to FY16 results as of December 31. The FY16 bar is the year-to-date results as of December 31, 2015, divided by the actual year-end results for FY16. The FY17 bar is the year-to-date results for December 31, 2016, divided by the annual budgeted amount for FY17.



Operating Fund tuition revenue appears to be about 1% less than anticipated at this point in time. If Operating Fund tuition revenue is 1% less than budgeted for the fiscal year that amounts to about \$55,000.



Bookstore sales appear to be about 7% lower than anticipated at this point in time. Based on a review of revenue, inventory levels and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.



Auxiliary Fund tuition revenue appears to be 1% higher than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% higher than budgeted for the fiscal year that amounts to about \$2,400.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2017 semester, variances from budget will be analyzed.
- In the Operating Funds, the \$404,565 debt certificate payment due on January 1 is included as an expense. A non-governmental gift, grant (from the HCC Foundation) and a transfer from the Operations and Maintenance, Restricted Fund are funding sources used to pay the Operating Funds portion.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

# **November 2016**

## **Financials**

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE  
 FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended November 30, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,948,587	49.8%
Credit Hour Grants	648,393	504,413	77.8%
Equalization	28,355	-	0.0%
ICCB Career/Tech Education	58,713	115,894	197.4%
ICCB Performance	3,500	-	0.0%
CPP Replacement Tax	425,000	89,956	21.2%
Dept. of Educ.	8,300	975	11.7%
Other Federal Sources	27,241	5,648	20.7%
Tuition & Fees	5,450,750	4,790,204	87.9%
Sales & Services	40,950	19,290	47.1%
Facilities Revenue	92,784	42,867	46.2%
Interest on Investments	5,000	1,522	30.4%
Non-Govt. Gifts, Grants	895,131	-	0.0%
Miscellaneous	15,563	21,887	140.6%
Total Revenue	\$13,622,981	\$8,541,243	62.7%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$3,578,815	40.7%
Employee Benefits	2,297,433	1,125,899	49.0%
Contractual Services	741,373	338,049	45.6%
Materials & Supplies	858,507	480,100	55.9%
Conference & Meeting	228,080	58,724	25.7%
Fixed Charges	44,753	28,626	64.0%
Debt Certificate Payment	439,132	404,566	92.1%
Utilities	627,251	602,873	96.1%
Capital Outlay	-	7,137	100.0%
Other Expenditures	353,386	250,999	71.0%
Transfers (In) Out	(484,827)	-	0.0%
Total Expenditures	\$13,894,857	\$6,875,788	49.5%
Excess of Revenues Over Expenditures	(\$271,876)	\$1,665,455	
Fund Balance 7/1/16	2,917,911	2,917,911	
Fund Balance 11/30/16	\$2,646,035	\$4,583,366	



AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$800,000	\$400,139	50.0%
Interest on Investments	-	-	100.0%
-----			
Total Revenue	\$800,000	\$400,139	50.0%
EXPENDITURES:			
-----			
Contractual Services	73,418	22,816	100.0%
Materials & Supplies	9,835	-	0.0%
Capital Outlay	2,608,937	1,199,610	46.0%
Transfers Out	118,650	-	0.0%
-----			
Total Expenditures	\$2,810,840	\$1,222,426	43.5%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$822,287)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----			
Fund Balance 11/30/16	\$271,709	\$1,460,262	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$245,000	\$227,381	92.8%
Bookstore Sales	968,000	493,994	51.0%
Athletics	43,430	9,785	22.5%
Other	134,850	105,455	78.2%
-----	-----	-----	-----
Total Revenue	\$1,391,280	\$836,615	60.1%
EXPENDITURES:			
-----			
Salaries	\$294,033	\$117,884	40.1%
Employee Benefits	34,325	16,984	49.5%
Contractual Services	75,260	35,922	47.7%
Materials & Supplies	870,042	684,709	78.7%
Conference & Meeting	179,009	63,563	35.5%
Capital Outlay	700	3,844	549.1%
Fixed Charges	1,766	832	47.1%
Utilities	600	600	100.0%
Other Expenditures	15,356	11,641	75.8%
Transfers	(2,932)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,468,159	\$935,979	63.8%
Excess of Revenues			
Over Expenditures	(\$76,879)	(\$99,364)	
Fund Balance 7/1/16	\$110,376	\$110,376	
-----	-----	-----	
Fund Balance 11/30/16	\$33,497	\$11,012	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,786	\$40,275	37.7%
Adult Education	262,342	156,082	59.5%
Other Illinois Sources	101,268	-	0.0%
Department of Education	4,773,630	2,195,226	46.0%
Other Federal Sources	73,212	10,855	14.8%
Tuition & Fees	575,000	517,787	90.0%
Sales & Service Fees	28,852	28,852	100.0%
Interest	19,677	19,677	100.0%
Non-govt. Gifts, Grants	21,000	1,493	7.1%
Other	302,960	66,233	21.9%
	-----	-----	-----
Total Revenue	\$6,264,727	3,036,480	48.5%
 <u>EXPENDITURES:</u>			
Salaries	\$930,972	\$379,136	40.7%
Employee Benefits	188,425	77,399	41.1%
Contractual Services	513,718	91,590	17.8%
Materials & Supplies	75,602	87,656	115.9%
Conference & Meeting	54,004	16,191	30.0%
Fixed Charges	24,848	375	1.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	36,923	83.8%
Other Expenditures	53,453	37,953	71.0%
Financial Aid	4,384,831	2,038,331	46.5%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$2,765,554	41.7%
 Excess of Expenditures Over Revenue	(\$371,442)	\$270,926	
 Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 11/30/16	\$491,778	\$1,134,146	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,011	50.0%
-----	-----	-----	-----
Total Revenue	\$44,000	\$22,011	50.0%
EXPENDITURES:			
-----			
Contractual Services	\$45,000	\$45,000	100.0%
-----	-----	-----	-----
Total Expenditures	\$45,000	\$45,000	100.0%
Excess of Revenues Over Expenditures	(\$1,000)	(\$22,989)	
Fund Balance 7/1/16	\$14,015	\$14,917	
-----	-----	-----	
Fund Balance 11/30/16	\$13,015	(\$8,072)	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,696,556	\$853,121	50.3%
Interest	-	-	100.0%
-----			
Total Revenue	\$1,696,556	\$853,121	50.3%
EXPENDITURES:			
-----			
Fixed Charges	\$1,705,013	\$1,640,475	96.2%
Other Expenditures	-	475	100.0%
-----			
Total Expenditures	\$1,705,013	\$1,640,950	96.2%
Excess of Revenues Over Expenditures	(\$8,457)	(\$787,829)	
Fund Balance 7/1/16	\$998,170	\$998,170	
-----			
Fund Balance 11/30/16	\$989,713	\$210,341	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended November 30, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$951,000	\$475,845	50.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$951,000	\$475,845	50.0%
EXPENDITURES:			
-----			
Salaries	\$273,215	\$121,672	44.5%
Employee Benefits	352,486	151,985	43.1%
Contractual Services	300,512	248,909	82.8%
Materials & Supplies	19,658	3,199.00	16.3%
Conference & Meetings	15,700	4,352	27.7%
Fixed Charges	222,331	220,778	99.3%
Utilities	6,822	2,528	37.1%
-----	-----	-----	-----
Total Expenditures	\$1,190,724	\$753,423	63.3%
Excess of Revenues Over Expenditures	(\$239,724)	(\$277,578)	
Fund Balance 7/1/16	\$495,540	\$495,540	
-----	-----	-----	
Fund Balance 11/30/16	\$255,816	\$217,962	

# **December 2016 Financials**

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE  
 FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,948,587	49.8%
Credit Hour Grants	648,393	504,413	77.8%
Equalization	28,355	-	0.0%
ICCB Career/Tech Education	58,713	115,894	197.4%
ICCB Performance	3,500	-	0.0%
CPP Replacement Tax	425,000	89,956	21.2%
Dept. of Educ.	8,300	975	11.7%
Other Federal Sources	27,241	8,906	32.7%
Tuition & Fees	5,450,750	4,979,039	91.3%
Sales & Services	40,950	20,389	49.8%
Facilities Revenue	92,784	42,867	46.2%
Interest on Investments	5,000	2,474	49.5%
Non-Govt. Gifts, Grants	895,131	-	0.0%
Miscellaneous	15,563	21,887	140.6%
	-----	-----	-----
Total Revenue	\$13,622,981	\$8,735,387	64.1%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$3,873,868	44.1%
Employee Benefits	2,297,433	1,138,264	49.5%
Contractual Services	741,373	368,923	49.8%
Materials & Supplies	858,507	517,792	60.3%
Conference & Meeting	228,080	64,672	28.4%
Fixed Charges	44,753	30,510	68.2%
Debt Certificate Payment	439,132	404,566	92.1%
Utilities	627,251	602,873	96.1%
Capital Outlay	-	7,137	100.0%
Other Expenditures	353,386	265,484	75.1%
Transfers (In) Out	(484,827)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,894,857	\$7,274,089	52.4%
Excess of Revenues Over Expenditures	(\$271,876)	\$1,461,298	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 12/31/16	\$2,646,035	\$4,379,209	



AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$800,000	\$400,139	50.0%
Interest on Investments	-	163	100.0%
-----	-----	-----	-----
Total Revenue	\$800,000	\$400,302	50.0%
EXPENDITURES:			
-----			
Contractual Services	73,418	22,816	100.0%
Materials & Supplies	9,835	-	0.0%
Capital Outlay	2,608,937	1,199,610	46.0%
Transfers Out	118,650	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,810,840	\$1,222,426	43.5%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$822,124)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----	-----	-----	
Fund Balance 12/31/16	\$271,709	\$1,460,425	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

AUXILIARY ENTERPRISE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$245,000	\$235,558	96.1%
Bookstore Sales	968,000	498,055	51.5%
Athletics	43,430	9,785	22.5%
Other	134,850	106,625	79.1%
-----	-----	-----	-----
Total Revenue	\$1,391,280	\$850,023	61.1%
EXPENDITURES:			
-----			
Salaries	\$294,033	\$126,680	43.1%
Employee Benefits	34,325	17,097	49.8%
Contractual Services	75,260	35,922	47.7%
Materials & Supplies	870,042	691,596	79.5%
Conference & Meeting	179,009	64,091	35.8%
Capital Outlay	700	3,844	549.1%
Fixed Charges	1,766	832	47.1%
Utilities	600	600	100.0%
Other Expenditures	15,356	11,691	76.1%
Transfers	(2,932)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,468,159	\$952,353	64.9%
Excess of Revenues Over Expenditures	(\$76,879)	(\$102,330)	
Fund Balance 7/1/16	\$110,376	\$110,376	
-----	-----	-----	
Fund Balance 12/31/16	\$33,497	\$8,046	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,786	\$40,275	37.7%
Adult Education	262,342	156,082	59.5%
Other Illinois Sources	101,268	1,273	1.3%
Department of Education	4,773,630	2,195,226	46.0%
Other Federal Sources	73,212	10,855	14.8%
Tuition & Fees	575,000	536,458	93.3%
Sales & Service Fees	28,852	29,176	101.1%
Interest	19,677	19,865	101.0%
Non-govt. Gifts, Grants	21,000	1,493	7.1%
Other	302,960	66,307	21.9%
	-----	-----	-----
Total Revenue	\$6,264,727	3,057,010	48.8%
<u>EXPENDITURES:</u>			
Salaries	\$930,972	\$407,708	43.8%
Employee Benefits	188,425	79,252	42.1%
Contractual Services	513,718	96,283	18.7%
Materials & Supplies	75,602	97,244	128.6%
Conference & Meeting	54,004	18,135	33.6%
Fixed Charges	24,848	375	1.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	36,923	83.8%
Other Expenditures	53,453	42,727	79.9%
Financial Aid	4,384,831	2,038,331	46.5%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$2,816,978	42.4%
Excess of Expenditures Over Revenue	(\$371,442)	\$240,032	
Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 12/31/16	\$491,778	\$1,103,252	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17  
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,011	50.0%
	-----	-----	-----
Total Revenue	\$44,000	\$22,011	50.0%
EXPENDITURES:			
-----			
Contractual Services	\$45,000	\$45,000	100.0%
	-----	-----	-----
Total Expenditures	\$45,000	\$45,000	100.0%
Excess of Revenues Over Expenditures	(\$1,000)	(\$22,989)	
Fund Balance 7/1/16	\$14,015	\$14,917	
	-----	-----	
Fund Balance 12/31/16	\$13,015	(\$8,072)	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,696,556	\$853,121	50.3%
Interest	-	-	100.0%
-----			
Total Revenue	\$1,696,556	\$853,121	50.3%
EXPENDITURES:			
-----			
Fixed Charges	\$1,705,013	\$1,640,475	96.2%
Other Expenditures	-	475	100.0%
-----			
Total Expenditures	\$1,705,013	\$1,640,950	96.2%
Excess of Revenues Over Expenditures	(\$8,457)	(\$787,829)	
Fund Balance 7/1/16	\$998,170	\$998,170	
-----			
Fund Balance 12/31/16	\$989,713	\$210,341	

AGENDA ITEM #IX-A  
 JANUARY 17, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended December 31, 2016

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$951,000	\$475,845	50.0%
Other	-	-	0.0%
-----			
Total Revenue	\$951,000	\$475,845	50.0%
EXPENDITURES:			
-----			
Salaries	\$273,215	\$132,210	48.4%
Employee Benefits	352,486	191,250	54.3%
Contractual Services	300,512	249,993	83.2%
Materials & Supplies	19,658	3,199	16.3%
Conference & Meetings	15,700	4,441	28.3%
Fixed Charges	222,331	220,778	99.3%
Utilities	6,822	2,584	37.9%
-----			
Total Expenditures	\$1,190,724	\$804,455	67.6%
Excess of Revenues			
Over Expenditures	(\$239,724)	(\$328,610)	
Fund Balance 7/1/16	\$495,540	\$495,540	
-----			
Fund Balance 12/31/16	\$255,816	\$166,930	