

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
October 24, 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: August 15, 2017 Regular Meeting
 August 31, 2017 Special Meeting
 September 13, 2017 Budget Work Session, Quarterly Board
 Retreat, and Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Audit Report
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. First Reading – Revised Policy: Policy on Definitions (Page 9)
 - 2. First Reading – Revised Policy 3.22: Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities (Page 15)
 - C. Personnel
 - 1. Appointment: Director, ITS (Page 17)
 - D. Financial
 - 1. Agreement with Rock Gate Capital D.B.A. 160 Driving Academy for Tractor-Trailer Driver Training Program (Page 18)
 - 2. Acceptance of FY17 Annual Audit (Page 25)
 - 3. Payment of Bills and Agency Fund Report – August 2017 (Page 26)
 - 4. Payment of Bills and Agency Fund Report – September 2017 (Page 28)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 30)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XI. Old Business

XII. 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

XIII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 - 1. President's Contract (Page 51)
 - 2. Executive Vice President's Contract (Page 63)
 - 3. One-time Cash Award: President (Page 66)
 - 4. One-time Cash Award: Executive Vice President (Page 67)

XIV. New Business

XV. Dates of Importance

- A. Next Regular Board Meeting – November 21, 2017 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – December 6, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVI. Adjournment

**AGENDA ITEM #VIII-C-I
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Fall semester of 2017.

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

BOARD ACTION: _____

Summer 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Hank	Ils		Weld Assessment					\$20.00
Heidi	Spotts-Manthey		Curriculum Dev for MUS169					\$250.00
Heidi	Spotts-Manthey		Curriculum Dev for MUS267					\$250.00
Evan	Dutmer		Curriculum Dev for PHIL282					\$500.00
Cliff	Klenke		Solder Qualification I					\$1,256.49
Evan	Talbert	1395	WFD048B	BASSET				\$91.66
Doug	Meyers	1216	PERS011FCC	Make 1st Video Game		15	\$20.00	\$300.00
Fall 2017								
Athletics								
Chad	Boudreau		Men's Basketball Coach					\$6,030.96
Aaron	Burke		Golf Coach					\$1,256.45
Jeff	Johnson		Bowling Coach					\$4,188.16
Todd	Johnson		Women's Bowling Coach					\$4,188.16
Pete	Norman		Golf Coach					\$1,256.45
Pete	Norman	3895	PHYD121DC	Physical Fitness I		1.8	\$628.22	\$1,130.80
Pete	Norman	3339	PHYD227N	Sports Officiating		2	\$628.22	\$1,256.44
Pete	Norman	3328	PHYD121A	Physical Fitness I		1.8	\$628.22	\$1,130.80
Pete	Norman	3336	PHYD221A	Physical Fitness II		2	\$628.22	\$1,256.44
Stephanie	Riedel		Asst Volleyball Coach					\$2,512.90
Chad	Boudreau	3329	PHYD124N	Theory of Football Coaching		2	\$520.91	\$1,041.82
Chad	Boudreau	3894	PHYD212DC	First Aid		2	\$520.91	\$1,041.82
Chad	Boudreau	3338	PHYD226N	Theory of Basketball Coaching		2	\$520.91	\$1,041.82
Chad	Boudreau	3337	PHYD222A	Weight Training		1.4	\$520.91	\$729.27
Chad	Boudreau	3334	PHYD220CXX	Team Sport Basketball		1.4	\$520.91	\$729.27
Kris	Beach		Bowling Coach					\$4,188.16
Roger	Fegan		Baseball Coach					\$5,025.80
Lonnie	Boga		Women's Basketball Coach					\$6,030.96
Tori	Prado		Asst Women's Basketball Coach					\$3,015.48
Wes	Bertrom		Asst Men's Basketball Coach					\$1,005.16
Kyle	Heikkinen		Asst Men's Basketball Coach					\$1,005.16
Fine Arts								
Dagny	Brandt		Youth Choir Director					\$1,550.00
Rianna	Caswell		Orchestra Director					\$1,550.00
Bill	Petersen		Big Band Director					\$1,550.00
Heidi	Spotts-Manthey		Concert Choir Director					\$1,550.00
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$400.00
Heidi	Spotts-Manthey		Chamber Singer Accompanist					\$1,500.00
Scott	Stitch		Concert Band Director					\$1,550.00
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
HSS/FA								
LeNie	Adolphson		Curriculum Development HIST243					\$450.00
LeNie	Adolphson	3052	HIST141A	Western Civ		3	\$535.91	\$1,607.73
LeNie	Adolphson	3053	HIST141Y1	Western Civ		3	\$535.91	\$1,607.73
LeNie	Adolphson	3740	HIST243A	History of Africa I		3	\$535.91	\$1,607.73
Alexandria	Aebly	3068	SPCH191Y1	Fund of Speech		3	\$520.91	\$1,562.73
Alexandria	Aebly	3075	SPCH191N	Fund of Speech		3	\$520.91	\$1,562.73

Fall 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Colette	Binger	3001	PSY160N	Psych of Human Rel		2	\$535.91	\$1,071.82
Colette	Binger	3002	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73
Thompson	Brandt	3254	HUMA104N	Intro to Humanities		3	\$628.22	\$1,884.66
Thompson	Brandt	3007	MUS268Y1A	Music of the USA		3	\$628.22	\$1,884.66
Thompson	Brandt	3770	MUS268Y1B	Music of the USA		3	\$628.22	\$1,884.66
Dana	Dillard	3754	PSY161DC	Intro to Psych		3	\$520.91	\$1,562.73
Dana	Dillard	3772	PSY161DC1	Intro to Psych		3	\$520.91	\$1,562.73
Evan	Dutmer	3782	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73
Evan	Dutmer	3783	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73
Sam	Fiorenza	3638	ENGL121DC	Rhet & Comp I		3	\$1,256.45	\$3,769.35
Sam	Fiorenza		Writing Center			0.75	\$1,382.10	\$1,036.58
Kimberly	Fricke	3018	EDUC224N	Intro to Special Ed		3	\$535.91	\$1,607.73
Tracy	Mays	3248	ENGL121H	Rhet & Comp I		1	\$1,256.45	\$1,256.45
Heather	Moore	3929	COMM090K	Preface to Rhet		3	\$628.22	\$1,884.66
Kay	Ostberg		COMM090	Coordinator		1	\$1,256.45	\$1,256.45
Kay	Ostberg		Writing Center			0.75	\$1,256.45	\$942.34
Kay	Ostberg	3867	COMM090J	Preface to Rhet		1.25	\$1,256.45	\$1,570.56
						1.75	\$1,382.10	\$2,418.68
Kate	Perkins		Writing Center			0.75	\$1,256.45	\$942.34
Anthony	Peska	3058	CJS102DC	Intro to Corrections		3	\$520.91	\$1,562.73
James	Planting	3229	ART113B	Drawing I		3	\$911.05	\$2,733.15
James	Planting	3230	ART115HB	Two Dimensional Design		3	\$911.05	\$2,733.15
Paul	Rabideau	3032	PSY161Y2	Intro to Psych		3	\$1,256.45	\$3,769.35
Jennifer	Roser	3060	OCED290A	Work Place Exp		4	\$1,256.45	\$502.58*
Michael	Sleezer	3773	PSY161DC2	Intro to Psych		3	\$628.22	\$1,884.66
Heidi	Spotts-Manthey	3039	MUS267Y1	Intro to Music		3	\$535.91	\$1,607.73
Heidi	Spotts-Manthey	3044	MUS267A	Intro to Music		3	\$535.91	\$1,607.73
Heidi	Spotts-Manthey		Curriculum Development	MUS183				\$500.00
Scott	Stitch	3223	MUS161A	Theory I		3	\$535.91	\$1,607.73
Scott	Stitch	3036	MUS154A	Aural Skills I		1	\$535.91	\$535.91
Loretta	Swanson	3233	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	3234	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	3235	ART215HBN	Art History I		3	\$535.91	\$1,607.73
Sam	Tucibat	3237	ART118A	Graphic Design I		3	\$628.22	\$1,884.66
Sam	Tucibat	3239	ART201HBN	Intro Photography I		3	\$628.22	\$1,256.44*
Daryl	Watson	3688	HIST143DC	US History I		3	\$535.91	\$1,607.73
Daryl	Watson	3689	GEOG132DC	Reg Geog of World		3	\$535.91	\$1,607.73
James	Yeager	3071	SPCH191C	Fund of Speech		3	\$1,256.45	\$3,769.35
James	Yeager	3863	MCOM131AXX	Journalism Practicum		2	\$1,382.10	\$829.26*
Misc								
Michael	Skwara		Coordinator, Learning Management System					\$1,675.27
Laura	Watson		Chair Library Services					\$1,675.27
Alan	Wenzel	3027	SPCH295JXX	Jo Daviess Leadership		3	\$1,256.45	\$3,769.35
Beth	Gilmour	3736	HMEC192ACC	Food Sanitation		1	\$464.40	\$464.40
Kirk	Pearson		Curriculum Development	SPCH259SXX				\$600.00
Kirk	Pearson	3028	SPCH295SXX	Com Ldrshp Stephenson		3	\$464.40	\$1,393.20
Shara	Ibalio	3868	PERS036WCC	Learn Your Smartphone		2	\$25.00	\$50.00

Fall 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Dale	Anderson	3817	PERS037UCC	Metal Detecting		2	\$25.00	\$50.00
Michael	Staver	3855	PERS036RCC	Indian Cuisine		3	\$25.00	\$75.00
Michael	Staver	3857	PERS036TCC	Northern European Cuisine		3	\$25.00	\$75.00
Michael	Staver	3858	PERS036UCC	Southeast Cuisine		3	\$25.00	\$75.00
Michael	Staver	3870	PERS036YCC	Frugal Cooking		2	\$25.00	\$50.00
Project Succeed								
Don	Tresemmer	3696	MATH159AXX	Int Algebra II		2	\$464.40	\$928.80
Don	Tresemmer	3695	MATH158AXX	Int Algebra I		2	\$464.40	\$928.80
Constance	Taylor	3694	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Constance	Taylor	3693	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Don	Tresemmer		Project Succeed Tutor		TBD		\$19.51	TBD
Constance	Taylor		Project Succeed Tutor		TBD		\$19.51	TBD
*Pro rated based on enrollment								
Success Center								
Alexandria	Aebly	3912	LIBS199Y1C	FYES		2	\$520.91	\$1,071.82
Claire	Brinkmeier	3537	LIBS199FXX	FYES		2	\$520.91	\$1,071.82
Don	Campbell	3494	RDG083N	College Reading Found		3	\$520.91	\$1,562.73
Cheryl	Heise	3529	RDG120C	College Rdg Strategies		3	\$535.91	\$1,607.73
Cheryl	Heise	3519	RDG120A	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	3520	RDG120B	College Rdg Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	3527	RDG083A	College Reading Found		3	\$535.91	\$1,607.73
Adam	Moderow	3546	LIBS199HBA	FYES		2	\$535.91	\$1,071.82
Heather	Moore	3541	LIBS199HXX	FYES		2	\$628.22	\$1,256.44
Elizabeth	Niesman	3524	RDG082A	Basic College Rdg		2	\$535.91	\$1,071.82
Elizabeth	Niesman	3538	LIBS199Y1B	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	3530	COMM084A	Basic Written Comm		3	\$535.91	\$1,607.73
Elizabeth	Niesman	3533	COMM087A	Basic Written Comm		1	\$535.91	\$267.95*
Elizabeth	Niesman	3531	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91
Joel	Ramsey	3536	LIBS199AXX	FYES		2	\$520.91	\$1,041.82
Joel	Ramsey	3539	LIBS199BXX	FYES		2	\$520.91	\$1,041.82
Joel	Ramsey	3540	LIBS199CXX	FYES		2	\$520.91	\$1,041.82
Joel	Ramsey	3545	LIBS199DXX	FYES		2	\$520.91	\$1,041.82
Anthony	Sago	3542	LIBS199MXX	FYES		2	\$628.22	\$1,256.44
Sam	Schaible	3535	LIBS199Y1A	FYES		2		\$1,977.94**
Vicki	Schulz	3544	LIBS199EXX	FYES		2	\$628.22	\$1,256.44
Jon	Watson	3543	LIBS199GXX	FYES		2	\$520.91	\$1,071.82
Chris	Hill		Success Center		TBD		\$22.37	TBD
Adam	Moderow		Success Center		TBD		\$25.00	TBD
Carla	Myers		Success Center		TBD		\$25.00	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD
Elena	Rodriguez		Success Center		TBD		\$22.37	TBD
Kathrine	Schoonhoven		Success Center		TBD		\$21.67	TBD
Beverly	Stearns		Success Center		TBD		\$22.37	TBD
Roberta	Andrews		MATHY2	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHE1	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews	3079	MATH058A	Pre-Algebra I		2	\$464.40	\$464.40*
Nancy	Luepke		MATHG1	MAC Lab		2	\$479.40	\$958.80

Fall 2017			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Nancy	Luepke		MATHM1	MAC Lab		2.5	\$479.40	\$1,198.50
Nancy	Luepke	3131	MATH066A	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATHE1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHD1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHC1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHB1	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATHC1	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHD1	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHY4	MAC Lab		2	\$535.91	\$1,071.82
Sue	Sauer	3219	MATH166Y6	College Algebra		4	\$628.23	\$2,512.92
Kathleen	Sleezer	3173	MATH158A	Int. Algebra I		2	\$535.91	\$1,071.82
*Pro rated based on enrollment								
** Estimated - based on non exempt overtime calculation								
Fall 2017			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kathleen	Sleezer		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer		MATHA1	MAC Lab		2	\$535.91	\$1,071.82
Don	Tresemmer	3078	MATH055A	Basic Math		2	\$479.40	\$958.80
Steve	Young		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATHH1	MAC Lab		2	\$535.91	\$1,071.82
NS/Math/Allied Health								
David	Esch	3314	PHYS120A	Portion of Intro to Eng		0.32	\$1,256.45	\$402.07
Karla	Giuffre	3601	BIOL213B	Portion of A&P I		2.1	\$1,256.45	\$2,638.55
Tony	Grahame	3581	BIOL110A	Principals of Bio		3	\$1,256.45	\$3,769.35
Steve	Mihina	3296	MATH168A	Analytic Geo/Calc I		3	\$1,256.45	\$3,769.35
						1.7	\$1,382.10	\$2,349.57
Juliet	Moderow	3596	BIOL211N	Gen Microbiology		3	\$1,256.45	\$3,769.35
Juliet	Moderow	3597	BIOL211NX	Portion of Gen Micro Lab		1.2	\$1,382.10	\$1,658.52
Al	Nowicki	3598	BIOL213A	Portion of A&P I		2.46	\$1,256.45	\$3,090.87
John	Sullivan	3285	CHEM120A	Elem Gen Chemistry		3	\$1,256.45	\$3,769.35
John	Sullivan	3286	CHEM120AX	Portion of Elem Gen Chem Lab		0.09	\$1,382.10	\$124.39
Andrea	Anderson	3687	NURS293AXX	Psychiatric Nurs Lab	90		\$38.00	\$3,420.00
Jim	Dole	3312	NSCI133NX	Intro to Astronomy w/Lab		1.8	\$535.91	\$964.64
Jim	Dole	3311	NSCI133/134N	Intro to Astronomy w/Lab		3	\$535.91	\$1,607.73
John	Giuffre	3611	BIOL120N	Found of A&P		4	\$535.91	\$2,143.64
John	Giuffre	3612	BIOL120NX	Found of A&P Lab		1.8	\$535.91	\$964.64
Leanne	Grahame	3643	NURS091AX	Basic Nursing Clinical	40		\$30.00	\$1,200.00
Leanne	Grahame	3644	NURS091AXX	Portion of BNA Clinical	30		\$30.00	\$900.00
Patti	Jackson	3653	NURS107HB	Intro to Phlebotomy	36		\$30.00	\$1,080.00
Patti	Jackson	3654	NURS108A	Phlebotomy Techniques	45.5		\$30.00	\$1,365.00
Patti	Jackson	3655	NURS108AX	Phelb Tech Lab	65		\$30.00	\$1,950.00
Margie	Koschmier	3681	NURS292AAX	Health & Illness Lab	80		\$38.00	\$3,040.00
Jessica	Larson	3682	NURS292B	Portion of Health&Illness II		4	\$1,256.45	\$703.62
Alane	McFadden	3671	NURS191BXX	Fund of Nursing Lab	72		\$38.00	\$2,736.00
Cassie	Mekeel	3645	NURS091HBB	Portion of BNA		3	\$1,256.45	\$3,769.35
						2.45	\$1,382.10	\$3,427.61

Fall 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Shelly	Morgan	3670	NURS191BX	Portion of Fund of Nurs Lab		3	\$1,256.45	\$3,769.35
						2.36	\$1,382.10	\$3,261.76
Christine	Sanders	3668	NURS191AXX	Portion of Fund of Nurs Lab		3	\$1,256.45	\$3,769.35
						2.96	\$1,382.10	\$4,091.02
Katherine	Schoonhoven	3633	NURS126A	Admin Proc in Healthcare	40		\$30.00	\$1,200.00
Katherine	Schoonhoven	3634	NURS126HBX	Admin Proc in Healthcare Lab	64		\$30.00	\$1,920.00
Chrislyn	Senneff	3686	NURS293AXX	Portion of Psych Nurs Lab		3	\$1,256.45	\$3,769.35
						0.96	\$1,382.10	\$1,326.82
Kay	Sperry	3673	NURS192AX	Portion of Health & Illness Lab		3	\$1,256.45	\$3,769.35
						2.48	\$1,382.10	\$3,427.61
Phil	Troxel	3681	NURS292BXX	Health & Illness Lab	80		\$38.00	\$3,040.00
Laura	Weter	3683	NURS292BXX	Portion of Health & Illness Lab		0.04	\$1,256.45	\$50.26
Business/Technology								
Kayla	Clark		COSMETOLOGY LAB - P/T Instructor		TBD		24.38	TBD
Diane	DeWitt		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		28.14	TBD
Carol	Engelkens		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		12.66	TBD
Steve	Lambert		AUTO BODY LAB- P/T Instructor		TBD		24.38	TBD
Heidi	Lessen		COSMETOLOGY LAB - P/T Instructor		TBD		24.38	TBD
Gloria	Maurer		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		28.14	TBD
Jean	Meyers		COSMETOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Andrew	Nelson		AUTO BODY LAB- P/T Instructor		TBD		24.38	TBD
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		25.17	TBD
Eric	Piper		AUTO BODY LAB- P/T Instructor		TBD		24.38	TBD
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		12.66	TBD
Kristine	Rush		COSMETOLOGY LAB - P/T Instructor		TBD		24.38	TBD
Vicki	Standley		OFFICE TECHNOLOGY LAB - P/T Instructor		TBD		25.17	TBD
Sarah	Warfield		OFFICE TECHNOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Amy	Chamberlin		Part-time Instruction Supervision					\$125.65
Amy	Chamberlin		Part-time Instruction Supervision					\$1,256.45
Justin	Ebert		Part-time Instruction Supervision					\$251.29
Denise	Johnson		Part-time Instruction Supervision					\$753.90
Jeremy	Monigold		Part-time Instruction Supervision					\$376.95
Todd	Vacek		Part-time Instruction Supervision					\$251.29
Todd	Vacek		Part-time Instruction Supervision					\$125.65
Scott	Anderson	3769	OCED290E	Work PI Exp Equine		2	\$ 628.22	\$125.64*
Jeffrey	Cowman	3416	INFT282N	A+ Certification		3.16	\$ 479.40	\$1,514.90
Joseph	DeParasis	3432	EQUI117HBN	Equine Physiology		3	\$ 535.91	\$803.87*
Joseph	DeParasis	3438	EQUI145HB	Stable Mgmt I		2	\$ 535.91	\$894.97*
Kristi	Dinderman	3452	AGOC144A	Eval of Dairy		2.8	\$ 464.40	\$1,300.32
Kristie	Dinderman		Dairy Judging Coach		TBD		\$ 30.00	TBD
Carol	Engelkens	3560	INFT295Y1	MS Publisher		1	\$ 479.40	\$158.20*
Pamela	Harrison	3271	BUSN141HB	Bus Communications		3		\$2,740.16**
Thomas	Harrison	3269	BUSN125A	Math of Business		3	\$ 479.40	\$1,438.20
Thomas	Harrison	3270	BUSN125Y2	Math of Business		3	\$ 479.40	\$1,438.20
Roger	Hicks	3272	WELD130N	Intro to Welding + Lab		5.6	\$ 479.40	\$2,684.64
Faniqua	Hughes	3403	ECE203N	Home,Sci,ComRel ECE		3	\$ 535.91	\$1,607.73
Hank	Ils	3275	WELD233N	Adv Welding		3.8	\$ 535.91	\$2,036.46

Fall 2017				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Melissa	Johnson	3609	ECE125HB	Assessment in ECE		2.25	\$628.22	\$1,413.50	
Mark	Kloopping	3624	WELD130DC	Intro to Welding + Lab		3.8	\$464.40	\$1,764.72	
Scott	Piehn	3418	INFT284N	Networking + Cert		3.8	\$479.40	\$1,821.72	
Bruce	Pittluck	3420	INFT140HB	Beg Excel		1	\$535.91	\$428.73*	
Bruce	Pittluck	3423	INFT140Y1	Beg Excel		1	\$535.91	\$535.91	
Elizabeth	Priller	3550	ITHC220Y1	Anatomy for InfoTec		3	\$464.40	\$1,174.93*	
Crimson	Pulver	3433	EQUI127HB	Horse Handling I		2	\$479.40	\$671.16*	
Crimson	Pulver	3435	EQUI135HB	Horse Training I		2	\$479.40	\$225.32*	
Crimson	Pulver	3437	EQUI141HB	Riding Instruction I		2	\$479.40	\$896.48*	
Cynthia	Runte	3406	ECE205HB	Intro to Infant/Toddler		3.9	\$479.40	\$1,869.66	
Brandi	Widmer	3431	EQUI107HB	Equine Health Care		2.8	\$479.40	\$1,342.32	
Brandi	Widmer	3434	EQUI131HB	Horse Shoeing		1	\$479.40	\$335.58*	
Brandi	Widmer	3436	EQUI137HB	Riding I		2	\$479.40	\$671.16*	
** Estimated - based on non exempt overtime calculation									
Amy	Chamberlin		Cosmetology Classes				3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30	
						1.03	\$1,507.74	\$1,552.98	
Justin	Ebert	3440	AGRI186A	Intro Animal Science + Labs		3	\$1,256.45	\$3,769.35	
						1.66	\$1,382.10	\$2,294.27	
Joseph	Grove	3280	ECON112A	Princ of Economics		3	\$1,256.45	\$3,769.35	
Denise	Johnson	3549	INFT137A	Desktop Publishing		0.6	\$1,256.45	\$753.87	
James	Palmer		Auto Mech Classes				3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
James	Palmer	3920	SPTP214A	Basic Auto Electrical		2.24	\$1,507.74	\$3,377.34	
Monica	Pierce		Dairy Judging Coach						\$300.00
William	Robertson		Auto Mech Classes				3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30	
						0.15	\$1,507.74	\$226.16	
Aaron	Sargent		CNC Machining				2.28	\$1,256.45	\$2,864.71
Aaron	Sargent	3794	OCED290DC	Work PI Exp MTEC		0.2	\$1,256.45	\$251.29*	
Todd	Vacek		Auto Body Classes				0.8	\$1,256.45	\$1,005.16
Todd	Vacek		AUTB Early Start				2.1	\$1,256.45	\$2,638.55
Todd	Vacek	3457	WELD135A	Welding		0.1	\$1,256.45	\$125.65	
						3	\$1,382.10	\$4,146.30	
						0.7	\$1,507.74	\$1,055.42	
*Pro rated based on enrollment									
Applied Music									
Dagny	Brandt	3042	MUS171A	Applied Music Major				\$800.00	
Jody	Brubaker	3042	MUS171A	Applied Music Major				\$800.00	
Jody	Brubaker	3043	MUS172A	Applied Music Minor				\$200.00	
Rianna	Caswell	3042	MUS171A	Applied Music Major				\$800.00	
John	Hartman	3043	MUS172A	Applied Music Minor				\$400.00	
Brandon	Lamm	3043	MUS172A	Applied Music Minor				\$200.00	
Bill	Petersen	3042	MUS171A	Applied Music Major				\$400.00	
Nadia	Wirchnianski	3043	MUS172A	Applied Music Minor				\$600.00	

August 1, 2017			COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments							
Robert	Sutter	Security guard service for theater showings 7/8 and 7/15 from 6pm-10pm					\$ 160.00
Patrick	Beckman	Combo for Royal Scots performance					\$ 400.00
Rhonda	Arends	Business Institute instructor					\$ 653.50
Melissa	Hagemen	CTE grant writing workshop instructor fee					\$ 172.80
Derek	Sturtevant	Assistance with Annie performances					\$ 350.00
Connie	Scott	Volleyball game 8/22/17 official					\$ 100.00
Roger	Thinnes	Volleyball official assignor fee					\$ 100.00
Mirakel	Dedmond	Scorer's table 8/22/17 volleyball game					\$ 20.00
Marc	Schmidt	Volleyball game 8/22/17 official					\$ 100.00
Connie	Scott	Volleyball game 8/29/17 official					\$ 100.00
John	Hartman	Piano tuning					\$ 130.00
Candace	Humphrey	Volleyball game 8/29/17 official					\$ 100.00
Misty	Witt	Scorer's table 8/22/17 and 8/29/17 volleyball games					\$ 50.00
Robert	Dixon	Fall theatre production promotion design and Facebook page profile pics design					\$ 360.00

**AGENDA ITEM #IX-B-1
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
POLICY ON DEFINITIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached revised policy, Policy on Definitions, which is included in the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy provide updated categorizations of employment status, pay status, and employee classification. The categories have changed over time due to state and federal regulatory changes, the College's classification and compensation structure, and the College's personnel requirements.

BOARD ACTION: _____

POLICY ON DEFINITIONS

A. State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

B. Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

C. Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

D. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

1. Employment Status:

a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

c. Regular Part-time Employee (Benefit Eligible)

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for health and life insurance benefits, and generally work 12 months out of the year.

d. Regular Part-Time Employee

A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. Part-Time Limited Employee

A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. Temporary Full-Time Employee

A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. Temporary Part-Time Employee

A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. Seasonal

Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:

a. Exempt

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:

a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

c. Non-exempt Salaried Professional

A non-exempt salaried professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. As a result, these employees are paid a consistent salary based on working 40 hours per week instead of being paid an hourly rate. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. Classified

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. Student Worker

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at

HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

D. Regular Full-Time Employee

~~A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year.~~

E. Regular Part-Time Employee

~~A regular part-time employee is one who is employed at least 20 hours per week for nine months of the year or more.~~

F. Temporary Full-Time Employee

~~A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment.~~

G. Temporary Part-Time Employee

~~A temporary part-time employee is one who works less than 20 hours per week or is hired for a temporary job and works less than full-time, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. This classification includes but is not limited to part-time faculty, and student employees.~~

H. Classified Employees

~~Classified personnel are all employees that would be considered non-exempt on the basis of the Federal hourly wage guidelines and subject to the provisions of the Fair Labor Standards Act (FLSA) governing overtime pay. Custodial and Maintenance members are covered by the current agreement between the Board of Trustees and the Custodial/Maintenance Union.~~

I. Administration

~~An Administrator is a full-time, exempt employee paid under administrative salary ranges I, II, III, IV or V. These employees are paid on a salaried basis not dependent upon hours worked.~~

J. Faculty

~~Faculty members are full-time employees covered by the current agreement between the Board of Trustees and the Faculty Senate.~~

K. Adjunct Faculty

~~The term Adjunct Faculty refers to faculty who teach more than 9 contact hours per semester up to a maximum of 13 contact hours per semester.~~

~~L. Part Time Faculty~~

~~The term Part Time Faculty refers to faculty who teach 9 contact hours per semester or less.~~

EM. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.

**AGENDA ITEM #IX-B-2
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 3.22
DRUGS – POSSESSION, USE, SALE, OR EXCHANGE OF IN
HIGHLAND COMMUNITY COLLEGE FACILITIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached revised policy, 3.22 Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities, which is included in Chapter III, Student, of the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy were made after the policy was reviewed in response to a student concern. The proposed revisions provide clarification regarding the intent of the policy, which is to prohibit the illegal sale, illegal exchange, or illegal sharing of prescription drugs on campus or at a College sponsored event.

BOARD ACTION: _____

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (Reaffirmed 11/15/16)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

**AGENDA ITEM #IX-C-1
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
DIRECTOR, ITS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Pete Fink as full-time Director, ITS beginning October 16, 2017, at an annual FY18 salary of \$68,700, plus appropriate fringe benefits. This is a full-time, exempt administrative position and is within the FY18 budget. This appointment will fill the position that became available due to the resignation of Mr. Nathan Hensal.

BACKGROUND: Mr. Fink has served as the College's Network Administrator since February 25, 2013, as well as covering a number of responsibilities of the Director, ITS position since March 2017. Pete began employment at Highland in September 2010, serving in the Technician/Workstation/Network Client Analyst position. Mr. Fink has developed a strong understanding of the College's technology infrastructure, hardware, systems, and support services. Pete has experience with major projects and upgrades, such as the network infrastructure replacement project and current telephone system project. He has demonstrated his understanding of the responsibilities under the Director position and the ability to manage difficult and complex issues appropriately with solid judgement.

Prior to his start at Highland, Mr. Fink owned his own consulting business, Rock Creek Technology LLC, specializing in sales, service, and customized IT solutions. Prior to that, he worked at North Central College in Naperville, Illinois as a Network Client/Workstation Analyst where he repaired, managed, installed, and inventoried all client campus computers. He also assisted in maintenance and troubleshooting of Novell server infrastructure, network switches, routers, and wiring.

Mr. Fink earned his Associate of Science degree at Highland and went on to graduate with his Bachelor of Science degree in computer science from North Central College. He is CompTIA A+ Certified, and CompTIA Network+ Certified.

The Director, ITS position was advertised last Spring and then put on hold following the declination of an offer to the top candidate. Following some discussion of next steps and a review of the departmental structure and skills, it was determined to offer the position to Mr. Fink. As outlined in the College's Affirmative Action Plan, the President has the right not to advertise under special conditions. The President approved not advertising in this circumstance. Based on his experience, technical expertise, and leadership and communication skills, as well as the reasons mentioned above, the recommendation is to fill the role of Director ITS with Pete Fink.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE**

**AGREEMENT WITH ROCK GATE CAPITAL
D.B.A. 160 DRIVING ACADEMY
FOR TRACTOR-TRAILER DRIVER TRAINING PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program ("Full Payment Students"). From January 1 to December 31 annually, the College will pay the Firm as follows: \$4,695.00 less the following fees per student for each enrollment milestone:

Each Calendar Year Student Enrollment	HCC Revenue Per Student
1 to 80	13% of \$4,695.00 or \$610.35 per student
Over 80	15% of \$4,695.00 \$704.25 per student

In addition, the firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer.

This agreement shall begin on the 1st day of July 2017, and continues through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019, with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

BACKGROUND: Through this agreement, 160 Driving Academy will provide the personnel and equipment, as well as the recruitment, instruction, marketing and job placement services for a tractor-trailer driver training program located on the Highland Community College campus. The company has 12 other locations in Illinois, as well as locations in Wisconsin, Indiana, Missouri, Ohio, and Michigan.

BOARD ACTION: _____

160 Driving Academy & Highland Community College Driver Training School Agreement

This is a Driver Training School Agreement ("Agreement") made this 24th day of October, 2017, by and between Highland Community College (hereinafter referred to as the "College") and Rock Gate Capital, LLC dba 160 Driving Academy, Evanston, IL (hereinafter referred to as the "Firm").

RECITALS

WHEREAS, the Firm is engaged in the business of recruiting, training and placing qualified commercial truck drivers into the trucking industry; and

WHEREAS, the College maintains a permanent facility for the purpose of providing post-high school education,

NOW, THEREFORE, inconsideration of the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

SECTION ONE

Community College Partnership Concept

The Firm and College have agreed to a Community College Partnership Concept as outlined within this agreement. The College agrees to provide a training facility as outlined within this agreement. The Firm agrees to provide comprehensive training services as outlined within this Agreement. The overall concept is to produce a system that allows the Firm to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry.

SECTION TWO

Firm's Obligations

2.1 **Marketing.** The Firm agrees to use its best efforts to recruit qualified driver training candidates using various advertising, information seminars, and direct contact to grow the program. The Firm agrees to obtain the approval of the College prior to the commencement of any advertising for marketing purposes. The College agrees to market to all of its constituents through its mailings, course catalogue and on-site advertising materials.

2.2 **Financing.** The Firm agrees to actively participate and assist in candidates' tuition financing, including but not limited to Personal financing (savings, home refinance, etc.), credit card, Workforce Investment Act (WIA) and third-party financing for qualified individuals.

2.3 **Course Offering.** The Firm agrees to provide a four or eight week, one hundred sixty (160) hour training course, as determined by the College, developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry level position in the trucking industry.

2.4 **Course Prerequisites.** The Firm will ensure all prospective students in the driver training program will have completed all required drug screenings and Department of Transportation physicals prior to the class start date.

2.5 **Firm's Employees.** The Firm's employees who perform services for the College under this Agreement shall also be bound by the provisions of this Agreement. The Firm's employees are solely employees of the Firm and have no accrued or expected employment or benefit rights through the College. At the request of the College, the Firm shall provide adequate evidence that such persons are employees of the Firm and have proper licenses, experience and other necessary qualifications to perform the services required under this Agreement.

2.6 **Harassment Training.** The Firm's employees, if any, who perform services for the College under this Agreement shall undergo at the College's request, sensitivity, diversity, and sexual harassment awareness training prior to performing any services for the College under this Agreement.

2.7 **Insurance.** The Firm will maintain a single limit \$1,000,000 policy, full workers' compensation statutory coverage, and provide a certificate of insurance naming the College as an additional insured on its policies. The Firm waives any rights to recovery from the College for any injuries that the Firm and/or its employees may sustain while performing services under this Agreement and that are a result of the negligence of the Firm or its employees.

2.8 **Indemnification.** The Firm agrees to indemnify and hold harmless the College from any and all liability of any kind or nature whatsoever for any claims, lawsuits or other adverse actions or activities by employees, students or third parties of any nature whatsoever that relate in any way to the Firm's provision of this program, course offering and anything associated therewith.

2.9 **Administrative Requirement.** The Firm and its instructors will comply with all College program admission requirements, grading, grade recording policies and financial aid preapproval procedures in a timely manner. The on-site branch manager will serve as liaison between the Firm and the College.

2.10 Full Payment Students. The College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program ("Full Payment Students"). From January 1 to December 31 annually. Starting each July 1 and for the next 12 months, the College will pay the Firm as follows:

1. The first 80 students enrolled (students 1 to 80) \$4,695.00 less 13% or \$4,085.00 per student
2. For every student over 80 students \$4,695.00 less 15% or \$3991.00 per student

2.11 Dedicated Students. The College recognizes that the firm can recruit and enroll students on behalf of the Firm's trucking company partners ("Dedicated Students"). The College will account in any reasonable manner it wishes for students who are part of the 160's Dedicated Program. The Firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student is employed by his designated employer.

SECTION THREE College Obligations

3.1 Facilities. The College agrees to provide training facilities as follows:

3.1.1 **Classroom.** A minimum of 300 square feet of classroom space; heating and ventilating adequate to maintain a comfortable room temperature for students and instructors; adequate lighting system so as to provide sufficient lighting for the students and instructors; sufficient seating facilities and writing surfaces for students; blackboards or other forms of illustrative devices which are visible from all seating areas; and adequate fire extinguishers in operable condition (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code).

3.1.2 **General Office.** Dedicated telephone line with call waiting and/or call rollover to electronic voice mailbox; access to a fax line and access to fax machine; access to copy machine; access to adequate office supplies (pens, pencils, paper, etc.); office furniture (desk, lockable filing cabinet, etc.); and personal computer with dedicated internet access.

3.1.3 **Yard.** Access to a training yard to handle student classes regardless of size, with lighting sufficient to support night instruction to facilitate skills training (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code). College agrees to provide a protective shed and a portable toilet in the training yard area as well as snow removal services.

3.1.4 **Signage.** The College will provide all signage required for this training. The College will provide available space for the Firm's signage. Signage must be reasonably visible to the general public from outside the classroom facility. Signage must satisfy State of Illinois requirements as well as being acceptable to the Firm and to the College in size and appearance.

3.2 **Full Pay Tuition.** College agrees to remit to the Firm all tuition on behalf of all Full Pay Tuition students enrolled in this driver training program (less College's share of tuition as outlined above in paragraph 2.10). Payment will be invoiced as of the end of the first week of training and is payable upon receipt of invoice by the College. Payments will be made directly to the Firm or via ACH payment to its approved financial institution. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the Firm shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the Firm has not yet been paid.

3.2.1 **Dedicated Tuition.** Firm agrees to remit to the College \$250.00 for Dedicated tuition on behalf of all students enrolled in this Dedicated training program (as outlined above in paragraph 2.11). Payment will be submitted immediately upon student's employment at Dedicated student's employer. Payments will be made directly to the College. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the College shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the College has not yet been paid.

3.3 **Facility Maintenance Expenses.** College agrees to cover all expenses incurred for its own facility maintenance, taxes, building insurance and related utilities. Damages or expenses incurred due to the negligence of the Firm, staff or students will be the responsibility of the Firm.

SECTION FOUR

Joint Obligations

4.1 **Confidentiality.** College recognizes that the prices, costs, future plans, business affairs, promotion techniques, technical information, customer lists, teaching methods, and other similar proprietary business information related to the services provided by the Firm (hereinafter collectively referred to as the "Information") are valuable, special and unique assets of the Firm. Accordingly, the College agrees that it will not at any time or in any manner, either directly or indirectly, use any Information for the College's own benefit, or divulge, disclose or communicate in any manner any Information to any third party without the prior written consent of the Firm. The College will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement and, in addition to any other remedy, will entitle the Firm to obtain temporary and permanent injunctive relief against any actual or threatened breach of this paragraph without being required to post bond or, if bond cannot be waived, without providing any security thereon. The Firm agrees to treat proprietary information of the College in an identical manner and the College shall also be entitled to the benefits of injunctive relief for any actual or threatened violation by the Firm. The confidentiality provisions of this Agreement shall remain in full force and effect for a period of two (2) years after the termination of this Agreement.

4.2 **Return of Records.** Upon termination of this Agreement, each party will deliver to the other party all records, notes, data, memoranda, models, equipment, and Information of any nature that are in such party's possession or control which are the property or Information of the other party.

4.3 **Independent Contractor.** The Firm is, and the parties intend it to be, an independent contractor regarding the Services provided and no partnership of the parties is intended to be created by this agreement.

SECTION FIVE

Termination

This Agreement is effective on the 1st day of July, 2017 and continues through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019 with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

**SECTION SIX
Miscellaneous**

6.1 **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement between the parties whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

6.2 **Governing Law and Enforcement.** This Agreement shall be construed in accordance with the laws of the State of Illinois. If any provision of this Agreement shall be held to be invalid and unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

6.2 **Waiver Limitations.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated below.

FIRM: Rock Gate Capital, LLC

COLLEGE: Highland Community College

BY: _____
Signature of Firm's Representative Date

BY: _____
Signature of College's Representative Date

Name of Firm's Representative

Name of College Representative

**AGENDA ITEM #IX-D-2
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF FY17 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual audit for FY17.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the March 21, 2017, Board meeting.

Mr. Dan Rowe attended a meeting of the Audit Committee on October 4, 2017. During the meeting, Mr. Rowe reviewed the audit and answered committee members' questions. Following discussion, the Audit Committee voted unanimously to accept the audit for submission to the Illinois Community College Board in order to meet the October 15, 2017, deadline for submission.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-3
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
AUGUST 2017**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 2017 bills, including Board travel.

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 325909 through 326588 amounting to \$937,542.19, Automated Clearing House (ACH) debits W0000433 through W0000436 amounting to \$7,707.18, Other Debits D0000071 amounting to \$136.88 and Electronic Refunds of \$100,832.34, with 4 adjustments of \$952.87, such warrants amounting to \$1,044,991.96. Transfers of funds for payroll amounted to \$510,540.67.

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

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, August 31, 2017**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$226,164.71	\$416.67	\$0.00	\$226,581.38
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,193.57	0.00	0.00	172,193.57
TOTAL ASSETS	\$418,927.54	\$416.67	\$0.00	\$419,344.21
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	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	78,779.58	416.67		79,196.25
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,426.35			96,426.35
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
TOTAL	\$418,927.54	\$416.67	\$0.00	\$419,344.21

**AGENDA ITEM #IX-D-4
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT
SEPTEMBER 2017**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the September 2017 bills, including Board travel.

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 326589 through 327015 amounting to \$763,107.35, Automated Clearing House (ACH) debits W0000437 through W0000441 amounting to \$10,233.82 and Electronic Refunds of \$83,273.85, with 4 adjustments of \$965.66, such warrants amounting to \$855,649.36. Transfers of funds for payroll amounted to \$824,720.73.

Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students. September had three payrolls.

BOARD ACTION: _____

**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, September 30, 2017**

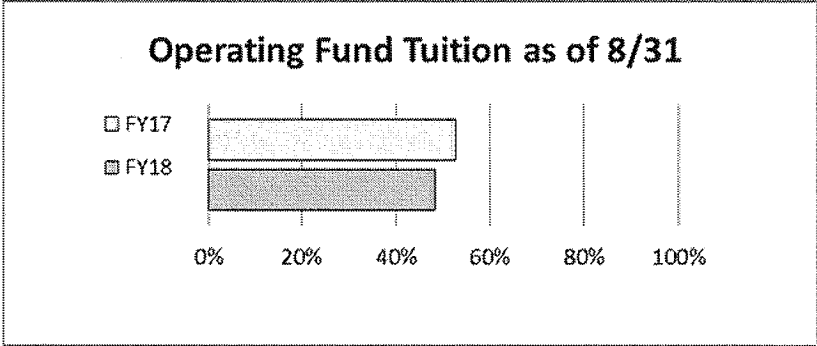
	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	<hr/>			<hr/>
US BANK	\$226,581.38	\$416.67	\$0.00	\$226,998.05
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,193.57	0.00	0.00	172,193.57
	<hr/>			<hr/>
TOTAL ASSETS	\$419,344.21	\$416.67	\$0.00	\$419,760.88
	<hr/>			<hr/>
1010 HCC 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	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	79,196.25	416.67		79,612.92
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,426.35			96,426.35
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
	<hr/>			<hr/>
TOTAL	\$419,344.21	\$416.67	\$0.00	\$419,760.88

**AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18**

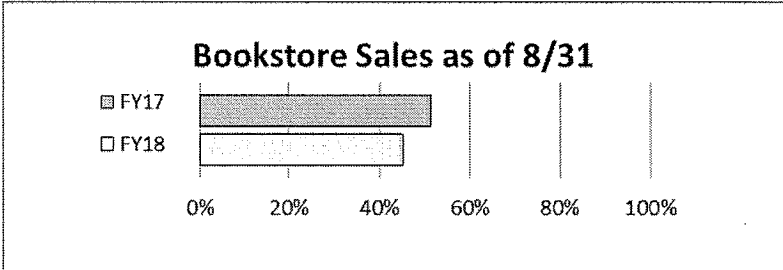
**TREASURER’S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of August 31, 2017

- As of August 31st, we are 16.6% of the way into FY18.
- The August 31st reports include amounts from the tentative budget. The permanent budget amounts are included in the September 30th reports.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types’ FY17 results to FY18 results as of August 31st. The FY17 bar is the year-to-date results as of August 31, 2016, divided by the actual year end results for FY17. The FY18 bar is the year to date results for August 31, 2017, divided by the annual budgeted amount for FY18.



If the amount included in the permanent budget for Operating Fund tuition was included in the chart, the FY18 results as of August 31st are more in line with the FY17 results as of August 31st.

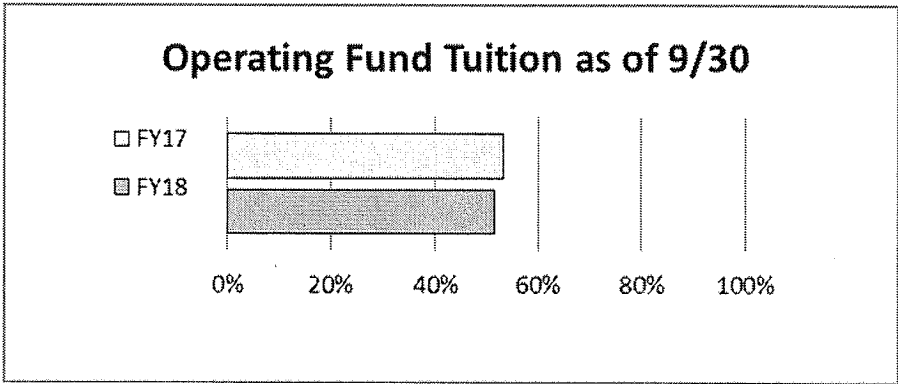


Bookstore sales are slightly lower at August 31, 2017, than at August 31, 2016 (\$54,000). If the amount included in the permanent budget for Bookstore sales was included in the chart, the FY18 results as of August 31st are more in line with the FY17 results as of August 31st.

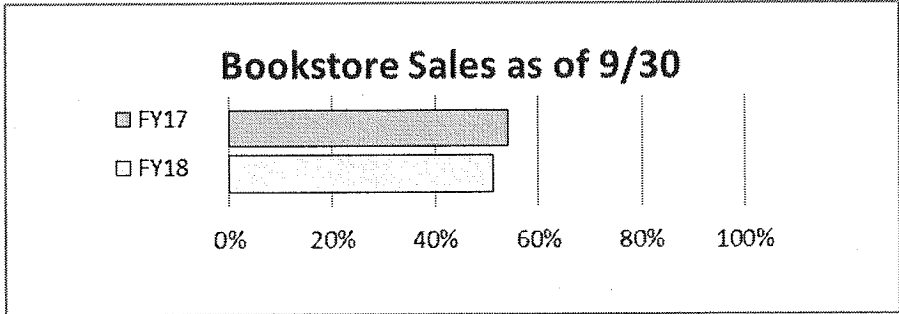
- The Liability, Protection, and Settlement Fund includes costs that support the College’s Risk Management Plan. This fund accounts for property, liability insurance and worker’s compensation policies. Purchase orders for the annual premium amounts are included in the year-to-date expenses.

Results as of September 30, 2017

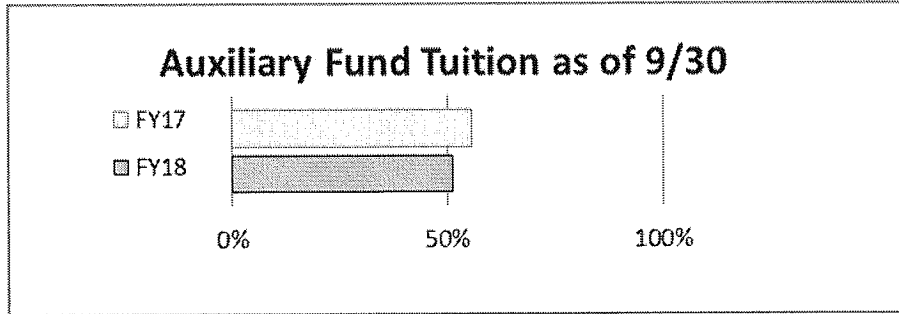
- As of September 30th, we are 25% of the way into FY18.
- The FY18 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers’ offices, as reflected in the “local taxes” line items in the funds for which we levy.
- The State owes the College \$897,908 for FY17 unrestricted Operating funds. Payments for FY18 unrestricted Operating funds have been paid each month through September at varying amounts. An annual payment schedule has not been released. Of the \$1,246,517 appropriated, \$414,691 has been received.
- **Current Results as of Month End:** The following chart shows the comparison of the FY17 Operating Funds tuition revenue results to FY18 results as of September 30th. The FY17 bar is the year-to-date results as of September 30, 2016, divided by the actual year end results for FY17. The FY18 bar is the year to date results for September 30, 2017, divided by the annual budgeted amount for FY18.



- Operating Funds tuition revenue appears to be about 2% lower than anticipated at this point in time. If operating fund tuition revenue is 2% lower than budgeted for the fiscal year that amounts to about \$109,000.

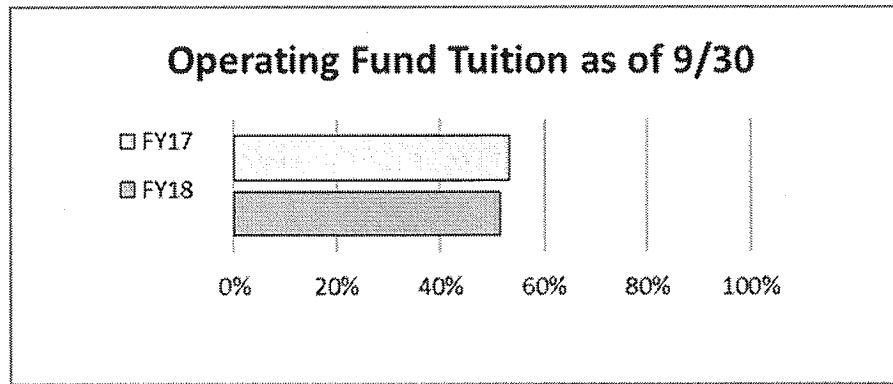


- Bookstore sales appear to be about 3% lower than anticipated at this point in time. Based on a review of revenue, inventory levels, and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.

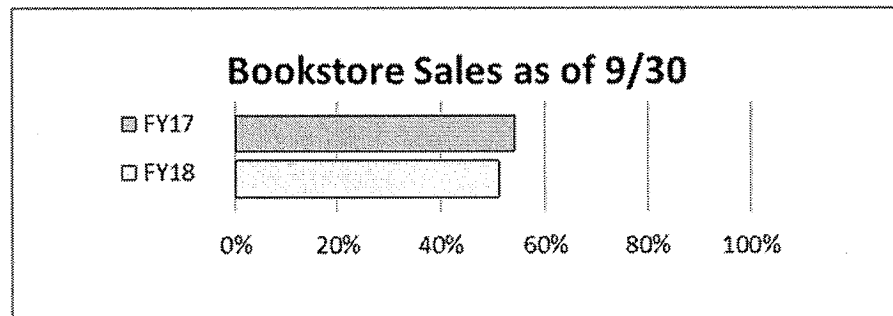


- Auxiliary Fund tuition revenue appears to be about 5% below the amount anticipated at this point in time. If Auxiliary Fund tuition revenue is lower than budgeted for the fiscal year that amounts to \$6,300.

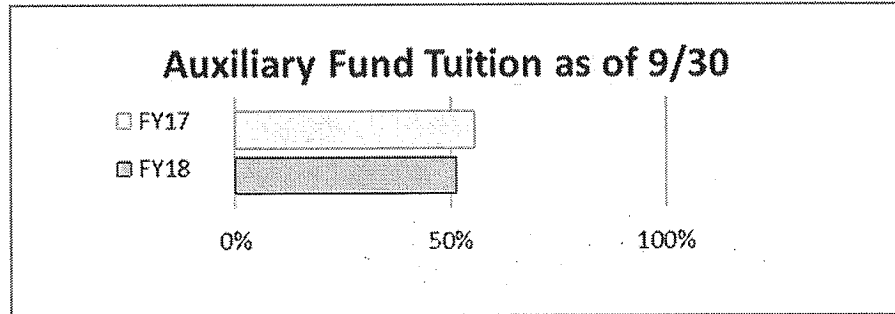
- As of September 30th, we are 25% of the way into FY18.
- The FY18 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- The state owes the College \$897,908 for FY17 unrestricted Operating funds. Payments for FY18 unrestricted Operating funds have been paid each month through September at varying amounts. An annual payment schedule has not been released. Of the \$1,246,517 appropriated, \$414,691 has been received.
- **Current Results as of Month End:** The following chart shows the comparison of the FY17 Operating Funds tuition revenue results to FY18 results as of September 30th. The FY17 bar is the year to date results as of September 30th, 2016 divided by the actual year end results for FY17. The FY18 bar is the year to date results for September 30th, 2017 divided by the annual budgeted amount for FY18.



- Operating Funds tuition revenue appears to be about 2% lower than anticipated at this point in time. If operating fund tuition revenue is 2% lower than budgeted for the fiscal year that amounts to about \$109,000.



- Bookstore sales appear to be about 3% 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 about 5% below the amount anticipated at this point in time. If auxiliary fund tuition revenue is lower than budgeted for the fiscal year that amounts to \$6,300.

August 2017
Financials

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE
FY18

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended August 31, 2017

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$6,019,324	\$559,054	9.3%
Credit Hour Grants	504,413	-	0.0%
Equalization	-	-	0.0%
ICCB Career/Tech Education	115,894	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	425,000	3,170	0.7%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	27,241	-	0.0%
Tuition & Fees	5,700,500	2,754,562	48.3%
Sales & Services	37,800	6,949	18.4%
Facilities Revenue	102,286	10,355	10.1%
Interest on Investments	8,000	234	2.9%
Non-Govt. Gifts, Grants	883,398	-	0.0%
Miscellaneous	16,300	6,295	38.6%
	-----	-----	-----
Total Revenue	\$13,848,456	\$3,340,619	24.1%
<u>EXPENDITURES:</u>			
Salaries	\$8,818,982	\$906,052	10.3%
Employee Benefits	2,253,237	451,999	20.1%
Contractual Services	823,997	189,872	23.0%
Materials & Supplies	919,268	202,629	22.0%
Conference & Meeting	279,068	15,458	5.5%
Fixed Charges	55,612	26,803	48.2%
Debt Certificate Payment	439,431	-	0.0%
Utilities	632,351	411,479	65.1%
Capital Outlay	-	-	100.0%
Other Expenditures	467,484	159,220	34.1%
Transfers (In) Out	(246,300)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,443,130	\$2,363,512	16.4%
Excess of Revenues Over Expenditures	(\$594,674)	\$977,107	
Fund Balance 7/1/17	2,508,360	3,840,731	
	-----	-----	
Fund Balance 8/31/17	\$1,913,686	\$4,817,838	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended August 31, 2017

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$741,500	\$2,143	0.3%
Interest on Investments	-	-	100.0%
Other	-	-	100.0%
-----	-----	-----	-----
Total Revenue	\$741,500	\$2,143	100.0%
EXPENDITURES:			

Contractual Services	125,815	-	100.0%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	2,108,036	363,799	17.3%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,242,846	\$363,799	16.2%
Excess of Revenues Over Expenditures	(\$1,501,346)	(\$361,656)	
Fund Balance 7/1/17	\$1,600,000	\$1,882,853	
-----	-----	-----	
Fund Balance 8/31/17	\$98,654	\$1,521,197	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended August 31, 2017

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$159,796	50.7%
Bookstore Sales	854,000	386,061	45.2%
Athletics	42,460	6,355.00	15.0%
Other	121,100	26,454	21.8%
-----	-----	-----	-----
Total Revenue	\$1,332,560	\$578,666	43.4%
EXPENDITURES:			

Salaries	\$302,850	\$24,627	8.1%
Employee Benefits	33,489	5,581	16.7%
Contractual Services	86,770	6,871	7.9%
Materials & Supplies	790,562	308,210	39.0%
Conference & Meeting	182,615	5,521	3.0%
Fixed Charges	5,470	95	1.7%
Utilities	500	600	120.0%
Capital Outlay	600	-	0.0%
Other Expenditures	15,016	1,688	11.2%
Transfers	(110,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,307,872	\$353,193	27.0%
Excess of Revenues Over Expenditures	\$24,688	\$225,473	
Fund Balance 7/1/17	\$17,000	\$3,042	
-----	-----	-----	
Fund Balance 8/31/17	\$41,688	\$228,515	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended August 31, 2017

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$4,111	9.3%
-----	-----	-----	-----
Total Revenue	\$44,000	\$4,111	9.3%
EXPENDITURES:			

Contractual Services	\$4,600	\$25,500	554.3%
-----	-----	-----	-----
Total Expenditures	\$4,600	\$25,500	554.3%
Excess of Revenues Over Expenditures	\$39,400	(\$21,389)	
Fund Balance 7/1/17	\$13,015	\$13,048	
-----	-----	-----	
Fund Balance 8/31/17	\$52,415	(\$8,341)	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended August 31, 2017

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,694,688	\$156,645	9.2%
	-----	-----	-----
Total Revenue	\$1,694,688	\$156,645	9.2%
EXPENDITURES:			

Fixed Charges	\$1,660,638	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$1,660,638	\$0	0.0%
Excess of Revenues Over Expenditures	\$34,050	\$156,645	
Fund Balance 7/1/17	\$989,713	\$964,572	
	-----	-----	
Fund Balance 8/31/17	\$1,023,763	\$1,121,217	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended August 31, 2017

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$88,708	8.9%
-----	-----	-----	-----
Total Revenue	\$993,000	\$88,708	8.9%
EXPENDITURES:			

Salaries	\$285,436	\$35,634	12.5%
Employee Benefits	353,404	106,106	30.0%
Contractual Services	296,012	49,013	16.6%
Materials & Supplies	11,900	-	0.0%
Conference & Meetings	13,200	-	0.0%
Fixed Charges	214,916	213,496	99.3%
Utilities	6,822	1,985	29.1%
-----	-----	-----	-----
Total Expenditures	\$1,181,690	\$406,234	34.4%
Excess of Revenues Over Expenditures	(\$188,690)	(\$317,526)	
Fund Balance 7/1/17	\$370,000	\$386,040	
-----	-----	-----	
Fund Balance 8/31/17	\$181,310	\$68,514	

September 2017
Financials

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE
FY18

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$2,394,545	39.7%
Credit Hour Grants	1,084,350	402,191	37.1%
Equalization	50,000	12,500	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	3,170	1.0%
Dept. of Educ.	6,000	-	0.0%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	2,787,164	51.5%
Sales & Services	39,250	9,412	24.0%
Facilities Revenue	108,876	16,073	14.8%
Interest on Investments	8,000	2,254	28.2%
Non-Govt. Gifts, Grants	889,398	-	0.0%
Miscellaneous	16,489	11,419	69.3%
	-----	-----	-----
Total Revenue	\$14,128,087	\$5,638,728	39.9%
 <u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$1,946,943	21.9%
Employee Benefits	2,324,610	578,394	24.9%
Contractual Services	805,650	212,248	26.3%
Materials & Supplies	926,435	268,184	28.9%
Conference & Meeting	282,618	33,841	12.0%
Fixed Charges	57,612	28,218	49.0%
Debt Certificate Payment	439,431	-	0.0%
Utilities	659,741	411,479	62.4%
Capital Outlay	-	601	100.0%
Other Expenditures	447,484	164,269	36.7%
Transfers (In) Out	105,119	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,928,441	\$3,644,177	24.4%
Excess of Revenues Over Expenditures	(\$800,354)	\$1,994,551	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 9/30/17	\$3,079,855	\$5,874,760	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$741,500	\$319,654	43.1%
Interest on Investments	-	-	0.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$741,500	\$319,654	100.0%
EXPENDITURES:			

Contractual Services	125,698	4,574	3.6%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,974,653	368,299	18.7%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,109,346	\$372,873	17.7%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$53,219)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----	-----	-----	
Fund Balance 9/30/17	\$515,007	\$1,829,634	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$161,430	51.2%
Bookstore Sales	834,000	425,804	51.1%
Athletics	42,460	7,726	18.2%
Other	121,100	48,980	40.4%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$643,940	49.1%
EXPENDITURES:			

Salaries	\$302,850	\$55,568	18.3%
Employee Benefits	33,489	8,279	24.7%
Contractual Services	86,770	12,936	14.9%
Materials & Supplies	816,562	367,593	45.0%
Conference & Meeting	182,965	20,962	11.5%
Fixed Charges	5,470	95	1.7%
Utilities	600	600	100.0%
Capital Outlay	500	-	0.0%
Other Expenditures	15,016	8,665	57.7%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,309,222	\$474,698	36.3%
Excess of Revenues Over Expenditures	\$3,338	\$169,242	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 9/30/17	\$6,400	\$172,304	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$0	0.0%
Adult Education	273,927	149,090	54.4%
Other Illinois Sources	56,394	-	0.0%
Department of Education	4,422,960	270,000	6.1%
Other Federal Sources	34,443	-	0.0%
Tuition & Fees	575,000	295,901	51.5%
Sales & Service Fees	26,510	25,234	95.2%
Interest	18,581	18,581	100.0%
Non-govt. Gifts, Grants	23,400	50	0.2%
Other	304,785	3,119	1.0%
	-----	-----	-----
Total Revenue	\$5,842,727	761,975	13.0%
 <u>EXPENDITURES:</u>			
Salaries	\$871,765	\$238,034	27.3%
Employee Benefits	181,984	43,756	24.0%
Contractual Services	588,030	78,017	13.3%
Materials & Supplies	85,982	77,376	90.0%
Conference & Meeting	55,760	4,808	8.6%
Fixed Charges	24,221	300	1.2%
Utilities	4,152	-	0.0%
Capital Outlay	31,299	919	2.9%
Other Expenditures	43,703	234	0.5%
Financial Aid	4,042,939	276,518	6.8%
Transfers out	13,881	-	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$719,962	12.1%
Excess of Expenditures Over Revenue	(\$100,989)	\$42,013	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 9/30/17	\$800,274	\$943,276	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$17,606	40.0%
	-----	-----	-----
Total Revenue	\$44,000	\$17,606	40.0%
EXPENDITURES:			

Contractual Services	\$46,000	\$25,500	55.4%
	-----	-----	-----
Total Expenditures	\$46,000	\$25,500	55.4%
Excess of Revenues Over Expenditures	(\$2,000)	(\$7,894)	
Fund Balance 7/1/17	\$13,048	\$13,048	
	-----	-----	
Fund Balance 9/30/17	\$11,048	\$5,154	

AGENDA ITEM #X-A
 OCTOBER 24, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended September 30, 2017

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$1,694,688	\$670,944	39.6%
Total Revenue	\$1,694,688	\$670,944	39.6%
EXPENDITURES:			
Fixed Charges	\$1,680,721	\$0	0.0%
Total Expenditures	\$1,680,721	\$0	0.0%
Excess of Revenues Over Expenditures	\$13,967	\$670,944	
Fund Balance 7/1/17	\$964,572	\$964,572	
Fund Balance 9/30/17	\$978,539	\$1,635,516	

AGENDA ITEM #X-A
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended September 30, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$379,956	38.3%
-----	-----	-----	-----
Total Revenue	\$993,000	\$379,956	38.3%
EXPENDITURES:			

Salaries	\$285,461	\$72,135	25.3%
Employee Benefits	347,553	129,577	37.3%
Contractual Services	296,012	50,526	17.1%
Materials & Supplies	11,900	-	0.0%
Conference & Meetings	13,200	3,480.00	26.4%
Fixed Charges	214,916	213,496	99.3%
Utilities	6,822	2,047	30.0%
-----	-----	-----	-----
Total Expenditures	\$1,175,864	\$471,261	40.1%
Excess of Revenues Over Expenditures	(\$182,864)	(\$91,305)	
Fund Balance 7/1/17	\$386,040	\$386,040	
-----	-----	-----	
Fund Balance 9/30/17	\$203,176	\$294,735	

**AGENDA ITEM #XIII-A-1
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PRESIDENT'S CONTRACT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached Resolution authorizing the approval of the Contract of Employment for the President. Principal financial components of the contract include a specified annuity contribution for each year, a designated reimbursement amount for travel expenses, as well as for the 2017-2018 year an annual salary of one hundred fifty-two thousand dollars (\$152,000), with each subsequent year salary being increased by 4% over the prior school year.

BACKGROUND: This Resolution approves the terms and conditions of the contract with Mr. Tim Hood for the period of July 1, 2017 through June 30, 2020. A copy of the proposed contract has been available to the public, with the quarterly retreat monthly meeting packet, and is attached to the Resolution.

BOARD ACTION: _____

RESOLUTION FOR APPROVING CONTRACT OF EMPLOYMENT

WHEREAS, the Board of Trustees took formal action on January 20, 2015, to name Mr. Tim Hood the next President of Highland Community College effective July 1, 2015; and,

WHEREAS, the previous contract expired on June 30, 2017; and,

WHEREAS, the Board of Trustees desires to formalize the terms and conditions of the new contract with Mr. Tim Hood, including the principal financial components of an annuity contribution for each year, reimbursement of travel expenses, as well as for the 2017-2018 year an annual salary of one hundred fifty-two thousand dollars (\$152,000), with each subsequent year salary being increased by 4% over the prior school year.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE, as follows:

Section 1: The recitals to this Resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Board hereby approves the Contract of Employment, as attached. The Board Chair and Secretary are hereby authorized and directed to execute the Contract of Employment and to enter into such contract fully on the Board's behalf.

Section 3: This Resolution shall be in full force and effect upon its adoption and retroactive to July 1, 2017, the beginning of the respective school year. All prior resolutions of the Board of Trustees that are inconsistent with the terms and conditions of this Resolution are hereby repealed and superseded to the extent of any such inconsistency.

ADOPTED this _____ day of October 2017, by the following roll call vote upon the motion by

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees

EMPLOYMENT AGREEMENT BETWEEN

TIM HOOD

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

FOR THE TERM

JULY 1, 2017 THROUGH JUNE 30, 2020

EMPLOYMENT AGREEMENT BETWEEN

TIM HOOD

and

THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE

FOR THE TERM

JULY 1, 2017 THROUGH JUNE 30, 2020

This Agreement (“Agreement”) made and entered into this ____ day of October, 2017, by and between the Board of Trustees of Highland Community College, (hereinafter “Board”), and Tim Hood, (hereinafter “President”):

WHEREAS, the Board has evaluated the annual compensation being remitted to President, resulting in concerns that the level of compensation is not consistent with institutions similar in enrollment and character; and

WHEREAS, the Board has evaluated the performance of President and believes that his leadership of Highland Community College remains vital to the long term goals and strategic objectives of the Board, due to the outstanding performance of President; and

WHEREAS, the Board at its meeting on October ____, 2017, upon roll call vote, duly adopted its Resolution authorizing the Chair and Secretary of the Board to execute an Employment Agreement on behalf of Highland Community College, continuing to employ President as President of Highland Community College (“College”) under the terms and conditions herein set forth; and

WHEREAS, President’s prior formal Agreement expired June 30, 2017, and the Board and President now wish to provide for certainty in the office of the presidency of the College by formalizing the continuation of services by the President for the period from July 1, 2017, through June 30, 2020, on terms and conditions as provided herein; and

NOW, THEREFORE, in consideration of the promises herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree as follows:

1. EMPLOYMENT AND TERM

Board hereby employs Tim Hood as President of the College for a term commencing July 1, 2017, and continuing until June 30, 2020. The President shall serve as President pursuant to the provisions of this Agreement for that term.

2. POWERS AND DUTIES

Throughout the term hereof, the President shall be the Chief Executive of the College, responsible for all administration and for effecting the directions and policies of the Board. As Chief Executive of the College, the President shall act for and on behalf of the Board and under its direction in the performance of his duties of overall administration of the College.

The President's duties and powers shall include those provided by law, as well as those set forth in the College's written policy now in force and as may be adopted by the Board from time to time. Throughout the term or any extension or renewal hereof, the President shall have such other and further powers, responsibilities and duties as the Board may from time to time direct in consultation and agreement with the President.

3. REAPPOINTMENT

Not later than April 15, 2020, the Board and President shall confer to determine whether the term of this Agreement shall be extended, and any conditions on such extension.

4. EXTENT OF SERVICES

The President shall devote his full time, attention and energies to the business of the College, and during the term of this Agreement, the President shall not be engaged in any other business activity or accept any commitment outside his role as President which interferes with his duties and responsibilities or adversely affects his proficiency as Chief Executive of the College.

5. TERMINATION OF EMPLOYMENT

Notwithstanding anything to the contrary contained in this Agreement, the President's employment may be terminated during the term hereof for one or more of the following reasons:

A. Resignation. Honorable resignation, or termination of employment by mutual written agreement of the parties. The acceptance of the President's written resignation by the Board pursuant to a duly adopted Resolution shall be deemed to constitute Honorable Termination of Employment hereunder.

B. Disability. Total disability for a period of ninety (90) consecutive days, after exhaustion of available paid sick leave and vacation benefits.

The term "total disability" means sickness or illness, regardless of cause, physical or mental, which results in the President being substantially unable to effectively perform his duties as President and his duties pursuant to this Agreement. President shall submit to physical or mental examination or both at the request of the Board, provided that such examinations shall be performed by persons licensed as medical doctors.

C. Death of the President. The Board-President relationship shall terminate upon the death of the President.

D. Discharge for Cause. The President may be discharged for cause. A discharge for cause shall be deemed a dismissal of the President for conduct which is seriously prejudicial to the College, and may include, without limitation, incompetency, violation of law, material breach of this Agreement, cruelty, negligence, dishonesty, fraud, unprofessional behavior, failure to effect Board direction, immorality, or for any sufficient reason or cause which may exist under the laws of the State of Illinois. Upon a majority vote of the Board to consider dismissal for cause, the President shall be given written notice of the Board's intention. The President shall be entitled to appear before the Board to discuss his dismissal before formal action on dismissal is taken. Such meeting may be in open session or closed session, at the option of the Board. The action of the Board is final. Upon discharge for cause, the term of this Agreement shall end, and all right to compensation and benefits hereunder shall immediately cease.

E. Discharge on Notice. At any time during the term hereof, the Board may discharge the President on thirty days prior written notice. Under such circumstances, the College shall pay the President all compensation due to the College President as annual salary pursuant to Paragraph 6 B below, in accordance with regular salary payment schedules for a period of twelve months following the date of the notice. Provided, however, if the President obtains other employment during the remaining term, the

Board's obligation to pay compensation shall be reduced by the President's compensation from that employment.

F. Breach by President. If President, during the term of this Agreement, resigns without approval from the Board, or in any manner breaches his obligation to provide the contractual services outlined herein by departure from employment at his election, the Parties agree that the Board will be irreparably harmed. Accordingly, in such circumstance the President agrees to remit payment of \$30,000 to the College, representing the Parties' present estimate of the costs associated with a new search process to recruit and hire a replacement for President. The Parties further agree and herein stipulate that the amount of actual damages that will be incurred is difficult and uncertain to estimate. Therefore the amount set forth herein is the Parties' best estimate as to the actual costs and agreed to be reasonable. Payment of the amount is due within 30 days of demand by the Board President.

6. PRESIDENT'S COMPENSATION

A. Definition of Compensation. For purposes of this Agreement, the President's compensation shall consist of the salary provided in subparagraph 6 B below.

B. Annual Salary. Board shall pay President, for the 2017-2018 year an annual salary of one hundred fifty-two thousand (\$152,000). The 2018-2019 year annual salary shall be increased by 4% over the 2017-2018 school year. The 2019-2020 year annual salary shall be increased by 4% over the 2018-2019 school year. The annual salary shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the annual salary of the President at any time during the term of this Agreement or any extension or renewal hereof, but the salary shall not be decreased at any time.

7. PRESIDENT'S BENEFITS IN ADDITION TO COMPENSATION

A. SURS Contributions. For the term of this Agreement, the College shall pay an 8% contribution directly to the State University Retirement System contribution on behalf of the President. It is the intention of the parties to qualify all such payments as employer payments pursuant to Section 414(h) of the Internal Revenue Code. The President shall have no right or claim to the funds remitted except as they may

subsequently become available before retirement or resignation from the Illinois State Universities Retirement System.

B. Holidays. The President shall be entitled to be absent from the performance of his duties during all holidays declared by the Board or scheduled by the State of Illinois applicable to Community Colleges throughout the State.

C. Vacation Benefits. The President shall earn paid vacation at the rate of 2.33 days per month with an accumulation limit of 56 days. Upon termination of the President's services, the College shall not reimburse for more than 56 unused vacation days. Subject to the limitations in this paragraph, the President shall be entitled to the accumulated but unused vacation day balance he had as of June 30, 2015, remaining from his position as Executive Vice President of the College.

The President shall consult with the Board Chair in the event he plans to utilize more than three consecutive days of vacation benefit.

D. Dues, Fees. Board shall pay President's membership dues and charges to appropriate educational associations and organizations, as well as his membership dues and fees for and in respect to his membership in such other local, community, State or National clubs or organizations which the Board Chair and President mutually deem necessary or advisable that President join in order to enhance or improve his community relationship or his professional skills and relationships.

E. Conferences, Conventions, etc. The President may attend educational conferences, conventions, courses, seminars and other similar professional growth activities. Appropriate expenses shall be reimbursed in accordance with Board policy. Attendance at such conferences shall not be construed as vacation time. The President may participate in other professional activities relating to higher education on such terms and conditions as may be approved from time to time by the Board.

F. Automobile and Other Travel Related Expenses of the President. President shall be permitted, when necessary for college business, to use a vehicle from the College fleet. Incidental personal use of such vehicle shall be permitted. The parties further anticipate, during the life of the Agreement, that significant effort will be required of President in the marketing of the College. This effort is anticipated to require President to incur annual incidental expenses (meals, entertainment, and other travel

using a personal vehicle). Accordingly, President shall receive \$12,000.00 annually as reimbursement for such anticipated expenses. Such amount shall be paid in equal installments, over the payroll periods during each year of the Agreement.

G. Executive Annual Physical. At least once every year during the term of this Agreement, the College President shall obtain a comprehensive medical examination. The cost of such examination, not to exceed Five Hundred Dollars (\$500), shall be paid by the Board. A copy of the examination or a certificate of the physician certifying the physical competency of the College President to perform his duties shall be given by the examining physician to the Board Chair. The result of such examination will be reported to the Board, but its confidentiality shall be maintained.

H. Annuity. The Board shall pay on behalf of the President a tax-sheltered annuity under Section 403(b) of the Internal Revenue Code in a company of the College President's choice in the amount of Twelve Thousand Dollars (\$12,000.00). The College President's tax sheltered annuity shall be paid in equal installments in accordance with the policies of the College governing payment of tax annuities to other administrators employed by the College and shall be subject to withholding as required by law.

I. Insurance, Sick Leave, Privileges, etc.

1. Sick Leave. President will earn sick leave at the rate of 1 day per month and have available any remaining accrued the sick leave days to which he was entitled as an employee of the College as of June 30, 2015.

2. Life Insurance. Subject to applicable insurability requirements, College shall provide term life insurance on the life of the President equal to 1.5 times the annual salary of the President. For purposes of this paragraph only, annual salary includes the annual salary provided in paragraph 6b, plus SURS contribution on the Annual Salary, plus the reimbursement allowance provided in Paragraph 7F annualized. It does not include any 403(b) or SURS contribution on any 403(b). The President may name one or more beneficiaries of his choice for any portion of the employee basic benefit. The purchase of any further optional life insurance coverage by the President will be the responsibility of the President and consistent with College policy.

3. Personal Leave. The President shall be entitled to 3 personal days with pay annually. Personal days shall accrue one (1) day per four months. Unused personal days shall not accumulate from year-to-year.

4. Other Privileges. The Board shall reimburse the College President up to One Thousand Dollars (\$1,000) annually for his use of his home for entertainment in relation to the College, based on submission of receipts.

The President shall be reimbursed for normal and customary expenses incurred for the President's spouse's attendance at two College related annual conferences. The foregoing notwithstanding, the President will not be reimbursed for expenses which are incurred for leisure activities or matters unrelated to the conferences.

The Board shall pay on behalf of the President his Family Fitness II YMCA Membership.

The President shall be allowed such other privileges, leaves, health leave, and insurance and fringe benefits not specifically enumerated and not in conflict with or inconsistent with this contract as are commonly extended to all other administrative personnel.

8. CELL PHONE

To provide the College with the ability to reach the president, the College shall provide the President with a cell phone and service plan. Occasional personal use of the cell phone will not be deemed a violation of this Agreement. The President shall select the phone and plan. Use of the College provided phone shall be subject to any applicable policies of the College and President shall have no expectation of privacy in the use of such device.

9. EVALUATION OF PRESIDENT

At least once each College fiscal year, (on or before April 15th of that year) Board and President shall meet for the purpose of review of the past year's administration of the College and the role of the President in the future course and goals of the College. The evaluation shall rate the performance of the President, and may include directions, goals and expectations for future performance.

10. NOTICES

Any notice required or permitted under the terms of this Agreement shall be written and may be served personally, by prepaid certified or registered mail, or by national courier service. If served by mail or courier service, it shall be addressed to his residence in the case of the President, or to the Chair of the Board of the College, at his or her residence, in the case of the Board. Any notice shall be deemed to have been delivered within ninety-six hours after having been deposited in a United States Post Office located within the College District, or on the date of delivery if by a courier service or personal service.

11. MISCELLANEOUS

A. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such heading or numbers and the text of this Agreement, the text shall control.

B. For purposes of payment to the President of any unused vacation at the time of termination of employment under this Agreement for any reason, the President's "compensation" shall be deemed to be only the taxable compensation the President receives from time to time pursuant to Paragraph 6 B hereof.

C. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

D. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its Chair and Secretary, on the day and year first written above.

Tim Hood, President

THE BOARD OF TRUSTEES OF HIGHLAND
COMMUNITY COLLEGE

By _____
Chair

ATTEST:

Secretary-Board of Trustees

**AGENDA ITEM #XIII-A-2
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

EXECUTIVE VICE PRESIDENT'S CONTRACT

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves the attached Resolution authorizing the approval of the Administrator's Contract for the Executive Vice President. Principal financial components of the contract include a specified annuity contribution for each year, as well as for the 2017-2018 year an annual salary of one hundred thirty thousand one hundred and seventy-five dollars (\$130,175), as well as for the 2018-2019 year an annual salary of one hundred thirty-three thousand four hundred twenty-nine dollars and 38 cents (\$133,429.38).

BACKGROUND: This Resolution approves the terms and conditions of the contract with Ms. Christina Kuberski for the period of July 1, 2017 through June 30, 2019. A copy of the proposed contract has been available to the public, with the quarterly retreat and regular meeting packet, and is attached to the Resolution.

BOARD ACTION: _____

RESOLUTION FOR APPROVING CONTRACT OF EMPLOYMENT

WHEREAS, the Board of Trustees took formal action on May 19, 2015, to name Ms. Christina Kuberski the next Executive Vice President of Highland Community College effective July 6, 2015; and,

WHEREAS, the previous contract expired on June 30, 2017; and,

WHEREAS, the Board of Trustees desires to formalize the terms and conditions of the new contract with Ms. Christina Kuberski, including the principal financial components of an annuity contribution for each year, as well as for the 2017-2018 year an annual salary of one hundred thirty thousand one hundred and seventy-five dollars (\$130,175), as well as for the 2018-2019 year an annual salary of one hundred thirty-three thousand four hundred twenty-nine dollars and 38 cents (\$133,429.38).

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE, as follows:

Section 1: The recitals to this Resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Board hereby approves the Administrator's Contract, as attached. The Board Chair and Secretary are hereby authorized and directed to execute the Contract of Employment and to enter into such contract fully on the Board's behalf.

Section 3: This Resolution shall be in full force and effect upon its adoption and retroactive to July 1, 2017, the beginning of the respective school year. All prior resolutions of the Board of Trustees that are inconsistent with the terms and conditions of this Resolution are hereby repealed and superseded to the extent of any such inconsistency.

ADOPTED this _____ day of October 2017, by the following roll call vote upon the motion by

_____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees



Employment agreement between Christina Kuberski and Highland Community College is for a two-year period. This contract covers salary and benefits for FY18 and FY19.

ADMINISTRATOR'S CONTRACT

THIS AGREEMENT, made in duplicate, this 24th day of October 2017 between the Board of Trustees of Illinois of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois (College) and **Christina Kuberski**, employee.

WITNESSETH: Employee agrees to serve as Executive Vice-President for College under the rules and regulations of said College Board for a period of 24 months, beginning July 1, 2017, and extending through June 30, 2019. The College Board, however, reserves the right to discontinue the employee's position, lay off the employee or dismiss the employee at any time during the contract year for a budgetary or other lawful reason. If said employee's employment is ended during the contract year for any reason other than misconduct, employee shall receive four (4) weeks written notice, in which case the employee acknowledges and agrees that he/she is not entitled to any compensation or other benefits beyond the four (4) week notice period.

FY17 and FY18 Salary and Benefits

That said employee is assigned to the position of **Executive Vice President**, and will perform the duties and responsibilities of that position. In consideration of such services well and duly performed, the said College Board agrees to pay said employee the sum of **\$130,175** annually for the period from July 1, 2017 to June 30, 2018 and the sum of **\$133,429.38** annually for the time period from July 1, 2017 to June 30, 2019.

Highland Community College will also contribute all required SURS retirement contribution, in addition to the annual salary. In addition, the Board agrees to contribute \$2,000 to your 403(b) account during each fiscal year.

Benefit accrual for per fiscal year:

Academic Holidays:	<u>0</u> days	Educational Assistance:	Ineligible
Personal Leave:	<u>3</u> days	Bookstore Purchases at	
Sick Leave:	<u>12</u> days	20% Discount:	Eligible
Sick Leave Bank Participant:	<u>Yes</u>	Scholarship Fund for	
Vacation:	<u>21</u> days	Tuition Coverage:	Eligible
		Tax Sheltered Annuity	
		Program:	Eligible
		Sabbatical Leave:	Eligible 07/06/22
		Hospital/Major-Medical	
		Insurance for Employee	
		and Dependents:	Eligible

If, in the opinion of the College Board or the College President, an administrator's actions warrant immediate removal from duties of the office, said employee may be suspended with pay pending the outcome of the circumstances causing the suspension.

IN WITNESS THEREOF, the parties have hereunto set their hands and seals on the day and year first above written.

HIGHLAND COMMUNITY COLLEGE
Illinois Community College District No. 519, Counties of
Stephenson, Ogle, Jo Daviess and Carroll, and the State of
Illinois.

By: _____ (Seal)

Attest: _____
Secretary

Employee

**AGENDA ITEM #XIII-A-3
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**ONE-TIME CASH AWARD
PRESIDENT**

RECOMMENDATION OF THE BOARD: That the Board of Trustees approves awarding Mr. Tim Hood, President, a one-time payment of 1% of his FY18 base pay as was recently provided to regular classified, professional, and administrative staff employed prior to March 25, 2017.

BACKGROUND: Last fiscal year, regular classified, professional, and administrative employees gave up compensation and some benefits. This fiscal year, to show our appreciation for this sacrifice, those who were employed prior to March 25 were provided a lump sum payment in September 2017 of 1% of their FY18 base pay. Mr. Hood made this same sacrifice and it is recommended that he be provided the one-time payment, as well. This one-time cash award is considered pensionable earnings under the State Universities Retirement System, but is not added to the employee's gross pay.

BOARD ACTION: _____

**AGENDA ITEM #XIII-A-4
OCTOBER 24, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**ONE-TIME CASH AWARD
EXECUTIVE VICE PRESIDENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves awarding Ms. Chris Kuberski, Executive Vice President, a one-time payment of 1% of her FY18 base pay as was recently provided to regular classified, professional, and administrative staff employed prior to March 25, 2017.

BACKGROUND: Last fiscal year, regular classified, professional, and administrative employees gave up compensation and some benefits. This fiscal year, to show our appreciation for this sacrifice, those who were employed prior to March 25 were provided a lump sum payment in September 2017 of 1% of their FY18 base pay. Ms. Kuberski made this same sacrifice and it is recommended that she be provided the one-time payment, as well. This one-time cash award is considered pensionable earnings under the State Universities Retirement System, but is not added to the employee's gross pay.

BOARD ACTION: _____