

**HIGHLAND COMMUNITY COLLEGE**

District #519

**AGENDA**

Board of Trustees Meeting

October 25, 2016

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

**3:00 p.m. Tour of Mass Communication Production Facility**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:
  - September 7, 2016 Board Retreat
  - September 20, 2016 Audit Committee Meeting
  - September 27, 2016 Budget Work Session
  - September 27, 2016 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. Second Reading – New Policy 5.031: Use of Businesses Owned by Minorities, Females, and Persons with Disabilities (Page 4)
    - 2. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II, Instruction (Page 6)
  - C. Personnel (None)

D. Financial

1. Acceptance of FY16 Annual Audit (Page 29)
2. Sports Center Ceiling System and Light Fixture Repairs (Page 30)
3. Payment of Bills and Agency Fund Report (Page 31)

X. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 33)
- B. Chemistry Lab Remodel
- C. Student Trustee
- D. Audit Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. 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
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

**XIII. ACTION, IF NECESSARY**

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

XIV. New Business

XV. Dates of Importance

- D. Next Quarterly Board Retreat – December 7, 2016, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)
- E. Next Regular Board Meeting – November 15, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVI. Adjournment to Tour of New Chemistry Lab

**AGENDA ITEM #VIII-C-1  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the part-time instructors, overload and other assignments be approved for the Summer and Fall semesters of 2016.

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

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

Summer 2016			COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jim	Phillips	1283	SPCH295JXX	Comm Leadership - Jo Daviess				\$2,029.65
<b>Fall 2016</b>								
Kerry	Weber		Cosmetology Lab Assistant		TBD		\$13.00	TBD
Alyssa	Bamberg		Success Center		TBD		\$21.67	TBD
Roger	Fegan		Baseball Coach					\$5,025.80
Jeff	Johnson		Bowling Coach					\$4,188.16
Todd	Johnson		Women's Bowling Coach					\$4,188.16
Gail	Myers		Bowling Coach					\$4,188.16
Anthony	Boyle		Intramural Director					\$500.00
Patty	Aronson	3608	NURS292AXX	Health and Illness Lab	96		\$38.00	\$3,648.00
Becky	Holbert	3604	NURS191AXX	Fund of Nursing Lab	96		\$38.00	\$2,736.00
Leanne	Grahame	3712	NURS091XBH	Nursing Asst clincial	40		\$30.00	\$1,200.00
Leanne	Grahame	3711	NURS091XHB	Nursing Asst clincial	40		\$30.00	\$1,200.00
Cassie	Mekeel	6714	NURS091B	Portion of Nursing Asst		3	\$1,256.45	\$3,769.35
						1.02	\$1,382.10	\$1,409.75
Shelly	Morgan	3602	NURS191AAX	Portion of Fund of Nursing Lab		3	\$1,256.45	\$3,769.35
						1.68	\$1,382.10	\$2,321.93
James	Planting		Curriculum Development					\$200.00
James	Planting		Curriculum Development					\$200.00
James	Planting	3697	ART113A	Drawing I				\$170.82
James	Planting	3698	ART120A	Life Drawing I				\$170.82
Zach	McDanel	3855	PERS011	Windows 10	2		\$25.00	\$50.00
Suzanne	Miller	3816	PERS037HCC	Intro to Meditation	3		\$50.00	\$150.00
Eric	Korte	3851	PERS011CCC	Intro to Your iPhone	2.5		\$50.00	\$125.00
Eric	Korte	3847	PERS011BCC	Intro to Your Android	2.5		\$50.00	\$125.00
Juliet	D'Souza	3836	PERS036TCC	Basic Birding	6		\$33.50	\$201.00
Suzanne	Miller	3815	PERS037GCC	Intro to Essential Oils	3		\$50.00	\$150.00
Jan	Hedges	3802	CED020ECC	Beg Card Making	10		\$20.00	\$200.00
Roger	Goodspeed	3804	PERS036ICC	Beg Watercolor	12		\$25.00	\$300.00
<b>Other Assignments</b>								
Christopher	Blocker		Volleyball game 8/23/16 line judge					\$ 15.00
Mirakel	Dedmond		Volleyball game 8/23/16 work clock					\$ 20.00
Dakata	Toney		Volleyball game 8/23/16 line judge					\$ 15.00
Roger	Thinnes		Volleyball official assignor					\$ 100.00
Candy	Humphrey		Volleyball game 9/7/16 official					\$ 100.00
Susan	Hatfield		Opening days assessment workshop honorarium					\$ 1,750.00
Christopher	Blocker		Volleyball game 9/7/16 line judge					\$ 15.00
Mirakel	Dedmond		Volleyball game 9/7/16 worker					\$ 20.00
Troy	Grove		Alumni softball game 9/3/16 umpire					\$ 50.00
Candace	Humphrey		Volleyball game 9/22/16 official					\$ 100.00
Steve	Schach		Volleyball game 9/20/16 official					\$ 100.00
Chris	Somers		Volleyball game 9/20/16 official					\$ 100.00
Roger	Thinnes		Volleyball game 9/7/16 official					\$ 100.00
Dakata	Toney		Volleyball game 9/7/16 line judge					\$ 15.00
John	Wasserstrass		Volleyball game 9/22/16 official					\$ 100.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Kevin	Croom-Ausler			Black Student Alliance Club Back to School Gathering 9/1/16 DJ				\$ 75.00
Creighton	Barker			Baseball game 9/3/16 official				\$ 75.00
Jonathan	Wiggins			Baseball game 9/3/16 official				\$ 75.00
Steve	Schach			Volleyball game 9/29/16 official				\$ 100.00
Christopher	Blocker			Volleyball game 9/20/16 line judge				\$ 15.00
Mirakel	Dedmond			Volleyball game 9/20/16 libero tracker				\$ 20.00
Renee	Setterstrom			Accompanist for high school music festival				\$ 150.00
Dakata	Toney			Volleyball game 9/20/16 line judge				\$ 15.00
Grant	Draper			Drawing assistant			12	\$ 36.00
Misty	Witt			Volleyball games worked scorers table				\$ 100.00
Diane	Navickis			Business Institute instructor				\$ 1,212.50
Diane	Navickis			Business Institute instructor				\$ 1,212.50
<b>Applied Music</b>								
Dagny	Brandt	3414	MUS171A	Applied Music Major				\$400.00
Dagny	Brandt	3415	MUS172A	Applied Music Minor				\$400.00
Jody	Brubaker	3414	MUS171A	Applied Music Major				\$400.00
Rianna	Caswell	3414	MUS171A	Applied Music Major				\$800.00
Rianna	Caswell	3415	MUS172A	Applied Music Minor				\$800.00
John	Hartman	3415	MUS172A	Applied Music Minor				\$400.00
Allen	Redford	3415	MUS172A	Applied Music Minor				\$600.00
Jon	Watson	3414	MUS171A	Applied Music Major				\$400.00

**AGENDA ITEM #IX-B-1  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW POLICY 5.031  
USE OF BUSINESSES OWNED BY MINORITIES, FEMALES, AND PERSONS WITH  
DISABILITIES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a second reading the attached new policy 5.031, Use of Businesses Owned by Minorities, Females, and Persons with Disabilities, which will be included in Chapter V, Finance and Facilities, of the Policy Manual.

**BACKGROUND:** The proposed new policy addresses the amendment to the Illinois law titled “The Business Enterprise for Minorities, Females, and Persons with Disabilities Act”. Community colleges are now required to file an annual compliance plan that will outline aspirational goals to contract with businesses owned by minorities, females, and persons with disabilities for professional services including architectural, accounting, investment, legal, insurance, and information technology services. Outreach efforts will be completed, the College’s system (Banner) will be updated to track the needed data, and current and future applicable vendors will be contacted to self-identify by type. The College’s liaison will be the Vice President of Administrative Services. Annual reporting will be done through the Illinois Community College Board. The format, data to be included, and due date are being determined at this time.

No additions or revisions have been made since Trustees approved the first reading during the September 27, 2016, regular meeting.

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

5.031 Use of Businesses Owned by Minorities, Females, and Persons with Disabilities  
(Adopted )

In accordance with 30/ILCS 575/1, Highland Community College will develop, implement, and maintain a plan for contracting with businesses owned by minorities, females, and persons with disabilities. Highland Community College will establish a liaison officer, establish annual aspirational goals, and to the greatest extent feasible within the bounds of financial and fiduciary prudence, develop, implement, and maintain procedures to support the utilization of businesses owned by minorities, females, and persons with disabilities.

**AGENDA ITEM #IX-B-2  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND UNCHANGED POLICIES  
POLICY MANUAL CHAPTER II, INSTRUCTION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for second reading the attached new and revised policies in Chapter II of the Policy Manual and affirms for first reading the unchanged policies in Chapter II of the Policy Manual.

**BACKGROUND:** The list of policies below incorporates changes in wording and position title updates. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
2.00	Wording change
2.01	Minor wording change
2.05	Minor wording change
2.08	Title update
2.09	Title update
2.12	Title update
2.16	Title update

All other policies within Chapter II remain unchanged, with Board affirmation recommended.

No additions or revisions have been made since Trustees approved the first reading during the September 27, 2016, regular meeting.

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



## CHAPTER II

## INSTRUCTION

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2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff
2.18	Dual Credit Substitute Instructors

2.00 Curricular Offerings (Reaffirmed 9/21/10 Revised )

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet ~~special~~ the educational needs of the citizens of the College District.
- E. Community education and cultural activities in the district. Public Service Activities at Highland Community College ~~that segment of the total college program which endeavors to initiate and coordinate community educational and cultural activities in the district.~~

2.01 Statement on General Education (Reaffirmed ~~9/21/10~~)

Highland Community College recognizes the importance of educating its students in a wide range of course curricula (programs of study) to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons  
(Reaffirmed 9/21/10)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement distance learning opportunities as well.

The College recognizes the use of institutions, agencies, and persons as educational resources.

2.03 Oral English Language Proficiency (Reaffirmed-9/21/10)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (Reaffirmed ~~9/21/10~~)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and State offices.

2.05 Academic Program Evaluation (Revised ~~9/21/10~~)

All academic programs should be relevant, high quality, effective, cost effective and should ~~achieve~~ support the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the procedures found in the Faculty Handbook.

2.051 Occupational Course Guarantees (Reaffirmed 9/21/10)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology.

The guarantee becomes effective with students enrolling in summer 1993. Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.



2.052 Transfer Course Guarantees (Reaffirmed 9/21/10)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

2.06 Course Syllabi (Reaffirmed ~~9/21/10~~)

Course Syllabi shall be available for inspection in the appropriate division office or on the College network group drive.

2.07 Instructional Materials (Revised ~~9/21/10~~)

The resources of the Learning Resource Center are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in 1980 and reaffirmed in 1996.

2.08 Class Size (Revised ~~9/21/10~~)

Class size limits shall be determined by the Deans and Associate Deans Division Chairs in consultation with the Executive Vice President of Academic Services and the instructor involved.

2.09 Text Selection (Reaffirmed ~~9/21/10~~)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean or Associate Dean.

2.10 Academic Freedom (Reaffirmed ~~9/21/10~~)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

2.11 Advisory Committees (Reaffirmed 9/21/10)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

2.12 Articulation (Revised ~~9/21/10~~)

The Office of the Executive Vice President of Academic Services shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.



2.13 Semester Schedules (Reaffirmed ~~9/21/10~~)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Reaffirmed 9/21/10)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

2.15 Academic Integrity (Reaffirmed 9/21/10)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Revised 9/21/10)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans and ~~Associate Deans~~ after consultation with the Executive Vice President of Academic Services. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

2.17 Office Hours for Instructional Staff (Reaffirmed ~~9/21/10~~)

It is required that faculty members establish and maintain posted office hours each week. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

2.18 Dual Credit Substitute Instructors (Adopted 5/17/16) (Reaffirmed )

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

1. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules; and
2. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
3. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the subject if no qualified high school or Highland instructor could be secured; and
4. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
5. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
6. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

**AGENDA ITEM #IX-D-1  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF FY16 ANNUAL AUDIT**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board accepts the annual audit for FY16.

**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 15, 2016, Board meeting.

Mr. Dan Rowe and Ms. Rachael Graves of Wipfli attended a meeting of the Audit Committee on September 20, 2016. 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, 2016, deadline for submission.

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

**AGENDA ITEM #IX-D-2  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SPORTS CENTER CEILING SYSTEM AND LIGHT FIXTURE REPAIRS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the use of Agency funds for the expense of repairing the ceiling structures and light fixtures in the fitness centers at the YMCA in an amount not to exceed \$23,025. Funds for this purpose are available through the Agency funds.

**BACKGROUND:** Due to the corrosive environment caused by swimming pool/hot tub chemicals and constant high humidity, the ceiling structures and light fixtures in both the Men's and Women's Fitness Centers in the YMCA/Sports Center are corroded and degraded to a point that they have become a safety issue. The existing ceiling tiles, ceiling grid, light fixtures, and heating/air conditioning diffusers will be removed and disposed of in each of these areas. The ceilings and fixtures will be replaced by a 100% aluminum ceiling grid, moisture-proof tiles, aluminum diffusers, and wet location light fixtures. The YMCA Board of Directors has approved the expense.

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



**AGENDA ITEM #IX-D-3  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT**

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

**RESOLUTION:** Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 321100 through 321605 amounting to \$1,462,601.16, Automated Clearing House (ACH) debits W0000387 through W0000390 amounting to \$8,249.69, and Electronic Refunds of \$85,325.48 with 0 adjustments, such warrants amounting to \$1,556,176.33. Transfers of funds for payroll amounted to \$803,026.25.

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

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

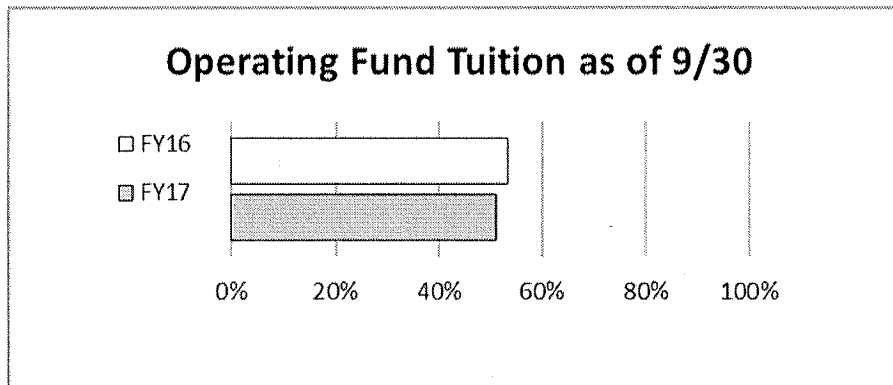
**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, September 30, 2016**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	<hr style="border-top: 1px dashed black;"/>			
US BANK	\$239,606.34	\$833.34	\$0.00	\$240,439.68
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,710.62	0.00	0.00	171,710.62
	<hr style="border-top: 1px dashed black;"/>			
<b>TOTAL ASSETS</b>	<b>\$414,716.67</b>	<b>\$833.34</b>	<b>\$0.00</b>	<b>\$415,550.01</b>
	<hr style="border-top: 3px double black;"/>			
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	51,620.09			51,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	74,196.21	833.34		75,029.55
1019 YMCA BLDG/MAINT	48,644.29			48,644.29
1020 HCC BLDG/MAINT	65,734.63			65,734.63
1021 YMCA/HCC INTEREST	95,943.40			95,943.40
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
	<hr style="border-top: 1px dashed black;"/>			
<b>TOTAL</b>	<b>\$414,716.67</b>	<b>\$833.34</b>	<b>\$0.00</b>	<b>\$415,550.01</b>
	<hr style="border-top: 3px double black;"/>			

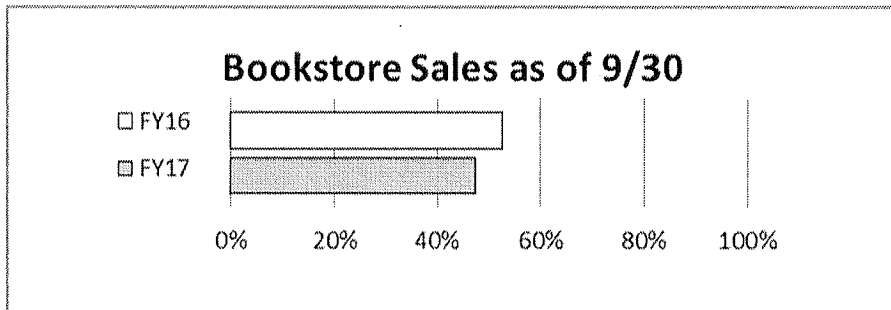
**AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17**

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

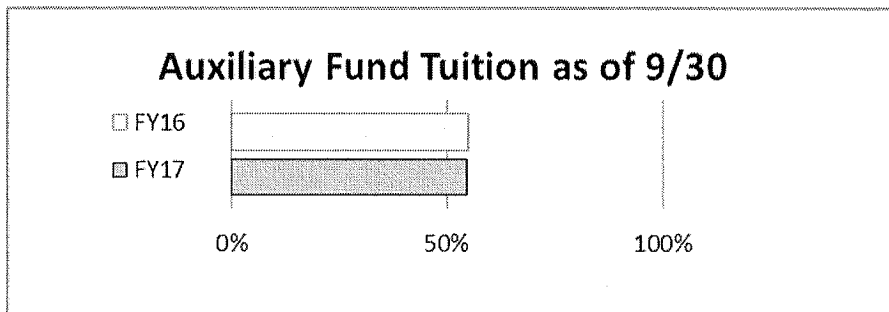
- As of September 30<sup>th</sup>, we are 25% of the way into FY17.
- The FY16 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- The State has made all FY16 stopgap budget payments in the Operating funds.
- **Current Results as of Month End:** The following chart shows the comparison of the FY16 Operating Funds tuition revenue results to FY17 results as of September 30<sup>th</sup>. The FY16 bar is the year-to-date results as of September 30, 2015, divided by the actual year end results for FY16. The FY17 bar is the year-to-date results for September 30, 2016, divided by the annual budgeted amount for FY17.



- 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 5% 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 equal to the amount anticipated at this point in time.

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE  
FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended September 30, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,285,462	38.6%
Credit Hour Grants	648,393	504,413	77.8%
Equalization	28,355	-	0.0%
ICCB Career/Tech Education	58,713	-	0.0%
ICCB Performance	3,500	-	0.0%
CPP Replacement Tax	425,000	8,259	1.9%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	27,241	5,437	20.0%
Tuition & Fees	5,450,750	2,794,316	51.3%
Sales & Services	40,950	6,882	16.8%
Facilities Revenue	92,784	20,717	22.3%
Interest on Investments	5,000	569	11.4%
Non-Govt. Gifts, Grants	895,131	-	0.0%
Miscellaneous	15,563	9,937	63.9%
	-----	-----	-----
Total Revenue	\$13,622,981	\$5,635,992	41.4%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$1,890,535	21.5%
Employee Benefits	2,297,433	800,033	34.8%
Contractual Services	741,373	259,615	35.0%
Materials & Supplies	858,507	350,961	40.9%
Conference & Meeting	228,080	40,659	17.8%
Fixed Charges	44,753	23,361	52.2%
Debt Certificate Payment	439,132	-	0.0%
Utilities	627,251	602,873	96.1%
Capital Outlay	-	6,429	100.0%
Other Expenditures	353,386	94,524	26.7%
Transfers (In) Out	(484,827)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,894,857	\$4,068,990	29.3%
Excess of Revenues Over Expenditures	(\$271,876)	\$1,567,002	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 9/30/16	\$2,646,035	\$4,484,913	

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$800,000	\$310,123	38.8%
Interest on Investments	-	-	100.0%
-----	-----	-----	-----
Total Revenue	\$800,000	\$310,123	38.8%
EXPENDITURES:			
-----			
Contractual Services	73,418	32,000	100.0%
Materials & Supplies	9,835	-	0.0%
Capital Outlay	2,608,937	1,199,154	46.0%
Transfers Out	118,650	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,810,840	\$1,231,154	43.8%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$921,031)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----	-----	-----	
Fund Balance 9/30/16	\$271,709	\$1,361,518	

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$245,000	\$134,484	54.9%
Bookstore Sales	968,000	459,956	47.5%
Athletics	43,430	5,605	12.9%
Other	134,850	43,710	32.4%
-----	-----	-----	-----
Total Revenue	\$1,391,280	\$643,755	46.3%
EXPENDITURES:			
-----			
Salaries	\$294,033	\$58,674	20.0%
Employee Benefits	34,325	8,542	24.9%
Contractual Services	75,260	15,115	20.1%
Materials & Supplies	870,042	494,836	56.9%
Conference & Meeting	179,009	36,619	20.5%
Capital Outlay	700	600	85.7%
Fixed Charges	1,766	30	1.7%
Utilities	600	2,120	353.3%
Other Expenditures	15,356	8,258	53.8%
Transfers	(2,932)		0.0%
-----	-----	-----	-----
Total Expenditures	\$1,468,159	\$624,794	42.6%
Excess of Revenues Over Expenditures	(\$76,879)	\$18,961	
Fund Balance 7/1/16	\$156,180	\$156,180	
-----	-----	-----	
Fund Balance 9/30/16	\$79,301	\$175,141	

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,786	\$0	0.0%
Adult Education	262,342	156,082	59.5%
Other Illinois Sources	101,268		0.0%
Department of Education	4,773,630	374,211	7.8%
Other Federal Sources	73,212	-	0.0%
Tuition & Fees	575,000	305,475	53.1%
Sales & Service Fees	28,852	28,852	100.0%
Interest	19,677	19,677	100.0%
Non-govt. Gifts, Grants	21,000	1,058	5.0%
Other	302,960	3,690	1.2%
	-----	-----	-----
Total Revenue	\$6,264,727	889,045	14.2%
 <u>EXPENDITURES:</u>			
Salaries	\$930,972	\$209,731	22.5%
Employee Benefits	188,425	39,932	21.2%
Contractual Services	513,718	64,120	12.5%
Materials & Supplies	75,602	75,510	99.9%
Conference & Meeting	54,004	7,021	13.0%
Fixed Charges	24,848	375	1.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	36,911	83.8%
Other Expenditures	53,453	397,934	744.5%
Financial Aid	4,384,831	-	0.0%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$831,534	12.5%
Excess of Expenditures Over Revenue	(\$371,442)	\$57,511	
Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 9/30/16	\$491,778	\$920,731	



AGENDA ITEM #X-A  
 OCTOBER 25, 2016  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17  
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$17,060	38.8%
	-----	-----	-----
Total Revenue	\$44,000	\$17,060	38.8%
EXPENDITURES:			
-----			
Contractual Services	\$45,000	\$20,000	44.4%
	-----	-----	-----
Total Expenditures	\$45,000	\$20,000	44.4%
Excess of Revenues Over Expenditures	(\$1,000)	(\$2,940)	
Fund Balance 7/1/16	\$14,015	\$14,917	
	-----	-----	
Fund Balance 9/30/16	\$13,015	\$11,977	

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,696,556	\$660,255	38.9%
Interest	-	-	100.0%
-----	-----	-----	-----
Total Revenue	\$1,696,556	\$660,255	38.9%
EXPENDITURES:			
-----			
Fixed Charges	\$1,705,013	\$0	0.0%
Other Expenditures	-	-	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,705,013	\$0	0.0%
Excess of Revenues Over Expenditures	(\$8,457)	\$660,255	
Fund Balance 7/1/16	\$998,170	\$998,170	
-----			
Fund Balance 9/30/16	\$989,713	\$1,658,425	

AGENDA ITEM #X-A  
OCTOBER 25, 2016  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$951,000	\$368,830	38.8%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$951,000	\$368,830	38.8%
EXPENDITURES:			
-----			
Salaries	\$273,215	\$69,901	25.6%
Employee Benefits	352,486	96,240	27.3%
Contractual Services	300,512	234,457	78.0%
Materials & Supplies	19,658	-	0.0%
Conference & Meetings	15,700	3,517	22.4%
Fixed Charges	222,331	149,998	67.5%
Utilities	6,822	2,111	
-----	-----	-----	-----
Total Expenditures	\$1,190,724	\$556,224	46.7%
Excess of Revenues Over Expenditures	(\$239,724)	(\$187,394)	
Fund Balance 7/1/16	\$495,540	\$715,144	
-----	-----	-----	
Fund Balance 9/30/16	\$255,816	\$527,750	