

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

November 15, 2016

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

3:00 p.m. Demonstration of new equipment in the Dorothy and R.C. Clock Technology Center

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: October 25, 2016 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 1. Cancellation of December 2016 Regular Board Meeting (Page 5)
 - C. Personnel
 1. First Reading – Revised Policy 4.05: Minimum Requirements for Employment: Instructional Staff (Page 6)
 2. First Reading – New Policy 2.19: Course Credit Hours (Page 8)
 3. Second Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student (Page 10)

D. Financial

1. Education and Building Fund Levy (Page 50)
2. Insurance Levy (Page 53)
3. Audit Levy (Page 56)
4. Social Security and Medicare Levy (Page 58)
5. Payment of Bills and Agency Fund Report (Page 60)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 62)
- B. 2016 European Music Study Tour
- C. Student Trustee
- D. Audit Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. Administration

X. Old Business

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 1. Compensation Adjustments Required to Comply with the New Federal Fair Labor Standards Act (FLSA) Regulations Under the Department of Labor (DOL) (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIII. New Business

XIV. Dates of Importance

- A. Next 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.)
- B. Next Regular Board Meeting – December 20, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XV. Adjournment

**AGENDA ITEM #VII-C-1
NOVEMBER 15, 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 Fall semester of 2016.

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

BOARD ACTION: _____

Fall 2016			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
William	Kloeping		Project Succeed		TBD		\$19.51	TBD
Kyle	Knoll		Substitution for Auto Mech Classes					\$300.00
Cassie	Mekeel	4126	NURS091ISX	Nursing Asst Lab	20		\$30.00	\$600.00
Gary	Price	3803	PERS036HCC	Beg Genealogy	4		\$35.00	\$140.00
Kathy	Heid	4016	PHYD121BCC	Walk & Stretch	30		\$18.00	\$540.00
Anki	Bauer	4037	EQUI107IS	Equine Health Care		2	\$479.40	\$225.32*
Joseph	DeParasis	3574	EQUI147HB	Stable Mgmt II		2	\$535.91	\$498.40*
Roger	Hicks	3531	WELD232N	Int Welding		3.8	\$479.40	\$1,821.72
Bruce	Pittluck	3336	INFT133Y1A	Adv. Word		1	\$535.91	\$267.96*
Bruce	Pittluck	3691	INFT141Y1	Int. Excel		1	\$535.91	\$535.91
Melissa	Johnson	3399	ECE213Y1	Incl Environ for Inf/Tod		3	\$628.22	\$1,884.66
Melissa	Johnson	3396	ECE126HBN	Observation/Young Child		3.67	\$628.22	\$2,305.57
Mark	Peterson	3784	PERS036ECC	Volunteer for Natl Parks	1.5		\$15.00	\$22.50
Mark	Peterson	3783	PERS037CCC	Pacific War	7.5		\$30.00	\$225.00
Lee	Dixon	3813	PERS011ACC	Facebook for Business				\$198.90
Zach	McDanel	3856	PERS011HCC	Buying a Tablet?	2		\$20.00	\$40.00
Robertta	Andrews		MATH059B	MAC Lab		2	\$464.40	\$928.80
Gael	Brewbaker		MATH F2	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATH H2	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATH Y5	MAC Lab		2	\$535.91	\$1,071.82
Jan	Butterfield		MATH G2	MAC Lab		2	\$479.40	\$958.80
Jan	Butterfield		MATH Y3	MAC Lab		2	\$479.40	\$958.80
Bill	Kloeping	3005	MATH058B	Pre-Algebra I		2	\$479.40	\$958.80
Bill	Kloeping	3131	MATH159B	Int. Algebra II		2	\$479.40	\$958.80
Nancy	Luepke		MATH G2	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATH M2	MAC Lab		2.5	\$479.40	\$1,198.50
Nancy	Luepke	3084	MATH067B	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATH B2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH C2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH D2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH E2	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATH A2	MAC Lab		2	\$520.91	\$1,041.82
Mark	Miller		MATH B2	MAC Lab		2	\$520.91	\$1,041.82
Mark	Miller		MATH C2	MAC Lab		2	\$520.91	\$1,041.82
Kathy	Sleezer		MATH A2	MAC Lab		2	\$520.91	\$1,041.82
Kathy	Sleezer		MATH E2	MAC Lab		2	\$520.91	\$1,041.82
Steve	Young		MATH F2	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATH H2	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATH M2	MAC Lab		2.5	\$535.91	\$1,339.78
Shelly	Morgan	3790	WFD051CCC	Basic Life Support				\$120.00
Cassie	Mekeel	3790	WFD051CCC	Basic Life Support				\$120.00
Cliff	Klenke	3918	WFD048E	Solder Qualification				\$1,256.49
Jeremy	Monigold	3693	INFT146A	Int. Access		0.4	\$1,256.45	\$502.58*
Jeremy	Monigold	3388	INFT150Y1	MS Office Integration		0.2	\$1,256.45	\$251.29*
Jeremy	Monigold	3997	INFT180Y1B	Intro to Information Systems		0.2	\$1,256.45	\$251.29*
						1.3	\$1,382.10	\$1,796.73*
*Pro rated based on enrollment								

Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Christopher	Blocker			Volleyball game 9/22/16 worker				\$ 15.00
Bill	Evink			Volleyball game 9/29/16 official				\$ 100.00
Steve	Schlach			Volleyball game 10/13/16 official				\$ 100.00
Tawan	Perry			Professional services contract for two workshops				\$ 1,500.00
Dakata	Toney			Volleyball game 9/22/16 worker				\$ 15.00
Elvert	Williams			Accompanist for Royal Scots				\$ 300.00
Christopher	Blocker			Volleyball game 9/29/16 worker				\$ 15.00
Mirakel	Dedmond			Volleyball game 9/29/16 worker				\$ 20.00
Dakata	Toney			Volleyball game 9/29/16 worker				\$ 15.00
Julie	Dale			Ballroom dance instruction				\$ 526.50
Yusuf	Salaam			Agent for Dr Steve Perry contract for speaking engagement one half pmt				\$4,000.00*
Scott	Olberding			Baseball game 9/25/16 umpire				\$ 75.00
Jonathan	Wiggins			Baseball game 9/25/16 umpire				\$ 75.00
Allison	Barr			Drawing assistant		4	12	\$ 48.00
Grant	Draper			Drawing assistant		4	12	\$ 48.00
Myron	Ellingson			Women's basketball scrimmage 10/20/16 official				\$ 100.00
Troy	Grove			Women's basketball scrimmage 10/20/16 official				\$ 100.00
John	Reed			Women's basketball scrimmage 10/20/16 official				\$ 100.00
Roger	Garrett			Baseball game 9/29/16 official				\$ 125.00
David	Jordan			Baseball game 10/1/16 officiate				\$ 100.00
Lawrence	Seiple			Baseball game 10/1/16 official				\$ 100.00
Barton	Macomber			Speaker's honorarium fee for September Leadership Forum meeting				\$ 400.00
Steve	Schlach			Volleyball game 10/25/16 official				\$ 100.00
John	Wasserstrass			Volleyball game 10/25/16 official				\$ 100.00
Dana	Cipra			Sign language interpreter services				\$ 273.60
Yusuf	Salaam			Agent for Dr Steve Perry contract for speaking engagement final pmt				\$4,000.00*
Lawrence	Seiple			Baseball game 10/15/16 official				\$ 150.00
Jonathan	Wiggins			Baseball game 10/15/16 official				\$ 150.00
Kenji	Grahame			Great Gatsby sound engineer				\$ 200.00
Thomas	Stein			Great Gatsby musician				\$ 100.00
Jason	VanMatre			Great Gatsby musician				\$ 100.00
Elvert	Williams			Great Gatsby musician				\$ 100.00
Christopher	Blocker			Volleyball game 10/13/16 worker				\$ 15.00
Mirakel	Dedmond			Volleyball game 10/13/16 worker				\$ 20.00
Dakata	Toney			Volleyball game 10/13/16 worker				\$ 15.00
Bradley	Patterson			Volleyball game 10/29/16 official				\$ 100.00
Roger	Thinnes			Volleyball game 10/29/16 official				\$ 100.00
Richard	Andrews			Great Gatsby musician				\$ 50.00
Camelot Costumes LLC				Great Gatsby labor				\$ 1,500.00
Camelot Costumes LLC				Broadway in Concert labor				\$ 323.00
Diane	Navickis			Business Institute instructor				\$ 1,212.48
John	Hartman			Piano tuning, instrument repair, fender amp repair				\$ 263.00
*Outside organizations have contributed to this expense. Highland is making the payment but not incurring the majority of the cost.								

Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Sarah	Connors	3848	PERS037ICC	Intro to Ashtanga Yoga	6		\$20.00	\$120.00
Juliet	D'Souza		YMCA C-CATS	Eat Like a Bird	1		\$40.00	\$40.00
Juliet	D'Souza		YMCA C-CATS	DNA Isolation	1		\$40.00	\$40.00
Brendan	Dutmer		YMCA C-CATS	Forensic Chemistry	1		\$40.00	\$40.00
Karla	Giuffre		YMCA C-CATS	DNA Profiling	1		\$40.00	\$40.00
Lindsay	Heitz	3810	PERS036KCC	Deco Mesh Wreaths	2		\$25.00	\$50.00
Jennifer	Roser		YMCA C-CATS	Fingerprint Classification	1		\$40.00	\$40.00

**AGENDA ITEM #VIII-B-1
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE**

CANCELLATION OF DECEMBER 2016 REGULAR BOARD MEETING

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees cancel the December 20, 2016, regular meeting.

BACKGROUND: At the October 25, 2016, regular meeting, the Board briefly discussed the suggestion to cancel the regular December Board meeting. Any action that must be taken in December, including the Board's semi-annual review of all Closed Session minutes and tapes, will be taken at the December 7, 2016, quarterly Board retreat.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 4.05
MINIMUM REQUIREMENTS FOR EMPLOYMENT: INSTRUCTIONAL STAFF**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached revised policy, 4.05 Minimum Requirements for Employment: Instructional Staff, which will be included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed revision addresses the Higher Learning Commission (HLC) requirements, updated in March 2016, related to qualified faculty/instructional staff at institutions accredited by HLC. The HLC guidelines are intended to ensure that students have access to faculty/instructional staff who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. Colleges are expected to demonstrate consistent procedures and practices in determining qualifications of instructional staff/faculty, as outlined in the attached policy revision.

BOARD ACTION: _____

4.05 Minimum Requirements for Employment: Instructional Staff (Revised/affirmed 12/20/11)

A. Instructors of baccalaureate and pre-professional curricula:

1. A master's degree (unless otherwise stated in the position description) in the subject area discipline or subfield in which they will teach, and for which they will develop curricula, or a master's degree with a graduate major in the teaching subject field. Alternatively, a faculty member teaching transferable courses may hold a master's degree in a different field and have completed at least 18 graduate credit hours in the discipline in which he/she will teach. To be qualified to teach in an interdisciplinary manner, faculty must hold at least a master's degree equivalent or higher in a discipline that contributes to the field, except in those areas in which related training or work experience is the primary learning standard.
2. In addition, the role of the faculty member indicates a need for a thorough understanding of, and competence in, professional teaching skills.

B. Instructors of Occupation Oriented Curricula: A bachelor's degree with a major in the area(s) of specialization or appropriate business or industrial experience in the field of specialization.

C. Instructors for Community Education: Demonstrated competence in the field of specialization based upon education or experience which is acceptable in lieu of a degree requirement.

D. Part-time Instructors: Requirements for part-time instructors shall be the same as for full-time instructors in the particular instructional areas.

E. Earned credentials are the primary evaluation mechanism for determining faculty qualifications. However, other elements may be considered as an alternative to, or in combination with qualification by credential. In special cases and for certain fields (in A-D above), Examples of these alternative credentials include:

- Tested experience in practice-oriented disciplines, such as board or licensure exams
- Industry certification
- A minimum of 2,000 hours of work experience in the discipline or field in which they will teach

~~experience and demonstrated skills in the area of specialization may be acceptable in lieu of the degree requirements.~~

**AGENDA ITEM #VIII-C-2
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 2.19
COURSE CREDIT HOURS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached new policy, 2.19 Course Credit Hours, which will be included in Chapter II, Instruction, of the Policy Manual.

BACKGROUND: The proposed new policy addresses federal regulations that require institutions of higher education to define a credit hour for credit-bearing courses. The definitions included in the proposed policy are in keeping with commonly accepted practices and with the federal definition of a credit hour. Among other things, the Higher Learning Commission requires that institutions be able to equate learning experiences with practices common to institutions of higher education and to justify the lengths of programs in comparison to similar programs found in accredited institutions of higher education. A work group comprised of the Executive Vice President, Academic Deans, Vice President of Student Development and Support Services, and other key academic and student services staff developed the proposed policy.

BOARD ACTION: _____

2.19 Course Credit Hours (Adopted)

The HCC definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs. It is to be practiced by all faculty: full-time, adjunct, and part-time. All definitions and standards apply equally to courses offered both on-campus and off-campus, and in face-to-face, online, hybrid, distance, and correspondence environments where some or all course content and faculty-student interactions may occur through one or more forms of distance or correspondence education.

The following definitions for lecture, lab, practicum, and independent study credit hours apply to fall and spring courses. Credit hours may also be earned in compressed formats proportionately to those earned for the same course in the fall or spring, at no more than one credit per week (7-day period) of full-time study. These courses require the same amount of contact time and outside work per credit hour as is required of fall and spring courses.

Lecture: 1 Credit Hour = 50 minutes contact + 120 minutes outside work weekly

Lab: 1 Credit Hour = 100-150 minutes contact + 60-90 minutes outside work weekly

Practicum: 1 Credit Hour = 100-200 minutes contact + 60-120 minutes outside work weekly

Independent Study: 1 Credit Hour = 180 minutes outside work weekly

Experiential Learning: 1 Credit Hour = 45 hours outside work total

Internship: 1 Credit Hour = 75-149 hours on-the-job work total

Credit-by-Examination: Credit hours may be awarded for mastery demonstrated through credit-by-examination. Where allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining credit hours required for a degree.

**AGENDA ITEM #VIII-C-3
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER III, STUDENT**

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

BACKGROUND: The list of attached policies incorporates changes in wording. 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>
3.10	Wording change.
3.08	Wording deletion.

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

The wording deletion recommended to Policy 3.08 is a change to the recommendations approved during the Board's first reading during the September 27, 2016 regular meeting. (No updates to this policy had been recommended in the first reading.) The change is a result of the Policy Review Committee's consideration of Board members' suggestions made during the first reading. No other additions or revisions have been made since the first reading.

BOARD ACTION: _____

CHAPTER III

STUDENT

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3.00	Admissions Requirement
3.001	Student Responsibility for Admission and Registration
3.01	Waiver of Requirements
3.02	Graduation Requirements
3.021	Student Responsibility for Graduation
3.03	Attendance
3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
3.041	Evaluation
3.05	Final Course Grades
3.051	Academic Grievance
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3.053	Grade Point System
3.06	Repeating Courses
3.07	Withdrawals
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3.09	Student Records
3.10	Financial Aid "Standards of Satisfactory Academic Progress"
3.101	Financial Aid "Unusual Enrollment History"
3.11	Student Activities
3.115	Student Code of Conduct
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3.18	Student Disciplinary Regulations
3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
3.23	Substance Abuse Assistance—Information
3.24	Sexual and Other Harassment
3.25	Non-Violence
3.26	Student Optional Disclosure of Private Mental Health Information

3.00 Admissions Requirement (Reaffirmed)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

3.001 Student Responsibility for Admission, Registration and Payment (Reaffirmed)

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered. Responsibility for payment of tuition, fees, and other financial obligations rests entirely with the student. All students are expected to make payments for each semester by the established due dates to secure enrollment.

3.01 Waiver of Requirements (Reaffirmed)

A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

3.02 Graduation Requirements (Reaffirmed)

Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

3.021 Student Responsibility for Graduation (Reaffirmed)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

3.03 Attendance (Reaffirmed)

Classroom attendance is the responsibility of the student. See Student Code of Conduct located in the College catalog for attendance information.

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

“Volunteer Emergency Worker” means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

3.04 Scholastic Requirements (Reaffirmed)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

3.041 Evaluation (Reaffirmed)

Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

3.05 Final Course Grades (Reaffirmed)

The determination of grades for student class progress and achievement is the sole responsibility of the individual instructor. Except through the grade appeals process, no person, other than the instructor, shall be allowed to give or change a grade. The grade appeals process is found under “Other Student Academic Complaints” in the College Catalog.

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Executive Vice President and Dean shall determine if any change is merited.

3.051 Academic Grievance (Reaffirmed)

In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under “Other Student Academic Complaints.”

3.052 Grade Reports (Reaffirmed)

Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

3.053 Grade Point System (Reaffirmed)

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Minimum Passing	1 grade points
F	Failure	0 grade points
S	Satisfactory	0 grade points
P	Passing	0 grade points
R	Needs to be Repeated	0 grade points
U	Unsatisfactory	0 grade points
I	Incomplete	0 grade points
W	Withdrew	0 grade points

S, U, I, P, R, and W grades will not be used in computing grade point averages.

3.06 Repeating Courses (Reaffirmed)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

3.07 Withdrawals (Reaffirmed)

Students shall be able to withdraw from a course according to procedures in the College catalog.

3.08 Transfer of Credits (Reaffirmed)

A student enrolled in curricula designed to transfer to ~~four-year colleges and universities~~ bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

3.09 Student Records (Reaffirmed/vised)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

The College considers the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid “Standards of Satisfactory Academic Progress” (Revised ~~10/22/13~~)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

“Standards of Satisfactory Academic Progress”
Effective fall 2011

As it pertains to students receiving financial aid at Highland Community College, this policy is to ensure that all students meet the Federal, State, and local financial aid program requirements for eligibility (Title 34, Section 668.16, 668.32 and 668.34 U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average (GPA) requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester— fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

1. Grade Point Average Requirement

In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:

- 1.75 after attempting 12 credit hours
- 2.00 after attempting 24 credit hours

Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student’s entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Warning status. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

2. Definitions

Financial Aid Warning – When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on

Financial Aid Warning. A student may stay on Financial Aid Warning for one semester.

Financial Aid Termination – A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Warning or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid until the student meets satisfactory academic progress.

Financial Aid Probation – A student is on probation if he or she fails to make satisfactory academic progress and who has appealed and has had eligibility reinstated. It is the responsibility of the student to follow their academic plan while on probation.

Grades – Successful completion includes only grades of A, B, C, D, P, R or S.

Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.

Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.

Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.

- Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.
- SAP status will be re-evaluated if there is a grade change.

3. Maximum Time Frame Requirement (150% Rule)

The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC and hours transferred from other institutions that are accepted by HCC will be considered, even if financial aid was not received during a particular semester. **Students who change their major or choose to pursue a 2nd degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame.** (Example: A degree requiring 62 credit hours would have a maximum of 93 attempted credit hours of available financial aid.) Financial aid is limited to 30 credits of remedial level courses, but all remedial credits

attempted are counted toward attempted hours. Credits from which the student has withdrawn are counted toward the maximum time frame. Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

Completion Requirement

Semester requirement:

If a student does not successfully complete any classes in a semester, he or she is immediately placed on Financial Aid Termination.

Cumulative requirement:

Students must complete at least 67% of all courses taken. This includes all courses taken at HCC and transfer courses accepted by HCC.

4. Appeal Procedure

If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may submit an appeal to the Director of Financial Aid. The appeal must be accompanied by the documentation necessary to support the student's claim and a completed academic plan. The Financial Aid Appeals Committee (including representatives from Admissions, Business Office, Financial Aid, Advising and a member at-large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final. Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.

If the student's appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Satisfactory Academic Progress outlined in this policy.

3.101 Financial Aid “Unusual Enrollment History” (Adopted 10/22/13 Reaffirmed)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History” Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

1. Unusual Enrollment History

If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student’s prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

2. Questionable Enrollment Pattern

If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student’s academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student’s continued eligibility for federal financial aid.

If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

3. Appeal Procedure

Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, enrolling in 12 credit hours only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). The 12 credits are not required to be taken in the same semester.

Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

3.11 Student Activities (Reaffirmed)

A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (~~Revised~~Reaffirmed)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by Federal and State laws, College policy, and the Student Code of Conduct. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of Federal and/or State laws or College policy are under the jurisdiction of the Student Code of Conduct or the “Student Judicial Review Board” and are processed accordingly.

3.12 Campus Speakers (Revised/Reaffirmed)

Any student or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

3.13 Student Assembly and Dissent (Reaffirmed)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

3.14 Student Government (Reaffirmed)

Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (Reaffirmed)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Vice President of Student Development and Support Services.

3.17 Official Student Publications (Reaffirmed ~~3/15/11~~)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

3.18 Student Disciplinary Regulations (Reaffirmed)

Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (~~Revised~~Reaffirmed.)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by College staff.

3.21 Intoxicants—Use of in Highland Community College Facilities (Reaffirmed)

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. 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 intoxicants. 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.

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

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 sale, exchange, or 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.

3.23 Substance Abuse Assistance—Information (Reaffirmed ~~3/15/11~~)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the Admissions section or may be obtained from the Director of Enrollment and Records.

3.24 Sexual and Other Harassment (Reaffirmed)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed)

See Policy 4.39.

3.26 Student Optional Disclosure of Private Mental Health Information (Adopted
~~6/21/16~~Reaffirmed)

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

**AGENDA ITEM #VIII-D-1
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$4,950,000 and building purposes taxes in the amount of \$1,326,200 for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before the last Tuesday of December 2016, which falls on the 27th this year.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2016 TO BE COLLECTED IN THE YEAR 2017; AND THAT THE LEVY FOR THE YEAR 2016 BE ALLOCATED 50% FOR FY'17 AND 50% FOR FY'18.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board; and,

WHEREAS, said budget in tentative form was made conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, on September 27, 2016 a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an Annual Budget which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes for the fiscal year beginning July 1, 2016, and ending June 30, 2017, was duly adopted by Resolution of said Board passed and in effect on September 27, 2016;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

- Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18, as a special tax for educational purposes the sum of \$4,950,000 not including fees or costs of collection;
- Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18 as a special tax for building purposes the sum of \$1,326,200 not including fees or costs of collection;

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before the last Tuesday in December 2016, that being the 27th day of December 2016.

**AGENDA ITEM #VIII-D-2
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$825,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR INSURANCE PURPOSES**

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 15, 2016, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18 as a special tax for insurance purposes the sum of \$825,000 not including fees or costs of collection.

The levy \$825,000 consists of levies as follows:

Unemployment Insurance	\$36,000
Workers' Compensation	68,180
Security/Safety Services	498,489
Legal Liability	<u>222,331</u>
 Total Levy	 <u>\$825,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability

AGENDA ITEM #VIII-D-3
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18 as a special tax for audit purposes the sum of \$44,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #VIII-D-4
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$126,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 15, 2016, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016 to be collected in the year 2017; and that the levy for the year 2016 be allocated 50% for FY17 and 50% for FY18 as a special tax for Social Security and Medicare purposes the sum of \$126,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #VIII-D-5
NOVEMBER 15, 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 October 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 321606 through 322297 amounting to \$1,042,312.63, Automated Clearing House (ACH) debits W0000391 through W0000394 amounting to \$8,530.08, Other Debits D0000061 amounting to \$128.90, and Electronic Refunds of \$211,059.98, with 0 adjustments, such warrants amounting to \$1,262,031.59. Transfers of funds for payroll amounted to \$546,660.03.

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

BOARD ACTION: _____

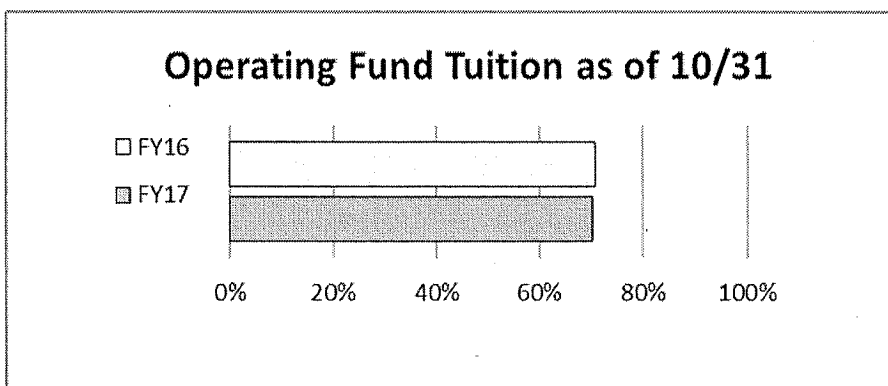
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, October 31, 2016**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$240,439.68	\$0.00	\$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
TOTAL ASSETS	\$415,550.01	\$0.00	\$0.00	\$415,550.01
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	51,620.09			51,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	75,029.55			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
TOTAL	\$415,550.01	\$0.00	\$0.00	\$415,550.01

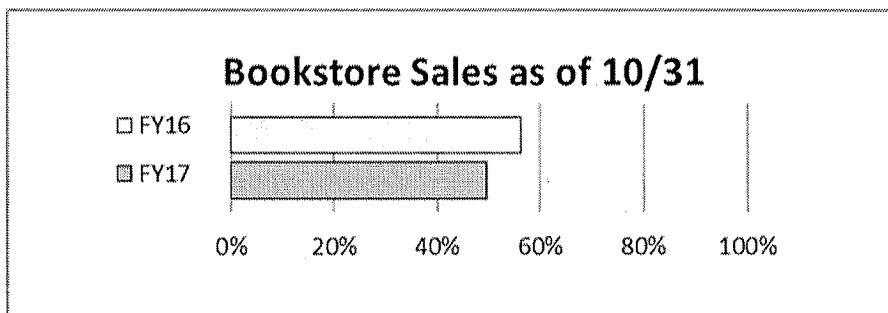
**AGENDA ITEM #IX-A
NOVEMBER 15, 2016
HIGHLAND COMMUNITY COLLEGE BOARD
FY17**

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

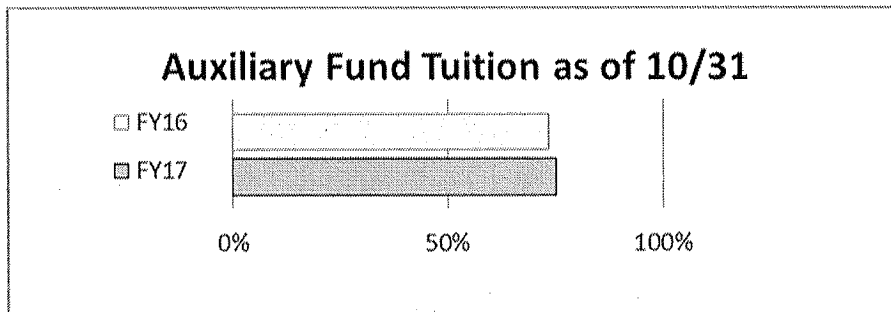
- As of October 31st, we are 33% of the way into FY17.
- **Current Results as of Month End:** The following charts show the comparison of the FY17 financial results for various items, as labeled, to FY16 results as of October 31st. The FY16 bar is the year to date results as of October 31, 2015 divided by the actual year end results for FY16. The FY17 bar is the year to date results for October 31, 2016 divided by the annual budgeted amount for FY17. The charts indicate that these revenue sources are in line with the amounts budgeted for the fiscal year.



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



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



Auxiliary Fund tuition revenue appears to be 2% higher than anticipated at this point in time. If Auxiliary Fund tuition revenue is 2% higher than budgeted for the fiscal year that amounts to about \$5,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the spring 2017 semester, variances from budget will be analyzed.

AGENDA ITEM #IX-A
NOVEMBER 15, 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 October 31, 2016

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,364,272	39.9%
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	72,786	17.1%
Dept. of Educ.	8,300	975	11.7%
Other Federal Sources	27,241	2,077	7.6%
Tuition & Fees	5,450,750	3,836,545	70.4%
Sales & Services	40,950	11,812	28.8%
Facilities Revenue	92,784	20,717	22.3%
Interest on Investments	5,000	1,015	20.3%
Non-Govt. Gifts, Grants	895,131	-	0.0%
Miscellaneous	15,563	12,851	82.6%
	-----	-----	-----
Total Revenue	\$13,622,981	\$6,827,463	50.1%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$2,229,617	25.4%
Employee Benefits	2,297,433	763,908	33.3%
Contractual Services	741,373	279,165	37.7%
Materials & Supplies	858,507	363,694	42.4%
Conference & Meeting	228,080	46,982	20.6%
Fixed Charges	44,753	25,656	57.3%
Debt Certificate Payment	439,132	-	0.0%
Utilities	627,251	602,873	96.1%
Capital Outlay	-	6,429	100.0%
Other Expenditures	353,386	191,695	54.2%
Transfers (In) Out	(484,827)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,894,857	\$4,510,019	32.5%
Excess of Revenues Over Expenditures	(\$271,876)	\$2,317,444	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 10/31/16	\$2,646,035	\$5,235,355	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$800,000	\$323,616	40.5%
Interest on Investments	-	-	100.0%
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Total Revenue	\$800,000	\$323,616	40.5%
EXPENDITURES:			

Contractual Services	73,418	32,000	100.0%
Materials & Supplies	9,835	-	0.0%
Capital Outlay	2,608,937	1,198,151	45.9%
Transfers Out	118,650	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,810,840	\$1,230,151	43.8%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$906,535)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----	-----	-----	
Fund Balance 10/31/16	\$271,709	\$1,376,014	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent

Tuition and Fees	\$245,000	\$184,598	75.3%
Bookstore Sales	968,000	479,329	49.5%
Athletics	43,430	6,050	13.9%
Other	134,850	62,586	46.4%
	-----	-----	-----
Total Revenue	\$1,391,280	\$732,563	52.7%
EXPENDITURES:			

Salaries	\$294,033	\$71,104	24.2%
Employee Benefits	34,325	11,393	33.2%
Contractual Services	75,260	23,660	31.4%
Materials & Supplies	870,042	496,675	57.1%
Conference & Meeting	179,009	37,947	21.2%
Capital Outlay	700	2,120	302.9%
Fixed Charges	1,766	600	34.0%
Utilities	600	30	5.0%
Other Expenditures	15,356	8,776	57.2%
Transfers	(2,932)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,468,159	\$652,305	44.4%
Excess of Revenues Over Expenditures	(\$76,879)	\$80,258	
Fund Balance 7/1/16	\$110,376	\$110,376	
	-----	-----	
Fund Balance 10/31/16	\$33,497	\$190,634	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended October 31, 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	156,077	59.5%
Other Illinois Sources	101,268	-	0.0%
Department of Education	4,773,630	717,780	15.0%
Other Federal Sources	73,212	10,855	14.8%
Tuition & Fees	575,000	420,017	73.0%
Sales & Service Fees	28,852	28,887	100.1%
Interest	19,677	19,677	100.0%
Non-govt. Gifts, Grants	21,000	1,308	6.2%
Other	302,960	64,628	21.3%
	-----	-----	-----
Total Revenue	\$6,264,727	1,419,229	22.7%
<u>EXPENDITURES:</u>			
Salaries	\$930,972	\$273,723	29.4%
Employee Benefits	188,425	53,125	28.2%
Contractual Services	513,718	64,216	12.5%
Materials & Supplies	75,602	78,241	103.5%
Conference & Meeting	54,004	8,016	14.8%
Fixed Charges	24,848	375	1.5%
Utilities	4,152		0.0%
Capital Outlay	44,055	36,923	83.8%
Other Expenditures	53,453	27,272	51.0%
Financial Aid	4,384,831	678,331	15.5%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$1,220,222	18.4%
Excess of Expenditures Over Revenue	(\$371,442)	\$199,007	
Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 10/31/16	\$491,778	\$1,062,227	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,000	\$17,649	40.1%
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Total Revenue	\$44,000	\$17,649	40.1%
EXPENDITURES:			

Contractual Services	\$45,000	\$45,000	100.0%
	-----	-----	-----
Total Expenditures	\$45,000	\$45,000	100.0%
Excess of Revenues Over Expenditures	(\$1,000)	(\$27,351)	
Fund Balance 7/1/16	\$14,015	\$14,917	
	-----	-----	
Fund Balance 10/31/16	\$13,015	(\$12,434)	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,696,556	\$683,176	40.3%
Interest	-	-	100.0%
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Total Revenue	\$1,696,556	\$683,176	40.3%
EXPENDITURES:			

Fixed Charges	\$1,705,013	\$0	0.0%
Other Expenditures	-	-	100.0%
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Total Expenditures	\$1,705,013	\$0	0.0%
Excess of Revenues Over Expenditures	(\$8,457)	\$683,176	
Fund Balance 7/1/16	\$998,170	\$998,170	
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Fund Balance 10/31/16	\$989,713	\$1,681,346	

AGENDA ITEM #IX-A
 NOVEMBER 15, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$951,000	\$381,548	40.1%
Other	-	-	0.0%
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Total Revenue	\$951,000	\$381,548	40.1%
EXPENDITURES:			

Salaries	\$273,215	\$90,688	33.2%
Employee Benefits	352,486	114,449	32.5%
Contractual Services	300,512	238,530	79.4%
Materials & Supplies	19,658	-	0.0%
Conference & Meetings	15,700	4,012	25.6%
Fixed Charges	222,331	220,053	99.0%
Utilities	6,822	2,111	30.9%
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Total Expenditures	\$1,190,724	\$669,843	56.3%
Excess of Revenues Over Expenditures	(\$239,724)	(\$288,295)	
Fund Balance 7/1/16	\$495,540	\$715,144	
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Fund Balance 10/31/16	\$255,816	\$426,849	