

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

February 21, 2017 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: January 17, 2017 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
    - 1. CollegeNOW Agreement Between Highland Community College and Lena-Winslow High School (Page 9)
    - 2. Joint Educational Agreement Between Highland Community College and Blackhawk Technical College (Page 12)
    - 3. Memorandum of Agreement Between Northern Illinois University and Highland Community College for the Reverse Transfer Credit Articulation Project (Page 23)
  - B. Administration
    - 1. Second Reading – Revised Policy 1.06: Duties and Responsibilities of the Board (Page 28)
    - 2. Second Reading – Revised Policy 5.06: Purchases of Supplies and Services (Page 32)
    - 3. Second Reading – Revised Policy 5.09: Reimbursement for Travel Expenses (Page 34)
  - C. Personnel (None)

D. Financial

1. First Reading: Tuition (Handout)
2. University of Illinois Extension – Stephenson County Lease Agreement for Fiscal Year 2018 Lease (Page 37)
3. Payment of Bills and Agency Fund Report (Page 50)

IX. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 52)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

**XI. CLOSED SESSION**

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

**XII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  1. Appointment of Tenure (Handout)
  2. Appointment of Tenure (Handout)
  3. Appointment of Tenure (Handout)
  4. Appointment of Tenure (Handout)
  5. Consideration of Tenure Extension (Handout)
  6. Resolution: Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (Highland Community College) Non-Grant of Tenure (Handout)
  7. Resolution Reducing Number of Faculty (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 Regular Board Meeting – March 21, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – March 1, 2017, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-1  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

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

Spring 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kim	Pool		SPTP117JXX/MX)	HS Servant Leadership		6	\$479.40	\$2,876.40
Kim	Pool			Curriculum Development - HS Servant Ldrship				\$1,438.20
Kathy	Heid	6960	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00
Beth	Gilmour	6734	HMEC192ACC	Food Sanitation		1	\$464.40	\$464.40
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,288.83
Laura	Watson			Chair Library Services				\$1,288.83
Cassie	Mekeel	6901	WFD051ACC	AHA Basic Life Support				\$120.00
Cassie	Mekeel	6902	WFD051BCC	AHA Basic Life Support				\$120.00
Aaron	Sargent	7021	WFD048A	CNC Training				\$2,034.72
<b>Athletics</b>								
Charles	Born			Softball Coach				\$5,025.80
Charles	Born	6311	PHYD225A	Theory of Baseball Coaching		2	\$520.91	\$1,041.82
Anthony	Boyle	6307	PHYD221A	Physical Fitness II		2	\$520.91	\$1,041.82
Anthony	Boyle	6301	PHYD115N	Intro to Recreation		3	\$520.91	\$1,562.73
Anthony	Boyle	6302	PHYD121ACC	Physical Fitness I		1.8	\$520.91	\$937.64
Anthony	Boyle	6308	PHYD222A	Weight Training		1.4	\$520.91	\$729.27
Pete	Norman	6312	PHYD227N	Sports Officiating		3	\$628.23	\$1,884.69
Pete	Norman	6303	PHYD135N	Games in Elementary PE		2	\$628.23	\$1,256.44
<b>Fine Arts</b>								
Dave	Vrtol			Spring Theatre Salary				\$4,200.00
Dagny	Brandt			Youth Choir Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi Spotts-Manthey				Concert Choir Director				\$1,550.00
Scott	Stitch			Concert Band Director				\$1,550.00
<b>Math Lab</b>								
Roberta	Andrews		MATH058A	Pre-Algebra I		2	\$464.40	\$928.80
Roberta	Andrews		MATHE1	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHY2	MAC Lab		2	\$464.40	\$928.80
Gael	Brewbaker		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATHH1	MAC Lab		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATHY4	MAC Lab		2	\$535.91	\$1,071.82
Jan	Butterfield		MATHG1	MAC Lab		2	\$497.40	\$958.80
Jan	Butterfield		MATHA1	MAC Lab		2	\$497.40	\$958.80
Bill	Kloopping		MATH055A	Basic Math		2	\$479.40	\$958.80
Bill	Kloopping		MATH158A	Int. Algebra		2	\$479.40	\$958.80
Nancy	Luepke		MATHG1	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATHM1	MAC Lab		2.5	\$479.40	\$1,198.50
Nancy	Luepke		MATH066A	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATHB1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHC1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHD1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHE1	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATHA1	MAC Lab		2	\$520.91	\$1,041.82
Mark	Miller		MATHC1	MAC Lab		2	\$520.91	\$1,041.82
Steve	Young		MATHF1	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATHH1	MAC Lab		2	\$535.91	\$1,071.82

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
HSS/FA								
LeNie	Adolphson		Curriculum Development					\$450.00
LeNie	Adolphson	6367	HIST141Y1	Western Civilization		3	\$535.91	\$1,607.73
LeNie	Adolphson	6366	HIST142A	Western Civilization		3	\$535.91	\$1,607.73
LeNie	Adolphson	6368	HIST142Y1	Western Civilization		3	\$535.91	\$1,607.73
Colette	Binger	6005	PSY160N	Psych of Human Rel		2	\$535.91	\$1,071.82
Colette	Binger	6006	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,071.73
Thompson	Brandt	6008	MUS268Y1	Music of the USA		3	\$628.23	\$1,884.69
Amanda	Bulger	6126	ART117/217A	Pottery I/II		3	\$885.54	\$2,656.64
Amanda	Bulger	6127	ART117/217B	Pottery I/II		3	\$885.54	\$2,656.64
Edward	Finch	6755	HUMA104B	Intro to Humanities		3	\$535.91	\$1,607.73
John	Hartman		Curriculum Development					\$450.00
John	Hartman	6059	MUS162A	Theory II		3	\$479.40	\$1,438.20
James	Planting	6093	ART116A	Three-Dimensional Design		3	\$911.05	\$2,733.15
James	Planting	6097	ART211/212A	Painting I/II		3	\$911.05	\$911.05*
Heidi	Spotts-Manthey	6122	MUS267A	Intro to Music		3	\$520.91	\$1,562.73
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$200.00
Loretta	Swanson	6131	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6132	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73
Loretta	Swanson	6133	ART216HBN	Art History II		3	\$535.91	\$1,607.73
Sam	Tucibat	6134	ART201HBN	Intro Photography		3	\$628.23	\$1,319.28*
Sam	Tucibat	6135	ART218A	Graphic Design II		3	\$628.23	\$188.47*
Sam	Tucibat	6136	ART238A	Graphic Design IV		3	\$628.23	\$942.35*
Daryl	Watson	6719	HIST144DC	US History II		3	\$535.91	\$1,607.73
Daryl	Watson	6718	HIST142DC	Western Civilization		3	\$535.91	\$1,607.73
Daryl	Watson	6997	GEOG132DC	Regional Geography		3	\$535.91	\$1,607.73
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Laura	Early	6993	HUMA104Y1B	Intro to Humanities		3	\$1,256.45	\$3,769.35
Sam	Fiorenza		COMM090 Coordinator			1	\$1,256.45	\$1,256.45
Sam	Fiorenza		Writing Center			0.75	\$1,256.45	\$942.34
Kent	Johnson	6062	ENGL224Y1	Intro to Poetry		3	\$1,256.45	\$3,769.35
Chelsea	Martinez	6071	PSY268Y2	Intro to Personality		3	\$1,256.45	\$3,769.35
Tracy	Mays		Writing Center			0.75	\$1,256.45	\$942.34
Kay	Ostberg		Writing Center			0.75	\$1,256.45	\$942.34
Kathrine	Perkins		Coordinator of Transitional Communication			3	\$1,256.45	\$3,769.35
Kathrine	Perkins		Writing Center			0.75	\$1,382.10	\$1,036.58
Paul	Rabideau	6103	PSY161Y2	Intro to Psychology		3	\$1,256.45	\$3,769.35
Allen	Redford	6108	MUS177A	Class Piano I		2	\$1,256.45	\$1,256.45*
Donna	Tufariello		Writing Center			0.75	\$1,256.45	\$942.34
Alan	Wenzel	6105	SPCH295SXX	Leadership Institute		3	\$1,256.45	\$3,769.35
Alan	Wenzel	6106	SPCH295JXX	Jo Daviess Leadership Forum		3	\$1,382.10	\$4,146.30
James	Yeager	6148	HUMA110A	Intro to Critical Thinking		3	\$1,256.45	\$3,769.35
James	Yeager	7053	MCOM290A	Mass Comm Internship		3	\$1,382.10	\$414.63*
Brian	Moore	6078	ENGL122HBC	Rhet & Comp II		3		\$2,944.98**
Heather	Moore	6079	ENGL122Y1B	Rhet & Comp II		3	\$628.23	\$1,884.69
** Estimated - based on non exempt overtime calculation								
*Pro rated based on enrollment								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
<b>Science/Math</b>								
Jim	Dole	6509	NSCI134Y1	Intro to Astronomy		3	\$535.91	\$1,607.73
Karla	Giuffre	6663	BIOL214A	A&P II		3	\$1,256.45	\$3,769.35
Karla	Giuffre	6664	BIOL214AX	Portion of A&P II Lab		1.8	\$1,382.10	\$2,487.78
Angela	Hartman-Sheddan	6898	BIOL120N	Foundations of A&P		4	\$520.91	\$2,083.64
Angela	Hartman-Sheddan	6899	BIOL120NX	Foundations of A&P Lab		1.8	\$520.91	\$937.64
Juliet	Moderow	6633	BIOL214N	Portion of A&P II		2.4	\$1,256.45	\$3,015.48
Jenna	Rancingay	6662	MATH177Y3	Portion of Statistics		1	\$1,256.45	\$1,256.45
David	Esch	6648	PHYS142A	Portion of Intro Physics II		2.08	\$1,256.45	\$2,613.42
Tony	Grahame	6671	BIOL116A	Portion of Intro to Ecology		0.3	\$1,256.45	\$376.94
Steve	Mihina	6199	MATH268A	Portion of Analytic Geometry		3	\$1,256.45	\$3,769.35
Steve	Mihina	6198	MATH169Y1	Portion of Applied Pract Math		2.6	\$1,382.10	\$3,593.46
Steve	Simpson	6504	GEOL126A	Portion of Geology		1.08	\$1,256.45	\$1,356.97
John	Sullivan	6694	CHEM120B	Elem Gen Chem		3	\$1,256.45	\$3,769.35
John	Sullivan	6583	CHEM124A	Portion of Gen College Chem		2.19	\$1,382.10	\$3,026.80
<b>Nursing</b>								
Patty	Aronson	6479	NURS192AXX	Health&Illness I Lab	72		\$38.00	\$2,736.00
Becky	Holbert	6477	NURS192AAX	Health&Illness I Lab	72		\$38.00	\$2,736.00
Patti	Jackson	6701	NURS107A	Intro to Phlebotomy	36		\$30.00	\$1,080.00
Patti	Jackson	6702	NURS108A	Phlebotomy Techniques	45.5		\$30.00	\$1,365.00
Patti	Jackson	6703	NURS108AX	Phlebotomy Techniques Lab	65		\$30.00	\$1,950.00
Connie	O'Brien	6704	NURS122A	Medical Asst Seminar	40		\$30.00	\$1,200.00
Leanne	Grahame	6708	NURS091HXB	BNA Clinical	40		\$30.00	\$1,200.00
Jessica	Larson	6490	NURS294AAX	Portion of Health&Illness Lab		3	\$1,256.45	\$3,769.35
						0.12	\$1,382.10	\$165.86
Shelly	Morgan	6473	NURS191A	Portion of Fund of Nursing		3	\$1,256.45	\$3,769.35
						1.68	\$1,382.10	\$2,321.93
Kay	Sperry	3476	NURS192A	Portion of Health & Illness		1.8	\$1,256.45	\$2,261.61
Laura	Weter	6486	NURS294AAX	Portion of Health & Illness III		1.96	\$1,256.45	\$2,462.65
<b>Project Succeed</b>								
Constance	Taylor	6759	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Constance	Taylor	6760	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Don	Tresemmer	6761	MATH158AXX	Int. Algebra I		2	\$464.40	\$928.80
Don	Tresemmer	6762	MATH159AXX	Int. Algebra II		2	\$464.40	\$928.80
Constance	Taylor			Basic Skills Tutor	TBD		\$19.51	TBD
William	Kloopping			Tutor	TBD		\$19.51	TBD
Constance	Taylor			Tutor	TBD		\$19.51	TBD
Don	Tresemmer			Tutor	TBD		\$19.51	TBD
*Pro rated based on students								

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Success Center</b>								
Michelle	Bowers		Success Center		TBD		\$21.67	TBD
Chris	Hill		Success Center		TBD		\$21.67	TBD
Adam	Moderow		Success Center		TBD		\$25.00	TBD
Carla	Myers		Success Center		TBD		\$21.67	TBD
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD
Elena	Rodriquez		Success Center		TBD		\$21.67	TBD
Katherine	Schoonhoven		Success Center		TBD		\$21.67	TBD
Mary	Conerton	6034	RDG082A	Basic College Reading		2	\$535.91	\$714.55*
Michelle	Griggs	6045	LIBS199D	FYES		2		\$1,132.13**
Cheryl	Heise	6041	RDG120N	College Reading Strategies		3	\$535.91	\$1,607.73
Cheryl	Heise	6038	RDG120B	College Reading Strategies		3	\$535.91	\$1,607.73
Suzanne	Miller	6044	LIBS199D	FYES		2	\$628.23	\$753.88*
Adam	Moderow	6036	RDG120A	College Reading Strategies		3	\$535.91	\$1,607.73
Adam	Moderow	6040	RDG083B	College Reading Found		3	\$535.91	\$1,607.73
Adam	Moderow	6037	RDG083A	College Reading Found		3	\$535.91	\$1,071.82*
Elizabeth	Niesman	6043	LIBS199B	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	6029	COMM084	Basic Written Communication		3	\$535.91	\$803.87*
Elizabeth	Niesman	6030	COMM087A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6031	COMM087B	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6033	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91
Elizabeth	Niesman	6032	COMM087Y1B	Writing Workshop		1	\$535.91	\$535.91
Samantha	Schaible	3502	LIBS199	FYES		2		\$1,391.39**
** Estimated - based on non exempt overtime calculation								
*Pro rated based on students								



				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Rod	Anderson			Men's basketball game 1/3/17 official				\$ 140.00
Jeff	Carr			Men's basketball game 1/3/17 official				\$ 140.00
Scott	Huffman			Women's basketball game 1/7/17 official				\$ 140.00
Jeff	Rutledge			Men's basketball game 1/3/17 official				\$ 140.00
Ron	King			Men's basketball game 1/7/17 official				\$ 140.00
Gene	Rayford			Men's basketball game 1/7/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/7/17 official				\$ 140.00
Leroy	Nesmith			Women's basketball game 1/7/17 official				\$ 140.00
Mark	Yoder			Men's basketball game 1/7/17 official				\$ 140.00
Brad	Carrell			Men's basketball game 1/14/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/17/17 official				\$ 140.00
Scott	Huffman			Women's basketball game 1/17/17 official				\$ 140.00
Bill	Oostdyk			Men's basketball game 1/17/17 official				\$ 140.00
Scott	Tierney			Men's basketball game 1/17/17 official				\$ 140.00
Joseph	Brownfield			Men's basketball game 1/14/17 official				\$ 140.00
Drew	Middleton			Women's basketball game 1/17/17 official				\$ 140.00
Shane	Parker			Men's basketball game 1/14/17 official				\$ 140.00
Richard	Parsons			Men's basketball game 1/17/17 official				\$ 140.00
Dale	Brady			Men's basketball game 1/24/17 official				\$ 140.00
Jeff	Carr			Men's basketball game 1/24/17 official				\$ 140.00
Everett	Fenwick			Women's basketball game 1/24/17 official				\$ 140.00
Jeremy	Gerlach			Men's basketball game 1/24/17 official				\$ 140.00
Doug	Huey			Women's basketball game 1/24/17 official				\$ 140.00
Lloyd	Schreiner			Women's basketball game 1/24/17 official				\$ 140.00
Aaron	Hartman			Manufacturing Day workshop and prep				\$ 200.00
John	Hartman			Harpsichord tuning				\$ 40.00
Misty	Witt			Scorer's table 8 basketball games in January				\$ 200.00
Kim	Grimes			Scorer's table 8 basketball games in January				\$ 200.00
Cody	Drake			Manufacturing Day workshop and prep				\$ 200.00
Diane	Navickis			Business Institute instructor				\$ 100.00

Spring 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Business/Technology</b>								
Kayla	Clark			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Diane	DeWitt			OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$28.14	TBD
Carol	Engelkens			OFFICE TECHNOLOGY LAB- Lab Assistant	TBD		\$12.66	TBD
Steve	Lambert			AUTO BODY LAB- P/T Instructor	TBD		\$24.38	TBD
Gloria	Maurer			OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$28.14	TBD
Jean	Meyers			COSMETOLOGY LAB - P/T Instructor	TBD		\$25.17	TBD
Dorie	Oloff			OFFICE TECHNOLOGY LAB- P/T Instructor	TBD		\$25.17	TBD
Eric	Piper			AUTO BODY LAB- P/T Instructor	TBD		\$24.38	TBD
Bruce	Pittluck			OFFICE TECHNOLOGY LAB- Lab Assistant	TBD		\$12.66	TBD
Vicki	Standley			OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		\$25.17	TBD
Sarah	Warfield			OFFICE TECHNOLOGY LAB - P/T Instructor	TBD		\$25.17	TBD
Heidi	Lessen			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Kerry	Weber			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Melissa	Schleuning			COSMETOLOGY LAB - P/T Instructor	TBD		\$24.38	TBD
Scott	Anderson	6534	OCED290E	Work Pl Exp Equine		2	\$628.23	\$628.23*
Claire	Brinkmeier	6436	AGOC243HB	Swine Mgmt		3.8	\$520.91	\$1,979.46
Elizabeth	Chambers	6623	ITHC220N	Anatomy for Info Tech		3	\$464.40	\$1,393.20
Jeffrey	Cowman	6550	INFT282N	A+ Certification		3.8	\$464.40	\$1,764.72
Joseph	DeParasis	6525	EQUI117Y1	Equine Physiology		3	\$535.91	\$1,071.82*
Larry	Ellison	6444	BUSN141A	Business Communications		3	\$520.91	\$1,562.73
Pamela	Harrison	3512	BUSN141HB	Business Communications		3		\$2,764.78**
Thomas	Harrison	6419	BUSN125A	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6420	BUSN125Y2	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	6465	MATH111A	Technical Math		3	\$479.40	\$1,438.20
Roger	Hicks	6422	WELD130N	Intro to Welding		5.6	\$479.40	\$2,684.64
Hank	Ils	6426	WELD233N	Adv. Welding Processes		3.8	\$535.91	\$2,036.46
Scott	Maddox	6581	WELD232DC	Int. Welding/Fabrication		3.8	\$520.91	\$1,979.46
Scott	Maddox			Curriculum Development				\$520.91
Bruce	Pittluck	6547	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver	6526	EQUI127HB	Horse Handling		2	\$479.40	\$445.84*
Crimson	Pulver	7031	EQUI129IS	Horse Handling II		2	\$479.40	\$225.32*
Crimson	Pulver	6528	EQUI133HB	Horse Training		2	\$479.40	\$225.32*
Crimson	Pulver	6529	EQUI135HB	Horse Training II		2	\$479.40	\$445.84*
Crimson	Pulver	6531	EQUI139HB	Riding II		2.33	\$479.40	\$1,117.00
Crimson	Pulver	6532	EQUI141HB	Riding Instruction I		2.33	\$479.40	\$1,117.00
Cynthia	Runte	6460	ECE127HBN	Music/Movement/ECE		3	\$479.40	\$1,438.20
Peggy	Tell	6457	ECE207A	Math/Science Young Child		3	\$535.91	\$1,607.73
Jeanne	VanOrsdal	6458	ECE123N	Health/Safety/Nutrition		3	\$535.91	\$1,607.73
Brandi	Widmer	6520	EQUI109Y2	Equine Health Care II		2	\$479.40	\$479.40*
Brandi	Widmer	6522	EQUI115Y1	Equine Nutrition		3	\$479.40	\$1,198.50*
Brandi	Widmer	6530	EQUI137HB	Riding I		2	\$479.40	\$445.84*
Fred	Taylor			Mechatronics Program Lab Assistant	TBD		\$10.00	TBD
Jeremy	Monigold			Credit Hour Compliance/HLC Work		2	\$1,256.45	\$2,512.90
*Based on enrollment								
** Estimated - based on nonexempt overtime calculation								

Spring 2017			COURSE		CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Melissa	Johnson	6455	ECE209HBN	ECE Internship		1.84	\$628.23	\$1,155.94*
Amy	Chamberlin		Cosmetology Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						1.03	\$1,507.74	\$1,552.97
Justin	Ebert	6430	AGOC222A	Marketing Ag Products		3	\$1,256.45	\$3,769.35
Justin	Ebert	6434	AGRI182A	Intro Ag Mechanization		3	\$1,382.10	\$4,146.30
						0.4	\$1,507.74	\$603.10
Joseph	Groves	6160	ECON112Y2	Principles of Econ		3	\$1,256.45	\$3,769.35
Denise	Johnson	6622	OFFT255A	Office Procedures		4	\$1,256.45	\$3,518.06*
Jeremy	Monigold	6540	INFT180A	Intro to Info Systems		1	\$1,256.45	\$1,256.45
						2	\$1,382.10	\$2,764.20
Jeremy	Monigold	6558	INFT145A	Beg Access		1	\$1,382.10	\$276.43*
James	Palmer		Auto Mech Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						0.15	\$1,507.74	\$226.16
William	Robertson		Auto Mech Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						0.15	\$1,507.74	\$226.16
William	Robertson	6416	AUTB193A	Frame/Body Alignment		2.8	\$1,507.74	\$4,221.67
Aaron	Sargent	6467	MTEC164A	Manufacturing Processes		3	\$1,256.45	\$3,769.35
Aaron	Sargent	6466	MTEC151A	Machine Processes		2.4	\$1,382.10	\$3,317.04
Todd	Vacek	6416	AUTB193A	Frame/Body Alignment		2.8	\$1,256.45	\$3,518.06
Todd	Vacek		Auto Body Classes			0.02	\$1,256.45	\$251.29
						0.6	\$1,382.10	\$829.26
Todd	Vacek		Auto Body Early Start			2.1	\$1,382.10	\$2,902.41
Carol	Wilhelms	6401	ACCT105A	Elements of Accounting		3	\$1,256.45	\$3,769.35
Carol	Wilhelms	6405	ACCT214A	Managerial Accounting		3	\$1,382.10	\$4,146.30
						0.6	\$1,507.74	\$904.64
*Pro rated based on students								
Amy	Chamberlin		Part-time Instruction Supervision					\$125.65
Amy	Chamberlin		Part-time Instruction Supervision					\$1,005.16
Justin	Ebert		Part-time Instruction Supervision					\$502.58
Denise	Johnson		Part-time Instruction Supervision					\$879.55
Jeremy	Monigold		Part-time Instruction Supervision					\$376.95
Todd	Vacek		Part-time Instruction Supervision					\$251.29
Todd	Vacek		Part-time Instruction Supervision					\$125.65

**AGENDA ITEM #VIII-A-1  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE  
AND LENA-WINSLOW HIGH SCHOOL**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached CollegeNOW agreement for qualified students attending Lena-Winslow High School.

**BACKGROUND:** The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from seven students enrolling from two participating high schools in the Fall of 2012 to 30 total students from eight participating high schools in the Fall of 2016. The first class graduated in May 2014. The College is renewing annual agreements with the eight participating high schools. The terms of the agreement are consistent with the agreements for other high schools in the Highland district, which were previously approved at the January 19, 2016, regular meeting.

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

**CollegeNOW**  
**TERMS of AGREEMENT**  
**2017 – 2018 Academic Year (FY'18)**  
Lena-Winslow High School and Highland Community College

**General Provisions**

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2017-2018 year, the CollegeNOW students and their parent or guardian from Lena-Winslow High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Lena-Winslow High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2017, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

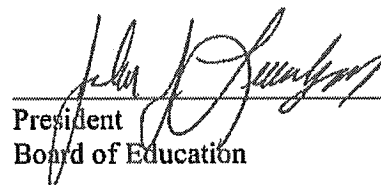
For Highland Community College

For Lena-Winslow School District

\_\_\_\_\_  
President Date

  
\_\_\_\_\_  
Superintendent Date 1/24/17

\_\_\_\_\_  
Chair  
Board of Trustees Date

  
\_\_\_\_\_  
President  
Board of Education Date 1/24/17

**AGENDA ITEM #VIII-A-2  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**JOINT EDUCATIONAL AGREEMENT BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND BLACKHAWK TECHNICAL COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the Joint Educational Agreement between Highland Community College (HCC) and Blackhawk Technical College (BTC).

**BACKGROUND:** This agreement will allow students in the Highland Community College district to access specific programs that are not offered at HCC, through Blackhawk Technical College, at one of their locations in Wisconsin (including Janesville and Monroe). This agreement will allow students in the Blackhawk Technical College district access to applied degree and certificate programs at HCC that are not available through BTC.

The Liberal Arts and Sciences Collaborative Agreement (Addendum B) outlines the specific requirements for students intending to transition from BTC to HCC to complete an associate's degree. Students who reside in the BTC district will complete appropriate transitional and general studies courses at BTC prior to transitioning to HCC. Highland will administer financial aid for students who are enrolled in both institutions, and students will be served by advisors in both institutions to ensure course selection meets the specification of the agreement.

Given the proximity of the two colleges, in particular the Monroe and Freeport campuses, some students have increased access to programs not offered in their home district as a result of this agreement. Specific programs, degrees and courses included in this agreement are listed in the Addendum Agreement. According to the Agreement, amendments and/or revisions may be made every two years or on an as-needed basis. Because of changes in program offerings at both institutions, the Addendum to the Agreement eliminates and adds eligible programs.

The Joint Educational Agreement with Blackhawk Technical College (BTC) has been in place since January 2013. Since the 2013-2014 academic year through the fall 2016 semester, 14 HCC district residents have enrolled at Blackhawk Technical College (BTC). During the same timeframe, 62 total residents of BTC's district have attended HCC.

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

A JOINT EDUCATIONAL AGREEMENT  
BETWEEN  
HIGHLAND COMMUNITY COLLEGE AND BLACKHAWK TECHNICAL COLLEGE

This agreement is entered into this 18<sup>th</sup> day of January, 2017, by and between the Board of Trustees of Highland Community College, hereinafter referred to as "Highland," and the Blackhawk Technical College District Board, hereinafter referred to as "Blackhawk," for the expressed purpose of providing education programs to the students of each district involved in this agreement.

**WITNESSETH:**

**Whereas**, it is the desire of the Parties hereto to expand educational services to the greatest number of students in each district served by the Parties, and

**Whereas**, Highland is empowered by virtues of Section 3-40 of the Public Community College Act (Ill. Rev. State, Ch. 122, Sec. 103-40) "To enter into contracts with any person, organization, association, or governmental agency for providing or securing educational services;" and

**Whereas**, Blackhawk is empowered by virtue of Section 512-39.42 of the State of Wisconsin Revised Statutes which has been amended to read:

"39.42 Interstate Agreements. The Board, with the approval of the Joint Committee on Finance or the governing boards of any publicly supported institution of post-high school education, with the approval of the Board and the Joint Committee on Finance, may enter into agreements or understandings which include remission of nonresident tuition for designated categories of students at state institutions of higher education with appropriate state agencies and institutions of higher education in other states to facilitate use of public higher education institutions of this state and other states. Such agreements and understandings shall have as their purpose the mutual improvement of educational advantages for residents of this state and such other states or institutions of other states with which agreements are made." And

**Whereas**, the Parties hereto believe this Agreement should be a means of implementing a viable method of cooperation between the Parties, hereto, and

**Whereas**, by means of this Agreement, the Parties hereto desire to share programs of each institution and thereby maximize the utilization of the finances, facilities, equipment, and



personnel of each institution, and by so doing, provide educational services that might otherwise be impracticable for either of the Parties individually, and

**Whereas**, the Parties hereto believe that implementation of the Agreement holds great promise for further development of higher education in Illinois and Wisconsin:

**Now, therefore**, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

#### INSTITUTIONAL IDENTIFICATION

For the purposes of the Agreement, the district sending the students to another district will be referred to as the "sending district," and the institution receiving students from another district will be referred to as the "credential-granting institution."

#### OVERVIEW

This joint educational agreement between Blackhawk Technical College and Highland Community College is for an approved resident of one of these districts to enroll in a specified occupational program at the other and be required to pay only the in-district tuition rate established by the college attended.

Prior to starting at the "credential-granting institution," students will complete pre-college, general education, pre-requisites, and program core courses offered by the "sending district." Students will then transition to the "credential-granting institution" to complete the remaining requirements of the degree selected from one of the listed programs on **Addendum A**. Once completed, the degree would be issued by the "credential-granting institution." Any program classes taken before transitioning to the "credential-granting institution" would need prior approval from the "sending district".

Students will be admitted into one of these programs at the "credential-granting institution" and enroll as regular students according to the college's standard admission policies and procedures.

#### TERMS OF AGREEMENT

Any educational program offered by the Parties to this Agreement shall be a program approved by the Illinois Community College Board and/or the State of Wisconsin Technical College System Board.

#### AMENDMENTS TO AGREEMENT

Amendments and/or revisions to the Agreement may be made every two years, or sooner, if the need arises by mutual consent of all Parties in writing. Such amendments and/or revisions shall be prepared in the form of an Addendum Agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by both Parties in the original cooperative Agreement.

#### CLASS SCHEDULES

Institutional class schedules shall be exchanged and kept available by the colleges for student planning.

#### APPLICATION

Applications of first-time students from the "sending district" shall be accepted by the "credential-granting institution" in accordance with the "credential-granting institution's" application procedures. Priority for admission to "credential-granting institution" shall be given to residents of the state of the "credential-granting institution." No residents of the state of the "credential-granting institution" may be displaced from the "credential-granting institution" due to the Agreement. Continuing students shall be treated as in-district students for the priority purposes in subsequent registrations. The only exception to this procedure will be in limited-access programs previously cited in the Addendum.

#### REGISTRATION

Students shall register at the "credential-granting institution" and shall be treated as members of that district for the terms of their enrollments. Students will pay tuition and fees applicable to the course(s) offered by the "credential-granting institution."

#### STUDENT-RECOGNITION OF COMPLETION

The "credential-granting institution" shall maintain all admission records, transcripts and issue any certificates to the students completing the educational course(s) and/or programs.

#### SCHOLARSHIPS AND STUDENT ACTIVITIES

The "credential-granting institution" shall be considered the home district for any activity where the student officially represents an institution.

Veterans Administration reporting requirements shall be mutually agreed upon and shall meet state and federal guidelines.

#### RECORDS

The "credential-granting institution" shall maintain appropriate records for students from the "sending district" in accordance with standard procedures while that student is in attendance in the "credential-granting institution" and will provide copies of said records to the "sending district" at the written request of the student.

#### CERTIFICATION OF STUDENTS

Certification procedures shall be mutually agreed upon and shall meet institutional and state agency requirements, applicable to the "credential-granting institution."

#### IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "sending district" to identify the terms of this Agreement to their students going to a "credential-granting institution." Said students shall be subject to all normal operating rules and conditions of the campus he/she is on at any given time.

The "sending institution" shall inform each student that courses taken outside the approved program will negate the entire agreement, resulting in out-of-state fees being assessed to the student.

#### REIMBURSEMENT

The "credential-granting institution" shall be eligible to file all claims for state and federal reimbursement for any student enrolled in classes from a "sending district."

#### INSURANCE

A student at the "credential-granting institution" shall be covered by the terms of their liability insurance while on the premises of the "credential-granting institution."

#### EDUCATIONAL CHARGES FOR SERVICES RENDERED

No chargeback will be made by the "credential-granting institution" to the "sending district" for students attending under the provisions of the Agreement. For the purposes of construction space support, FTE enrollment in the classes taken at the "credential-granting institution" shall be reported by the "credential-granting institution."

#### EFFECTIVE DATE

This Agreement shall be in effect upon approval of the Board of Trustees of Highland Community College, District No. 519 and Blackhawk Technical College, District Board.

#### DURATION AND TERMINATION OF AGREEMENT

This agreement will be effective beginning January 2017 and reviewed every 2 years to be updated or extended at that time. Consideration may be given to changes in specific items at any time during the partnership of the two institutions. If either party fails to follow the terms and conditions of agreement as set forth in this document, the other party has the right to terminate this agreement with written notice. Either party may terminate this agreement with a 30-day written notice. Both parties agree that students who apply to Highland prior to the cancellation date will be permitted to transfer credits under the agreement terms and complete their degree.

## Addendum A

**Highland Community College Programs**

- Auto Body Repair
- Equine Science
- Graphic Design
- Nail Technician
- Paramedic
- QuickBooks Professional
- Web Design
- Wind Turbine Technician

**Associate of Science**

- Biology
- Biology Education
- Chemistry
- Computer Science
- Engineering Technology
- Geology
- Mathematics
- Physical Education
- Physics
- Pre-Chiropractic
- Pre-Dentistry
- Pre Med Tech
- Pre-Pharmacy
- Pre Vet Med.

**Associate of Arts**

- Art
- History/Social Science
- Human/Social Service
- Mass Communication
- Music
- Political Science
- Psychology
- Sociology
- Speech/Theatre

**Blackhawk Technical College Programs**

- Culinary Arts
- Diagnostic Medical Sonography & Vascular
- Diesel/Heavy Equipment Technician
- Electric Power Distribution
- Fire Protection Technician
- Human Resource Management
- Laboratory Technician Assistant (Monroe Campus)
- Medical Laboratory Technician (Monroe Campus)
- Project Management

## Addendum B

**Blackhawk Technical College / Highland Community College****Liberal Arts and Sciences****Joint Educational Agreement**

---

**Overview**

Blackhawk Technical College (BTC) and Highland Community College (HCC) offer an agreement for students who live in the BTC district and plan to complete an Associate in Arts or Associate in Science degree at HCC. Students will complete pre-college, general education, pre-requisites, and program core courses offered by Blackhawk Technical College and then transition to Highland Community College to take courses with the goal of earning a degree in one of the programs listed in Addendum A of the BTC/Highland Reciprocal Agreement.

The Liberal Arts and Science Collaborative Agreement is effective January 2017 and after.

Students will be admitted into one of the listed programs at HCC and enroll as regular students according to the college's standard admission policies and procedures. Student will take course selected from Appendix A at BTC prior to transitioning to HCC. Highland Community College will accept those courses into its Liberal Arts and Sciences programs.

Students would then transition to HCC to complete the remaining requirements of those degrees. Once completed, the degree would be issued by Highland Community College. In addition, HCC program classes taken before transitioning to Highland would need prior approval from the BTC Vice President of Learning.

**Eligibility for Participation**

*The student will:*

1. Complete and sign the "Notification of Intent to Transfer to HCC" form and bring to the BTC academic advisor prior to the completion of twelve (12) general education credits at BTC.
2. Complete an Admission Application form for HCC indicating the intent to pursue one of the participating Liberal Arts and Sciences degrees.
3. Pay an application fee to Highland Community College.
4. Meet HCC standard admission placement policies and procedures.

5. Select general education courses from Appendix A to complete while at BTC.
6. Maintain good academic standing by earning a minimum 2.0 grade point average (GPA) on a 4.0 scale in all courses while at Blackhawk Technical College. Students must earn a "C" or higher in BTC courses in order for those to count toward a degree at HCC. **(See Important Notes)**
7. If needed, apply for financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and release information to HCC. Notify both College Financial Aid Offices of your intent to participate in the Liberal Arts and Science Collaborative Agreement.
8. Be responsible for paying any charges incurred at both colleges in accordance with college billing procedures.
9. Contact the Liberal Arts and Science program advisor at Highland Community College at least eight (8) weeks prior to the start of the semester the student plans to transition to Highland Community College (earlier is recommended).
10. A maximum of 30 credits at the 100-level will be applied toward Highland Community College's Liberal Arts program under this agreement.
11. Be responsible for paying any charges incurred at both colleges in accordance with college billing procedures.

### **Important Notes**

- Admission to many colleges & universities and majors is highly competitive. Admission and completion of this program **does not** guarantee admission to a four-year institution. A 2.0 GPA for course work in the Liberal Arts AA/AS degrees generally is not sufficient for acceptance into a university as a transfer student.
- In addition to the requirement to meet with an advisor from Blackhawk Technical College and Highland Community College, the student should consult with an advisor at the intended baccalaureate transfer institution to obtain information on requirements for the intended major and degree.
- Any agreement between the colleges must meet Title IV federal financial aid requirements specified in *Financial Aid Responsibilities in all Collaborative Program Agreements*. This document is available at <http://systematic.wtcsystem.edu/Studentserv/financial-aid/financial-aid.htm>
- Financial Aid will not be processed for students until all details required in the consortium agreement have been met by both Blackhawk Technical College (sending district) and Highland Community College (credential-granting institution).

### **Implementation Roles**

#### *Blackhawk Technical College Roles*

1. Provide information to new students about the Liberal Arts and Science Collaborative Agreement.
2. Work with students to complete the "*Notification of Intent to Transfer to HCC*" form as soon as possible, but no later than the student's completion of 12 general education credits at BTC. Send the original completed form to the BTC Assistant Registrar who will then notify the HCC Director of Enrollment and Records (at the time of the signing, those individuals are Theresa Eiden-BTC and Jeremy Bradt-HCC).

3. Complete a Financial Aid Consortium agreement to process the financial aid on behalf of HCC while students are attending BTC according to Title IV federal financial aid requirements specified in *Financial Aid Responsibilities in All Collaborative Program Agreements*.
4. Provide advising to students each semester.
5. Offer developmental/remedial courses to students whose placement test scores do not meet the requirements of Highland Community College.
6. Work with Highland Community College staff to develop planning guides to ensure that all students are provided with consistent and up-to-date information.
7. Collaborate with Highland Community College on development and distribution of marketing and information materials.
8. Communicate any curriculum changes that impact the agreement.
9. Assign staff to oversee the Liberal Arts and Science Collaborative Agreement program.

#### *Highland Community College Roles*

1. Process admission applications and enroll students in the Liberal Arts and Science Collaborative Agreement program pursuant to its admissions terms and the terms of this agreement.
2. Initiate Financial Consortium agreement and coordinate financial aid details according to Title IV federal financial aid requirements specified in *Financial Aid Responsibilities in All Collaborative Program Agreements*.
3. Provide advising to students each semester.
4. Work with BTC staff to develop planning guides to ensure that students are provided consistent and up-to-date information.
5. Grant Associate in Arts or Associate in Science degrees for students when appropriate.
6. Collaborate with Blackhawk Technical College on development and distribution of marketing and information materials.
7. Communicate any curriculum changes that impact the agreement.
8. Assign staff to oversee the Liberal Arts and Science Collaborative Agreement program.
9. Host annual procedural review which includes advisor training.

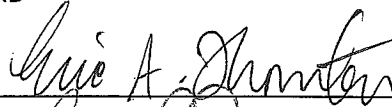


In Witness Whereof, the Parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first about written.

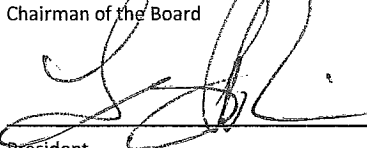
BOARD OF TRUSTEES OF HIGHLAND  
COMMUNITY COLLEGE, DISTRICT NO. 519

BLACKHAWK TECHNICAL COLLEGE, DISTRICT  
BOARD


\_\_\_\_\_  
Chairman of the Board

  
\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary of the Board

  
\_\_\_\_\_  
Attest: Secretary of the Board

\_\_\_\_\_  
Date

1-18-17  
\_\_\_\_\_  
Date

WISCONSIN TECHNICAL COLLEGE SYSTEM

\_\_\_\_\_  
President

\_\_\_\_\_  
Attest: Secretary of the Board

\_\_\_\_\_  
Date

EFFECTIVE DATE: January 2017

**AGENDA ITEM #VIII-A-3  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**MEMORANDUM OF AGREEMENT BETWEEN  
NORTHERN ILLINOIS UNIVERSITY AND HIGHLAND COMMUNITY COLLEGE  
FOR THE REVERSE TRANSFER CREDIT ARTICULATION PROJECT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Agreement between Northern Illinois University (NIU) and Highland Community College (HCC) for the Reverse Transfer Credit Articulation Project.

**BACKGROUND:** This agreement will allow eligible students who transfer to Northern Illinois University before completing a degree at Highland Community College to transfer certain course work from NIU to HCC to complete requirements for the associate's degree. As specified in the memorandum, the agreement is intended to support a more seamless transfer process for students and increase the learning options available. NIU and HCC will be partnering to inform students of the opportunity.

The agreement requires students to meet the residency obligations of HCC in order to be eligible for the reverse transfer option. It also stipulates that the records will be exchanged following FERPA and utilizing practices that protect students' personally identifiable information. The Director of Enrollment and Records at HCC will be the designated point of contact for this agreement.

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

**Memorandum of Agreement**  
**Northern Illinois University and Highland Community College**  
**Reverse Transfer Credit Articulation Project**

The Board of Trustees of Northern Illinois University, on behalf of Northern Illinois University (hereinafter "NIU") and Highland Community College (hereinafter "HCC") wish to facilitate the transfer of students, enhance the number of quality learning options at their institutions, and provide a seamless transfer process for students. NIU and HCC have entered into this Memorandum of Agreement (hereinafter "Agreement") and hereby agree as follows:

1. NIU and HCC are active educational collaborators in providing educational opportunities for currently enrolled and potential students of both institutions. Each institution will maintain the integrity of their separate programs and enter into this Agreement as equal educational collaborators.
2. NIU understands HCC's mission of educating members of its district and of awarding two-year associate degrees. The purpose of this Agreement is to permit eligible students to transfer certain course work from NIU to HCC to complete requirements for the associate's degree. This process is called reverse transfer or reverse articulation.
3. Students enrolled at NIU who (I) previously attended HCC or are currently enrolled at HCC and (II) meet HCC's residency requirement of 15 applicable credit hours may be eligible for reverse transfer credit toward a HCC associate degree.
4. Separate academic records for students will be maintained at each institution.
5. NIU and HCC agree to exchange transfer student information for the purpose of monitoring and promoting student academic success and degree conferral.
  - a. For students admitted to and enrolled at NIU with a minimum of 15 transfer credits, NIU will notify those students who previously attended HCC but never completed their associate degree at HCC about this Agreement and ask if the student would like to send their NIU transcript to HCC for further review. This process would start beginning in the Spring 2017 semester.
  - b. Upon receipt of this transcript request, NIU will forward a transcript at the end of each academic year to a designated official at HCC who will review the NIU transcript and verify if the student completed their associate degree based on coursework already completed at HCC and NIU. A note will accompany each transcript, identifying it as belonging to a reverse transfer student.

6. As requested by students, NIU will send transcripts to HCC on an ongoing basis. HCC will evaluate all coursework that may assist in the completion of the student's associate degree at HCC. A student must meet all HCC associate degree requirements, including the minimum HCC 15 applicable credit hour residency requirement. HCC will notify each affected student that they are eligible to receive their associate degree. Once required coursework for an HCC degree is complete, HCC will notify NIU to discontinue sending transcripts.
7. Authorized employees of NIU and HCC will have access to personally identifiable information about the students who receive or who are eligible for reverse transfer credit. NIU and HCC agree that their respective authorized employees will have a legitimate educational interest in the records of the students being served. NIU and HCC shall take reasonable steps to ensure that their respective counselors, employees, administrators, and sub-contractors assigned to the project maintain the confidentiality of all student information as required by the Family and Educational Rights and Privacy Act and protect such information from unauthorized access, destruction, use, modification and disclosure.
8. NIU and HCC will not disclose personally-identifiable information to any other party without the prior consent of the eligible students and will destroy shared materials when the work is completed. NIU and HCC shall immediately notify the other institution in the event of any actual, potential or threatened breach of its obligations under this Agreement, and will take all necessary and appropriate actions to restrain any and all use or disclosure of such confidential and personal information. Each institution shall be liable for failing to take appropriate action to restrain any and all use or disclosure of such confidential and personal information. Each institution shall also be liable for failing to provide a notice of any actual, potential or threatened security breach to the other institution. Subject to the limitations of applicable Illinois law, each institution shall defend, indemnify and hold the other harmless from and against any and all claims, losses, liability, costs and expenses (including attorneys' fees) arising from the unauthorized use or disclosure of such confidential and personal information. This provision shall survive termination or expiration of this Agreement.
9. NIU and HCC agree to cooperate in communicating with each other and with their common and respective communities concerning the relationship between the two institutions. The parties will use their best efforts by Spring 2017 to establish a process that will incorporate a formal notification of students about the purposes of this agreement at the time of the student's application to NIU along with a form to request exchange of transcripts. NIU and HCC agree to acknowledge and recognize the reverse articulation program on each institution's website and via other marketing and publicity methods.
10. NIU and HCC agree to promptly communicate with each other regarding any future curriculum changes, policy changes, or resident credit requirements that will affect this Agreement.

11. Each institution will designate in writing an employee who will serve as the point of contact for administration of this Agreement.
12. NIU will designate key individuals to review final transcripts, make appropriate changes to each student's progress toward NIU degree completion and notify each student.
13. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
14. Neither NIU nor HCC waives or relinquishes any immunity or defense on behalf of itself, its trustees, regents, officers, employees, volunteers, or agents as a result of the execution of this Agreement or its performance under this Agreement.
15. This Agreement will become effective upon the execution of signatures by the responsible authority for each institution. The reverse articulation program will commence in the Spring 2017 semester and will be deemed to renew automatically unless terminated in accordance with the terms of this Agreement. HCC transfer students are eligible to participate if they transferred to NIU enrolling in classes during the Fall 2015, Spring 2016 and/or Summer 2016 semesters or during any subsequent semester occurring during the term of this Agreement.
16. Modification or termination of this Agreement will require the written agreement of both institutions. Either party may terminate this Agreement immediately if the other party commits a material breach of this Agreement. Either party may terminate this Agreement for any reason by giving written notice to the chief executive officer or designee of the other institution at least 180 days prior to the termination. Expiration or termination of this Agreement means that no new students will be permitted to participate in the reverse articulation program. Any termination of this Agreement, however, shall not relieve either party from completing obligations in progress prior to the effective date of the termination. Both institutions agree that students who are currently enrolled on the effective date of the termination shall be allowed to continue their programs in accordance with the terms and conditions in effect prior to the termination of the Agreement. NIU and HCC intend and desire a continuing relationship for the purpose of exchanging information contained in the education records of students who are participating in the program at the time of termination or expiration of this Agreement. The right of either institution to receive education records terminates once all eligible students have completed their programs or are no longer eligible for the reverse articulation program.

EXECUTED AS FOLLOWS:

---

President  
Northern Illinois University

---

President  
Highland Community College

---

Date

---

Date

**AGENDA ITEM #VIII-B-1  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

No additions or revisions have been made since Trustees approved the first reading during the January 17, 2017, regular meeting.

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

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

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

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



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

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

**AGENDA ITEM #VIII-B-2  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

No additions or revisions have been made since Trustees approved the first reading during the January 17, 2017, regular meeting.

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

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

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

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

**AGENDA ITEM #VIII-B-3  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

No additions or revisions have been made since Trustees approved the first reading during the January 17, 2017, regular meeting.

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

## 5.09 Reimbursement for Travel, Meal, and Lodging Expenses (Revised)

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

### Employee travel, meal, and lodging:

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

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

### Elected Board member travel, meal, and lodging:

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

### Expenses:

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

### Transportation:

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

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

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

Lodging:

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

Meals:

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

Reimbursement:

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

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

**AGENDA ITEM #VIII-D-2  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**UNIVERSITY OF ILLINOIS EXTENSION – STEPHENSON COUNTY  
LEASE AGREEMENT FOR FISCAL YEAR 2018**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board enters into a lease agreement with the University of Illinois Extension for occupancy by the University of Illinois Extension – Stephenson County of approximately 2,477 square feet of space in the Community Services Center for the period July 1, 2017 through June 30, 2018, at an annual rate of \$32,086.02. The Board further authorizes the College President and Board Secretary to execute the agreement by appropriate signatures.

**BACKGROUND:** The recommendation provides for the renewal of the annual lease agreement with the University of Illinois Extension. The lease includes custodial services, utilities and desirable covenants essential to provide understanding to both parties. The use of additional College facilities outside the leased premises in the Community Services Center is governed by policies, procedures and regulations established by Highland Community College. The new annual rate represents a 2.5% increase over the FY17 lease and includes the additional space that was approved through a separate lease at the January 20, 2015, regular Board meeting.

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



**Gross Lease Standard Base Form  
Local Government / No Tenant Improvements  
Modified for U. of I. Extension**

**THE BOARD OF TRUSTEES**

**OF**

**THE UNIVERSITY OF ILLINOIS**

**Standard Commercial Lease Form Abstract**

Campus Unit for which the space is leased:	U. of I. Extension- Stephenson County (Office Name)
Campus funding source (CFOAPAL)	1-631949-384714-143300-191200
Campus Unit point of contact:	Wayne Mosser (217) 333-5062
Address of property under lease:	Community Services Building R Highland Community College 2998 W. Pearl City Rd. Freeport, IL 61032 815-235-4125
Landlord's Name, Address & Telephone #:	Highland Community College 2998 W. Pearl City Rd. Freeport, IL 61032
Lease Period:	July 1, 2017 to June 30, 2018
Options w/cost & date of extensions:	N/A
Rental - Monthly / Annually:	\$32,086.02 Annually; \$2,673.83 Monthly
Sq. Ft. Leased/ Rent per Sq. Ft.:	2,477 Square Feet; \$12.95 per square foot
Comments (project/property description):	_____

*This cover sheet is for information purposes and is not a part of the following Lease Agreement.*

**LEASE AGREEMENT**

**PREAMBLE**

**THIS LEASE** is made and entered into by and between Highland Community College located at Freeport, IL (hereinafter referred to as “Landlord”) and THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, a body corporate and politic of the State of Illinois, with its principal office in Urbana, IL 61801, (hereinafter referred to as “Tenant”).

**WITNESSETH:**

**WHEREAS**, Landlord and Tenant wish to enter into an agreement (the “Lease”) for the lease of the premises commonly known as U of I Extension – Stephenson County; and

**WHEREAS**, the parties hereto desire to reflect the agreed upon terms and conditions of this agreement in writing.

**NOW, THEREFORE**, it is agreed by the parties hereto as follows:

**ARTICLE 1 - PREMISES**

1.1 Description. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord, upon the terms and conditions herein set forth, that certain real property and its appurtenances, situated in the County of Stephenson, State of Illinois, and described as follows: premises known as Community Services Center, Freeport, IL, consisting of approximately 2,477 rentable square feet of space (the “Premises”) as designated in **Exhibit A**, which is attached and incorporated herein by reference, said Premises located in the building at 2998 W. Pearl City Rd., Freeport, IL (the “Building”).

1.2 Non-Exclusive Use Areas. Tenant will also have the non-exclusive right to use, in common with other tenants in the Building, any and all of the following areas which may be appurtenant to the Premises: common entrances, lobbies, elevators, stairways and access ways, loading and unloading areas, visitor parking areas, ramps, drives, platforms, public restrooms, and common walkways and sidewalks necessary for access to the Premises.

1.3 Parking Areas. Landlord agrees to make available parking spaces for both staff and visitors with reasonable access to business entrance of building. Parking must also accommodate the Environmental Barrier Act, P.A. 84-948 and ADA accessibility standards.

**ARTICLE 2 - TERM**

2.1 Primary Lease Term. The term of this Lease (the “Lease Term”) will be for one years, commencing on July 1, 2017 or the date of full execution of this Lease, whichever is later (“Lease Commencement Date”) and ending June 30, 2018 (“Lease Expiration Date”), with such rights of termination and extension of the Lease as are hereinafter set forth. In the event the Lease Commencement Date is other than the first day of a calendar month, the initial Lease Term shall still end on the Lease Expiration Date notwithstanding the aforementioned number of years described for the Lease Term.

2.2 Option Period(s). Intentionally omitted

**ARTICLE 3 - RENT**

3.1 Primary Lease Term. Tenant will pay to Landlord as Base Rent a fixed annual rental for each year during the Lease Term the total annual sum of thirty-two thousand eighty six dollars and two cents

(\$32,086.02) payable in equal X monthly     quarterly     annual installments of two thousand six hundred seventy-three dollars and eighty-three cents (\$2,673.83) on the first day of the X month     quarter     year beginning July 1, 2017 ("Rent Commencement Date"). Rent will be payable to Landlord by University check at Landlord's address specified herein or at such other address as Landlord may from time to time designate in writing. Annualized Base Rent represents a rental rate of (\$12.95) per square foot for the rentable floor area of 2,477 square feet. Notwithstanding any of the foregoing, in no event shall Tenant be required to make any payment of Base Rent prior to Tenant's occupancy of the Premises.

3.2                      Option Period.                              Intentionally omitted

**ARTICLE 4 - STATUTORY PROVISION**

This Lease is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly, the Board of Trustees of the University of Illinois, or any Federal, county or local funding source fails to make an adequate appropriation, or fails to release any such appropriation, to make these payments under the terms of this Lease. Illinois Procurement Code [30 ILCS 500/40-25(c)].

**ARTICLE 5 - PROPERTY TAX AND ASSESSMENT EXEMPTION**

Landlord hereby affirms and both the parties mutually agree that property taxes and special assessments on the Premises will be paid in full by Landlord.

**ARTICLE 6 - NOTICES AND PAYMENTS**

All notices provided for herein will be effective only if made in writing, and either personally delivered with an executed acknowledgment of receipt or deposited in the United States mail, certified return receipt requested, postage prepaid, and addressed as follows:

- To Landlord: Highland Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032
  
- To Tenant: Wayne M. Mosser  
U. of I. Office of Extension and Outreach  
111 Mumford Hall  
1301 W. Gregory Dr.  
Urbana, IL 61801

Any notice will be deemed delivered no later than five (5) days after notice is mailed or, if personally delivered, when acknowledgment of receipt is signed, as provided above. Either party may change its own mailing address by written notice to the other, as provided herein.

Rent payments and regular correspondence will be made to Landlord and Tenant at the addresses above by regular U.S. Mail.

**ARTICLE 7 - TENANT IMPROVEMENTS**

Intentionally Deleted

**ARTICLE 8 - NOTICE OF COMPLETION**

Intentionally Deleted

**ARTICLE 9 - RIGHT OF POSSESSION**

Intentionally Deleted

**ARTICLE 10 - USE**

10.1 Use. Tenant will use the Premises for office and programming space. Tenant may alter said use to any lawful purpose, upon the written consent of Landlord, which consent will not be unreasonably withheld.

10.2 Compliance with Laws. Landlord represents and warrants to Tenant that, to the best of Landlord's knowledge, the construction (including all Landlord-constructed Tenant Improvements), the current and proposed uses, and the operation of the Building are in full compliance with applicable building and seismic codes, environmental, zoning and land use laws, and other applicable local, state and federal laws, regulations and ordinances.

10.3 Hazardous Substances. Tenant will have no liability or responsibility for toxic or hazardous materials or substances in existence on Premises prior to Tenant's occupancy of Premises or which result from Landlord's acts or omissions or which occur on any portion of Landlord's property not occupied by Tenant, unless caused by Tenant, its agents, or employees. Landlord specifically warrants that at the time of execution of this Lease that all known areas where hazardous or toxic materials or substances (including, but not limited to, asbestos or PCBs) have been used, stored, or deposited on the Landlord's property have been properly remediated or are being managed in compliance with applicable state and federal requirements. Tenant will comply with all applicable laws concerning the handling or discharge of hazardous materials in connection with its use of Premises.

**ARTICLE 11 - OPERATING EXPENSES**

Operating Expenses: This Lease is considered a "gross lease." Landlord, throughout the Lease Term, shall maintain and keep the parking area and common facilities in good order, condition and repair, including adequate lighting, painting, snow removal, drainage, supervision and the like, and all costs and expenses incurred in connection therewith, including, but not limited to, real estate taxes, special assessments, repairs, janitorial expenses for all common facilities, garbage storage and garbage removal expenses, shall be paid by Landlord. **Exhibit B**, Summary of Services and Utilities and Article 12 herein, provide the level of responsibility for services and utilities to Premises and **Exhibit C**, Summary of Repair and Maintenance Responsibilities and Article 16 herein specify the Tenant and Landlord responsibilities for repair and maintenance of Premises.

**ARTICLE 12 - SERVICES AND UTILITIES**

Services and utilities will be furnished and the cost borne as outlined in **Exhibit B**. In the event of failure by Landlord to furnish, in a satisfactory manner, any of the services and utilities to the Premises, Tenant may notify Landlord of such failure, and if not remedied by Landlord within five (5) days after the receipt of written notice then Tenant may deduct the amount thereof, including Tenant's service costs, from rent or other remuneration due Landlord hereunder, and furthermore, Tenant may take any other remedy permitted by law.

### ARTICLE 13 - INDEMNIFICATION

It is understood and agreed that neither party to this Agreement shall be legally liable for any negligent or wrongful acts either of commission or omission, chargeable to the other, unless such liability is imposed by law, and this Agreement shall not be construed as seeking to either enlarge or diminish any obligation or duty owed by one party against the other or against third parties.

### ARTICLE 14 - INSURANCE REQUIREMENTS

14.1 Tenant's Insurance. Tenant will, at its sole cost and expense, at all times during the Lease Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure Landlord against liability for bodily injury and/or property damage occurring in or about Premises. The liability under such insurance will not be less than One Million Dollars (\$1,000,000) for any one occurrence. Tenant will annually provide Landlord, on the anniversary date of Tenant's liability insurance renewal, with a certificate of insurance naming the Landlord as additional insured as it respects liability the Landlord incurs as a result of the operations of the Tenant on the leased premises. Tenant agrees to provide thirty (30) days advance written notice to Landlord of any modifications, changes or cancellations.

The Tenant, as a State Institution, provides any necessary Workers' Compensation benefits required by State Statute.

14.2 Landlord's Insurance. Landlord will, at its sole cost and expense, at all times during Lease Term, maintain in full force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure Tenant against liability for bodily injury and/or property damage occurring in or about the common facilities. The liability under such insurance will not be less than One Million Dollars (\$1,000,000) for any one occurrence.

Further, Landlord will, at its own expense, at all times during the Lease Term, maintain in full force property insurance on the Building for the full insurable value of the Building and its permanent improvements. Such insurance will protect against fire and other perils commonly associated with a "broad-form" perils insurance policy. Landlord will provide Tenant a certificate of insurance evidencing said coverage at Lease commencement. Landlord agrees to provide thirty (30) days advance written notice to Tenant of any modifications, changes or cancellations.

### ARTICLE 15 - WAIVERS OF SUBROGATION

Landlord and Tenant each hereby waive any right of recovery against the other due to loss of or damage to the property of either Landlord or Tenant when such loss of or damage to property arises out of the acts of God or any of the property perils, such as fire and other perils commonly associated with a broad-form insurance policy, whether or not such perils have been insured, self-insured or non-insured.

### ARTICLE 16 - REPAIR AND MAINTENANCE

16.1 Landlord and Tenant Obligations. The respective repair and maintenance responsibilities of Landlord and Tenant are set forth in **Exhibit C**, Summary of Repair and Maintenance Responsibilities, which by this reference is incorporated herein.

16.2 Negligent Acts or Omissions of Tenant. Notwithstanding the foregoing, Tenant will pay to Landlord the reasonable cost of any repairs or maintenance required as a direct result of the negligent acts or omissions of Tenant, its agents, or employees.

16.3 Failure of Landlord to Make Repairs. If Landlord fails to maintain the Premises or to make the repairs required in this Article 16 within a reasonable time after written notice from Tenant, Tenant may

perform such maintenance or make such repairs at its expense and deduct the reasonable cost thereof from the rent due hereunder.

#### **ARTICLE 17 - ALTERATIONS AND MECHANICS' LIENS**

17.1 Alterations. No wall, structural, mechanical or electrical alterations or improvements will be made to Premises by Tenant or at Tenant's request without the prior written consent of Landlord, which consent will not be unreasonably withheld.

17.2 Condition at Termination. Tenant may remove any fixtures, machinery and equipment installed in the Premises by Tenant upon termination of this Lease, if Tenant is not then in default under this Lease and if Tenant repairs any damage to the Premises caused by such removal. Upon termination of this Lease, Tenant will return the Premises in the same condition as when delivered to Tenant, reasonable wear and tear, damage by casualty, and alterations approved by Landlord excepted.

17.3 Mechanics' Liens. The parties will keep the Premises free from any liens arising out of any work performed by, materials furnished to, or obligations incurred by the parties.

#### **ARTICLE 18 - ASSIGNMENT AND SUBLETTING**

Tenant will not assign or sublet all or any portion of the Premises without the prior written consent of Landlord, which consent will not be unreasonably withheld.

#### **ARTICLE 19 - ENTRY BY LANDLORD**

Tenant will permit Landlord and Landlord's agents to enter the Premises, with reasonable advance written notice (except in the case of emergency), provided such entry is made in a reasonable manner and does not unreasonably interfere with the conduct of Tenant's business.

#### **ARTICLE 20 - DESTRUCTION**

20.1 Total Destruction. If the Premises are totally destroyed by fire or other casualty, either Landlord or Tenant may terminate this Lease immediately by giving notice to the other party. In case of destruction during the Lease Term rent will abate during the period and to the extent that the Premises are rendered unusable for Tenant's purposes.

20.2 Partial Destruction.

a. Notification by Landlord. If the Premises are partially destroyed, Landlord must within thirty (30) days of the destruction notify Tenant, in writing, of the time period in which restoration will be complete. If such casualty will render ten percent (10%) or less of the floor space of the Premises unusable for the purposes intended, Landlord will effect restoration of the Premises as quickly as is reasonably possible, but in any event within thirty (30) days after such destruction. Landlord may terminate this Lease by written notice within thirty (30) days of the loss if such loss is not covered by any insurance described in the provisions of this Lease. Rent will abate during the period and to the extent that the Premises are rendered unusable for Tenant's purposes.

b. Notification by Tenant. Tenant may terminate this Lease by giving written notice within thirty (30) days after any of the following: if it is determined Landlord cannot restore the Premises to substantially the same condition as before destruction; if Tenant is notified that such restoration period will be more than one hundred twenty (120) days; if restoration

extends beyond the time period for completion as contained in the notification to Tenant unless such extension is due to a reasonable delay. Rent will abate during the period and to the extent that the Premises are rendered unusable for Tenant's purposes.

#### **ARTICLE 21 - DEFAULT BY TENANT**

21.1 Default. If any of the following events occur, each such event will constitute a material breach of this Lease, and Landlord may, at Landlord's option, exercise any or all rights available to a landlord under the laws of the State of Illinois.

- a default in the payment of rent when such default continues for a period of thirty (30) days after written notice, except for the month of July of each year (in which case, 40 days are allowed), or
- Tenant fails to faithfully perform or observe any other covenant or undertaking required under this Lease and such failure continues for a period of thirty (30) days after written notice thereof.

21.2 Remedies. If this Lease terminates pursuant to a default by Tenant hereunder, Landlord may immediately enter upon and repossess the Premises and seek any remedies allowable under the laws of the State of Illinois including specific performance.

#### **ARTICLE 22 - DEFAULT BY LANDLORD**

22.1 Default. Landlord will be in default if Landlord fails to perform its obligations under this Lease within thirty (30) days after written notice by Tenant to Landlord specifying wherein Landlord has failed to perform such obligations. If the nature of Landlord's obligation is such that more than thirty (30) days are required for performance, then Landlord will not be in default if Landlord commences performance within such thirty (30) day period and thereafter diligently prosecutes the same to completion.

22.2 Remedies. If Landlord fails to cure a default within the time period set forth in Section 22.1 herein, Tenant will have the option to terminate this Lease, in addition to any other remedies allowable under the laws of the State of Illinois, including specific performance and may receive an award for all reasonable damages and reimbursement for all reasonable costs and attorneys' fees. If Landlord's default hereunder prevents Tenant's use of the Premises, there will be a proportional abatement of rental payments for the period of such non-use.

#### **ARTICLE 23 - LAWS AND CERTIFICATIONS**

23.1 Equal Employment/Non-discrimination. The policy of Tenant and Landlord is to comply with all mandatory Federal and State nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The Tenant and Landlord will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as a disabled veteran or a veteran from the Viet Nam era. This nondiscrimination policy applies to admissions, employment, access to and treatment in the Tenant and Landlord programs and activities.

23.2 Environmental Barriers Act/Handicapped Accessibility. Landlord complies with applicable provisions of the Environmental Barriers Act (410 ILCS 25/1 et seq.) and the Illinois Accessibility Code, 71 Ill. Adm. Code 400.

23.3 State Laws. This Lease is governed and interpreted in accordance with the laws of the State of Illinois.

**ARTICLE 24 - MISCELLANEOUS PROVISIONS**

24.1 Waiver. The waiver by Landlord or Tenant of any term, covenant or condition herein contained shall not be deemed to be a waiver of any other term, covenant or condition nor shall either party's consent to any breach of any term, covenant or condition be deemed to constitute or imply its consent to any subsequent breach of the same or other term, covenant or condition herein contained.

24.2 No Amendments. No amendment of this Lease will be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on either party hereto.

24.3 Time of the Essence. Time is of the essence of each term and provision of this Lease.

24.4 Binding Effect. Subject to any provision hereof restricting assignment or subletting by Tenant, this Lease shall bind the parties, their personal representatives, heirs, devisees, legatees, administrators, successors, beneficiaries, and assigns of the parties hereto, as the case may be.

24.5 Invalidity. The invalidity of any provision of this Lease as determined by a court of competent jurisdiction will in no way affect the validity of any other provision hereof.

24.6 Commission. Intentionally omitted

24.7 Signature Authorization. Each individual signing this Lease represents that he/she is authorized to sign on behalf of their respective entity and that the entity is bound by the terms hereof.

**ARTICLE 25 - PRONOUNS**

Landlord and Tenant will include individuals male or female, singular or plural, corporations or partnerships, as may fit the particular party.

***SIGNATURES ON FOLLOWING PAGE***



**IN WITNESS WHEREOF**, Landlord and Tenant have caused these presents to be executed in the manner appropriate to each, all as of the date and year of the last to sign below.

**LANDLORD:**

**TENANT: THE BOARD OF TRUSTEES OF  
THE UNIVERSITY OF ILLINOIS**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Comptroller                      Date

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Regional Director-UI Extension

\_\_\_\_\_  
Associate Dean or designee

**STANDARD FORM APPROVED BY LEGAL COUNSEL (JAS 11-3-16)**

**EXHIBIT A**  
**Floor Plan and Description of Premises**

**ATTACHED**

**EXHIBIT B**  
**SUMMARY OF SERVICES AND UTILITIES**  
**(COMMERCIAL UNIT)**

The following is a summary of service and utility responsibilities of Landlord and Tenant:

<i>Service or Utility Item</i>	<i>Landlord</i>	<i>Tenant</i>	<i>Not Applicable</i>
Dispensers for toilet paper, hand soap and hand towels in restrooms	x		
Paper Supplies and waste containers (Premises)		x	
Replacement light bulbs & fluorescent light tubes (Premises)	x		
Ballasts and transformers for fluorescent lights, light switches and electrical outlets (Building and Premises)	x		
Heating and air conditioning control switches	x		
Janitorial service including waste removal to buildings dumpster (Premises)	x		
Janitorial service for Building exterior and common areas	x		
Carpet, tile and linoleum (Premises)	x		
Gas (Premises)	x		
Electric (Premises)	x		
Water and municipal sanitary district fees	x		
Window washing - exterior <sup>(1)</sup>	x		
Window washing – interior	x		
Landscaping and gardening	x		
Snow removal	x		
Cleaning of drapes, blinds, window shades (Premises)	x		
Maintenance and repair of window treatments	x		
Kitchen appliances		x	
Sufficiently sized dumpster for Tenants refuse and disposal services	x		
Pest control	x		
Other:			x

<sup>(1)</sup> Annually

**EXHIBIT C**  
**SUMMARY OF REPAIR AND MAINTENANCE RESPONSIBILITIES**

The following is a summary of repairs and maintenance responsibilities of Landlord and Tenant:

<i>Maintenance or Repair Item</i>	<i>Landlord</i>	<i>Tenant</i>	<i>Not Applicable</i>
Foundations	X		
Exterior % Bearing Walls	X		
Roof	X		
Electrical Systems	X		
Lighting Systems	X		
Plumbing Systems	X		
Heating Systems	X		
Ventilation Systems	X		
Air Conditioning Systems	X		
Alarm Systems			X
Plate Glass	X		
Window & Window Frames	X		
Gutters, Drains, Downspouts	X		
Elevators	X		
Floor Slabs	X		
Common Areas (Interior and Exterior)	X		
Ceilings	X		
Interior Walls	X		
Interior Doors	X		
Interior Surfaces & Windows	X		
Appliances & Fixtures			X
Repainting of Interior Walls (every _____ years)			X
Base and/or Moldings	X		
Parking Lot Area	X		
Other:			

**AGENDA ITEM #VIII-D-3  
FEBRUARY 21, 2017  
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 January 2017 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 322978 through 323358 amounting to \$642,046.52, Automated Clearing House (ACH) debits W0000404 through W0000408 amounting to \$4,415.74 and Electronic Refunds of \$6,611.26, with 6 adjustments of \$4,417.32 such warrants amounting to \$648,656.20. Transfers of funds for payroll amounted to \$458,749.59.

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

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

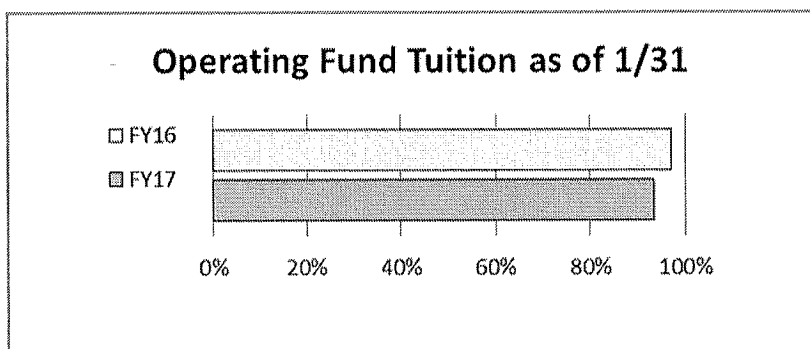
**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, January 31, 2017**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$217,831.35	\$5,416.67	\$0.00	\$223,248.02
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,951.43	0.00	0.00	171,951.43
<b>TOTAL ASSETS</b>	<b>\$393,182.49</b>	<b>\$5,416.67</b>	<b>\$0.00</b>	<b>\$398,599.16</b>
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	51,620.09	5,000.00		56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	75,446.22	416.67		75,862.89
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,184.21			96,184.21
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
<b>TOTAL</b>	<b>\$393,182.49</b>	<b>\$5,416.67</b>	<b>\$0.00</b>	<b>\$398,599.16</b>

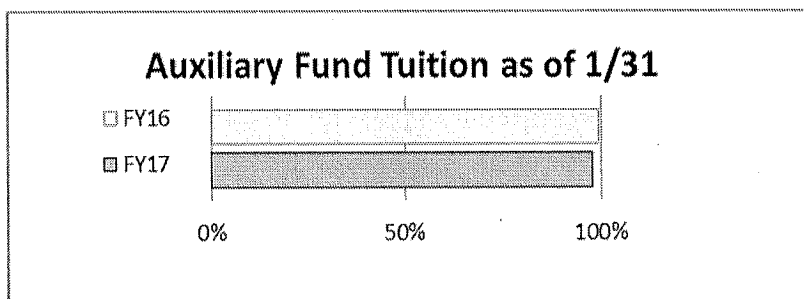
**AGENDA ITEM #IX-A  
FEBRUARY 21, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY17**

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

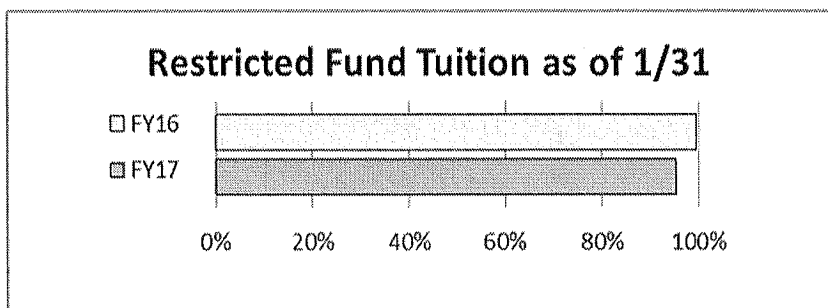
- As of January 31<sup>st</sup>, we are 58% of the way into FY17.
- **Current Results as of Month End:** The following charts show the comparison of the FY17 financial results for various items, as labeled, to FY16 results as of January 31. The FY16 bar is the year-to-date results as of January 31, 2016, divided by the actual year-end results for FY16. The FY17 bar is the year-to-date results for January 31, 2017, divided by the annual budgeted amount for FY17.



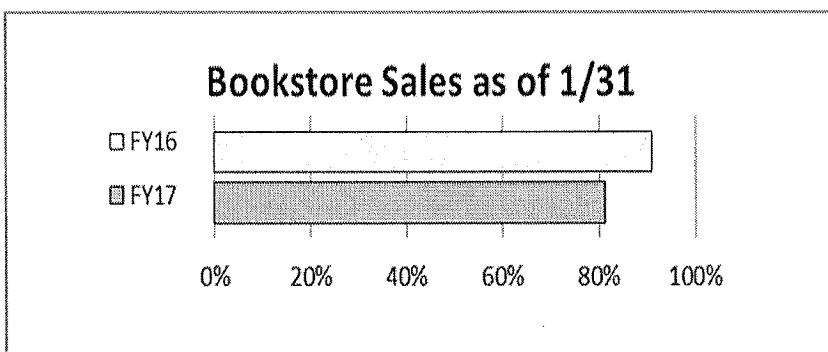
Operating Fund tuition revenue appears to be about 4% less than anticipated at this point in time. If operating fund tuition revenue is 4% less than budgeted for the fiscal year that amounts to about \$218,000.



Auxiliary Fund tuition revenue (per credit hour activity fee) appears to be about 1% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 1% less than budgeted for the fiscal year that amounts to about \$2,500.



Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 4% less than anticipated at this point in time. If Restricted Fund tuition revenue is 4% less than budgeted for the fiscal year that amounts to about \$23,000.



Bookstore sales appear to be about 10% 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.

- The College will begin the regular budget process in February to build the FY18 budget. This process will include an information gathering component that involves all staff.
- At a meeting of Illinois Community College CFOs on January 27<sup>th</sup>, comments regarding FY17 and FY18 State of Illinois funding were made by Ellen Andres, CFO for ICCB.
  - Two upcoming issues may influence the completion of a State budget for FY17. The lawsuit filed by Attorney General Madigan regarding the legality of payment of State of Illinois employees by court order and the potential strike by American Federation of State, County and Municipal Employees Council (approximately 30,000 state employees) may create enough pressure on lawmakers to force a budget agreement.
  - The longer a budget impasse continues, the less likely it is that there will be FY17 funding.



- CFOs at all community colleges are making tuition recommendations and FY18 budget forecasts at this time. Some are basing FY18 State funding levels on a percentage of FY15 State funding levels, some are using FY17 stop-gap budget funding levels, and others are assuming zero State funds for FY18.

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE  
 FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,949,355	49.8%
Credit Hour Grants	648,393	504,413	77.8%
Equalization	28,355	-	0.0%
ICCB Career/Tech Education	58,713	115,894	197.4%
ICCB Performance	3,500	-	0.0%
CPP Replacement Tax	425,000	153,768	36.2%
Dept. of Educ.	8,300	975	11.7%
Other Federal Sources	27,241	9,061	33.3%
Tuition & Fees	5,450,750	5,092,615	93.4%
Sales & Services	40,950	22,792	55.7%
Facilities Revenue	92,784	54,287	58.5%
Interest on Investments	5,000	5,611	112.2%
Non-Govt. Gifts, Grants	895,131	404,566	45.2%
Miscellaneous	15,563	24,685	158.6%
	-----	-----	
Total Revenue	\$13,622,981	\$9,338,022	68.5%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$4,797,294	54.6%
Employee Benefits	2,297,433	1,546,747	67.3%
Contractual Services	741,373	391,513	52.8%
Materials & Supplies	858,507	561,377	65.4%
Conference & Meeting	228,080	72,929	32.0%
Fixed Charges	44,753	30,510	68.2%
Debt Certificate Payment	439,132	404,566	92.1%
Utilities	627,251	602,873	96.1%
Capital Outlay	-	7,320	100.0%
Other Expenditures	353,386	297,170	84.1%
Transfers (In) Out	(484,827)	-	0.0%
	-----	-----	
Total Expenditures	\$13,894,857	\$8,712,299	62.7%
Excess of Revenues Over Expenditures	(\$271,876)	\$625,723	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 1/31/17	\$2,646,035	\$3,543,634	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$800,000	\$400,244	50.0%
Interest on Investments	-	1,212	100.0%
-----			
Total Revenue	\$800,000	\$401,456	50.2%
EXPENDITURES:			
-----			
Contractual Services	73,418	22,816	100.0%
Materials & Supplies	9,835	-	0.0%
Capital Outlay	2,608,937	1,199,610	46.0%
Transfers Out	118,650	-	0.0%
-----			
Total Expenditures	\$2,810,840	\$1,222,426	43.5%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$820,970)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----			
Fund Balance 1/31/17	\$271,709	\$1,461,579	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----			
Tuition and Fees	\$245,000	\$240,334	98.1%
Bookstore Sales	968,000	786,035	81.2%
Athletics	43,430	15,795	36.4%
Other	134,850	124,315	92.2%
	-----	-----	-----
Total Revenue	\$1,391,280	\$1,166,479	83.8%
EXPENDITURES:			
-----			
Salaries	\$294,033	\$154,737	52.6%
Employee Benefits	34,325	19,919	58.0%
Contractual Services	75,260	42,817	56.9%
Materials & Supplies	870,042	761,561	87.5%
Conference & Meeting	179,009	84,776	47.4%
Capital Outlay	700	3,844	549.1%
Fixed Charges	1,766	600	34.0%
Utilities	600	832	138.7%
Other Expenditures	15,356	11,699	76.2%
Transfers	(2,932)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,468,159	\$1,080,785	73.6%
Excess of Revenues Over Expenditures	(\$76,879)	\$85,694	
Fund Balance 7/1/16	\$110,376	\$110,376	
	-----	-----	
Fund Balance 1/31/17	\$33,497	\$196,070	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,786	\$40,275	37.7%
Adult Education	262,342	156,082	59.5%
Other Illinois Sources	101,268	1,273	1.3%
Department of Education	4,773,630	2,195,226	46.0%
Other Federal Sources	73,212	24,302	33.2%
Tuition & Fees	575,000	547,366	95.2%
Sales & Service Fees	28,852	28,852	100.0%
Interest	19,677	21,307	108.3%
Non-govt. Gifts, Grants	21,000	1,543	7.3%
Other	302,960	134,157	44.3%
	-----	-----	-----
Total Revenue	\$6,264,727	3,150,383	50.3%
<u>EXPENDITURES:</u>			
Salaries	\$930,972	\$488,063	52.4%
Employee Benefits	188,425	91,790	48.7%
Contractual Services	513,718	160,318	31.2%
Materials & Supplies	75,602	95,702	126.6%
Conference & Meeting	54,004	23,150	42.9%
Fixed Charges	24,848	375	1.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	40,585	92.1%
Other Expenditures	53,453	38,600	72.2%
Financial Aid	4,384,831	2,038,331	46.5%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$2,976,914	44.9%
Excess of Expenditures Over Revenue	(\$371,442)	\$173,469	
Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 1/31/17	\$491,778	\$1,036,689	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17  
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,016	50.0%
	-----	-----	-----
Total Revenue	\$44,000	\$22,016	50.0%
EXPENDITURES:			
-----			
Contractual Services	\$45,000	\$45,000	100.0%
	-----	-----	-----
Total Expenditures	\$45,000	\$45,000	100.0%
Excess of Revenues Over Expenditures	(\$1,000)	(\$22,984)	
Fund Balance 7/1/16	\$14,015	\$14,015	
	-----	-----	
Fund Balance 1/31/17	\$13,015	(\$8,969)	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

BOND AND INTEREST FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended January 31, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,696,556	\$853,345	50.3%
Interest	-	-	100.0%
	-----	-----	-----
Total Revenue	\$1,696,556	\$853,345	50.3%
EXPENDITURES:			
-----			
Fixed Charges	\$1,705,013	\$1,640,475	96.2%
Other Expenditures	-	475	100.0%
	-----	-----	-----
Total Expenditures	\$1,705,013	\$1,640,950	96.2%
Excess of Revenues Over Expenditures	(\$8,457)	(\$787,605)	
Fund Balance 7/1/16	\$998,170	\$998,170	
	-----	-----	
Fund Balance 1/31/17	\$989,713	\$210,565	

AGENDA ITEM #IX-A  
 FEBRUARY 21, 2017  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$951,000	\$475,969	50.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$951,000	\$475,969	50.0%
EXPENDITURES:			
-----			
Salaries	\$273,215	\$165,336	60.5%
Employee Benefits	352,486	202,807	57.5%
Contractual Services	300,512	251,643	83.7%
Materials & Supplies	19,658	3,199	16.3%
Conference & Meetings	15,700	4,441	28.3%
Fixed Charges	222,331	220,811	99.3%
Utilities	6,822	2,584	37.9%
-----	-----	-----	-----
Total Expenditures	\$1,190,724	\$850,821	71.5%
Excess of Revenues Over Expenditures	(\$239,724)	(\$374,852)	
Fund Balance 7/1/16	\$495,540	\$495,540	
-----	-----	-----	
Fund Balance 1/31/17	\$255,816	\$120,688	