

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
March 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: February 21, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration
 - 1. Rescheduling of April 2017 Board Meeting (Page 1)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic
 - 1. College*NOW* Agreement Between Highland Community College and Dakota High School, Durand School District #322, Forreston High School, Orangeville High School, and Pecatonica School District #321 (Page 4)
 - 2. New Program: Workplace Service Certificate (Page 17)
 - B. Administration
 - 1. First Reading – New Policy 3.27: Sexual Misconduct and Violence (Page 24)
 - 2. National Intercollegiate Mutual Aid Agreement (Page 32)
 - C. Personnel
 - 1. Appointment: Dean, Humanities, Social Sciences, and Fine Arts (Page 38)
 - D. Financial
 - 1. Third Reading: Tuition (Page 39)
 - 2. Proposed Course Fee Changes/Additions for Fall 2017 (Page 40)
 - 3. Resolution to Expand the Northwest Illinois Enterprise Zone (aka Freeport/Stephenson Enterprise Zone) and Abate Property Taxes for the Rose Ridge Housing Development (Page 42)

4. Appointment of Auditor for Fiscal Year 2017 (Page 51)
5. Payment of Bills and Agency Fund Report (Page 53)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 55)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

- A. Strategic Plan

XI. CLOSED SESSION

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

XII. ACTION, IF NECESSARY

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

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – April 25, 2017, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Honors Convocation – May 11, 2017, at 7:00 p.m. in the Fine Arts Theatre
- C. Commencement – May 13, 2017, at 10:00 a.m. on the Highland campus
- D. Next Quarterly Board Retreat – June 7, 2017, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-B-1
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE**

RESCHEDULING OF APRIL 2017 BOARD MEETING

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves changing the April 2017 Board meeting date from April 25, 2017, to April 24, 2017. The meeting will be held at 4:00 p.m. in the Highland Community College Board Room.

BACKGROUND: Meetings of the Illinois Community College Trustees Association and Illinois Council of Community College Presidents have recently been scheduled for April 25, 2017, necessitating the change in the April Board meeting date, which is the organizational meeting of the Board.

BOARD ACTION: _____

**AGENDA ITEM #VII-C-1
MARCH 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
Denny	Diduch	6741	HIST143DC	US History I		3	\$535.91	\$ 1,607.73
Terri	Musser		Part-Time Forensics Coach					\$ 2,250.00
Ellen	Rice		Success Center		TBD		\$21.67	TBD
Kathy	Heid	7124	PHYD121BCC	Walk and Stretch	30		\$18.00	\$ 540.00
Applied Music								
Rianna	Caswell		MUS171A	Applied Music Major				\$ 800.00
Dagny	Brandt		MUS171A	Applied Music Major				\$ 800.00
Jody	Brubaker		MUS171A	Applied Music Major				\$ 400.00
Allen	Redford		MUS172A	Applied Music Minor				\$ 400.00
Rianna	Caswell		MUS172A	Applied Music Minor				\$ 800.00
Dagny	Brandt		MUS172A	Applied Music Minor				\$ 400.00
John	Hartman		MUS172A	Applied Music Minor				\$ 600.00
Other Assignments								
Michael	Bromley		Women's basketball game 2/2/17 official					\$ 140.00
Dean	Buckwalter		Scorer's table 7 basketball games in January					\$ 175.00
Terry	Glaub		Women's basketball game 2/2/17 official					\$ 140.00
John	McGann		Women's basketball game 2/2/17 official					\$ 140.00
Rod	Anderson		Men's basketball game 2/7/17 official					\$ 140.00
Dale	Brady		Men's basketball game 2/7/17 official					\$ 140.00
Myron	Ellingson		Women's basketball game 2/7/17 official					\$ 140.00
Everett	Fenwick		Women's basketball game 2/7/17 official					\$ 140.00
Drew	Middleton		Women's basketball game 2/7/17 official					\$ 140.00
Tim	Petersen		Men's basketball game 2/7/17 official					\$ 140.00
Kim	Ramirez		Medical coding course first installment					\$ 4,140.00
John	Hartman		Piano tuning					\$ 65.00
Rocky	Jones		Women's basketball game 2/11/17 official					\$ 140.00
Alegra	Koser		Security guard for basketball game 2/11/17, 12-6 pm					\$ 120.00
Debra	Majeed		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Leroy	Nesmith		Women's basketball game 2/11/17 official					\$ 140.00
William	Oostdyk		Men's basketball game 2/11/17 official					\$ 140.00
Michael	Pfeil		Men's basketball game 2/14/17 official					\$ 140.00
Kanwal	Prashar		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Rick	Shaffer		Women's basketball game 2/11/17 official					\$ 140.00
Steve	Spivey		Men's basketball game 2/14/17 official					\$ 140.00
Michael	Stebbins		Men's basketball game 2/11/17 official					\$ 140.00
Steve	Hansen		Men's basketball game 2/14/17 official					\$ 140.00
Rod	Anderson		Men's basketball game 2/21/17 official					\$ 140.00
Dale	Brady		Men's basketball game 2/21/17 official					\$ 140.00
Beth	Brownstein Wing		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Brad	Carrell		Men's basketball game 2/21/17 official					\$ 140.00
Eric	Gillam		Women's basketball game 2/21/17 official					\$ 140.00
Rick	Shaffer		Women's basketball game 2/21/17 official					\$ 140.00
Arshad	Shaikh		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Jim	Kalina		Women's basketball game 2/21/17 official					\$ 140.00
Christopher	Stukenberg		Speaker for Global Task Force event 2/2/17 "Muslims in America"					\$ 200.00
Stuart	Berg		Business Institute instructor					\$ 627.12
Lynell	Mitchell		Men's basketball game 2/11/17 official					\$ 140.00

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

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DAKOTA HIGH SCHOOL, DURAND SCHOOL DISTRICT #322,
FORRESTON HIGH SCHOOL, FREEPORT SCHOOL DISTRICT #145,
ORANGEVILLE HIGH SCHOOL, AND PECATONICA SCHOOL DISTRICT #321**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for qualified students attending Dakota High School, Durand School District #322, Forreston High School, Freeport School District #145, Orangeville High School, and Pecatonica School District #321.

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)
 Dakota 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 Dakota 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 Dakota 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 will follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and 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 Dakota School District

President

Date

Craig A. Mathew
Superintendent

2/23/2017
Date

Chair

Board of Trustees

Date

Colette Birge
President

Board of Education

2-23-17
Date

CollegeNOW
TERMS of AGREEMENT
2017 – 2018 Academic Year (FY'18)
Durand School District #322 and Highland Community College

General Provisions

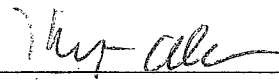
- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW each Fall and Spring Semester. Books, supplies and transportation not included.
- 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 Durand 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 2016, 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 each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this letter to the College cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Durand School District by September 15th and February 15th in two payments of \$2,500 per student to occur by fall and spring deadlines. [Durand High School requests a list of all participating students on a bill following our 10th day.]
- Reimbursement for students who drop or withdraw will 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. Students will meet monthly with an advisor in the second semester and 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. 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.
- Durand High School students enrolled in CollegeNOW may also enroll in summer courses at the in-district tuition rate. Tuition, fees and other expenses incurred for summer enrollment will be at the student's expense.

For Highland Community College

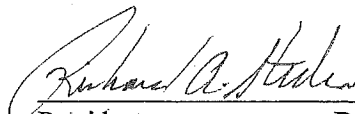
For Durand CUSD 322

President Date

 2/27/17

Superintendent Date

Chair Date
Board of Trustees

 2/13/17

President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2017 – 2018 Academic Year (FY'18)
Forreston 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. Students are responsible for providing their own transportation.
- 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 Forreston 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 Forreston 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 2016, 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.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and 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 Forreston School District

President

Date



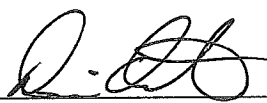
Superintendent

2/15/17

Date

Chair
Board of Trustees

Date



President
Board of Education

2/15/17

Date

CollegeNOW
TERMS of AGREEMENT
2017 – 2018 Academic Year (FY'18)
Freeport School District #145 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW each Fall and Spring Semester. Books, supplies and transportation not included.
- 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 Freeport 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 2016, 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 each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will

present this letter to the College cashier's office upon registration.


- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15th and February 15th in two payments of \$2,500 per student to occur by fall and spring deadlines.
- 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. Students will meet monthly with an advisor in the second semester and 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 Freeport School District #145

President

Date



Superintendent

8/28/17

Date

Chair

Board of Trustees

Date



President

Board of Education

3-7-17

Date

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


General Provisions

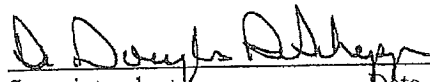
- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will 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 2016-2017 year, the CollegeNOW students and their parent or guardian from Orangeville 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 Accuplcer, 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 Orangeville 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 will 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. Students will meet monthly with an advisor in the second semester and 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 Orangeville School District

 _____ 2/13/17
President Date

 _____ 4/24/2017
Superintendent Date

Chair Date
Board of Trustees

 _____ 2/13/17
President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2017 – 2018 Academic Year (FY'18)
Pecatonica School District #321 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 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 cost of \$5,000 includes tuition, universal, lab and course fees for the Fall and Spring Semesters only; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies and transportation not included.
- 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; successfully completed Geometry and Algebra II; 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 Pecatonica 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 each participating student with an approval on the Participation Agreement indicating the High School's intent to pay the student's tuition, universal fees, and

course fees. The student will present this Participation Agreement to the College cashier's office upon registration.

- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Pecatonica School District by September 15th and February 15th two payments of \$2,500 per student to occur by fall and spring deadlines. [Pecatonica School District requests a list of all participating students on a bill following our 10th day.]
- Reimbursement for students who drop or withdraw from all classes will follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and 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 Pecatonica School District #321

 President Date

W. Dean C. Tally 2/27/17

 Superintendent Date

 Chair Date
 Board of Trustees

Sally L. Hoff 2/27/17

 President Date
 Board of Education

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

**NEW PROGRAM
WORKPLACE SERVICE CERTIFICATE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Workplace Service Certificate program.

BACKGROUND: This entry level Workplace Service Certificate will allow students to develop introductory skills needed to support sustainable employment in positions such as customer service, and ground and general maintenance. Students will learn customer support foundations concentrated in areas that support frontline services.

This will provide training for students with varied levels of ability to develop the minimum level of desired customer service skills needed to obtain, retain and excel in employment. The courses in this program could lead to stackable certifications, dependent on the student's education and occupational goal(s).

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

Form 20
(September 2013)

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Suzanne Miller	PHONE:	815-599-3597
EMAIL:	Suzanne.miller@highland.edu	FAX:	815-599-3730

CURRICULUM INFORMATION

AAS TITLE:	n/a	CREDIT HOURS:	n/a	CIP CODE:	
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:	Workplace Service Certificate	CREDIT HOURS:	24	CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE	Summer 2017/Fall 2017					

SUBMISSION INCLUDES:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Part A: Feasibility, Curriculum Quality and Cost Analysis |
| <input checked="" type="checkbox"/> | Part B: Supportive Documentation and Data |

<i>This curriculum was approved by the college Board of Trustees on:</i>	<i>Date:</i>	
State approval is hereby requested:		
<i>Required- Chief Administrative Officer Signature</i>		<i>Date</i>

ICCB USE ONLY:

ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

Part A: Feasibility, Curriculum Quality and Cost Analysis

Feasibility

Labor Market Need

Program Purpose

The purpose of this entry-level Workplace Service Certificate is to provide training for students with varied levels of ability to develop the minimum level of desired customer services skills needed to obtain and excel in employment in positions that typically provide customer service support but may not include direct customer interaction.

Target Population

This training is intended for, but not limited to, those district residents where a traditional post-secondary educational pathway would be difficult to complete, yet where additional training is needed to increase the possibility for self-sufficiency in the employment arena.

Related Occupations

Food preparation workers, dishwashers, maids/housekeeping cleaners, janitors, stock clerks, grounds maintenance workers, or locker room attendants.

Supply-Demand Information

See Part B.

Planning and Collaboration

Educational and Workforce Partnerships

Based on information received from the district's Transitional Planning Committee, a committee comprised of area agencies that work with high school graduates and their families to create transition plans for students with various needs, there are approximately 450 high school students in the HCC district who could benefit from this program. Of these, there are roughly 75 students per grade level (9th – 12th grade) that would be targeted for recruitment of this certificate program on an annual basis.

While this is a targeted group for recruitment, this certificate is not strictly meant for recent high school graduates. This program would be available for any interested parties in the Highland district. Additional applicant criteria would dictate the enrollment process for the individual student.

Related Offerings

There are no known programs currently offered in the district at this point. While HCC does offer a customer service certificate, the rigor of this program is not fully appropriate for the intended population. The closest related training program is located approximately 2 hours from HCC.

Need Summary

As described above, there is a population of graduates who, historically, have struggled with the traditional college pathway. Current data from the 11 high schools supported by HCC suggest that the number of upcoming graduates will create a healthy pipeline for program support.

Curriculum Quality

Curriculum Information

This proposed certificate packages 13 pre-existing courses for a 24 credit hour certificate that focuses on entry level computer, communication, and general workplace skill development. Emphasis is placed on soft skill development, per feedback received from area employers via the Northwest Illinois Development Alliance (NIDA), a county-wide not-for-profit economic development corporation.

Program Purpose

The purpose of this entry-level Workplace Service Certificate is to provide training for students with varied levels of ability to develop the minimum level of desired customer services skills needed to obtain, retain and excel in employment. The courses identified in this program could lead to stackable certifications, dependent on the student's educational and occupational goal(s).

Catalog description

This entry level Workplace Service Certificate will allow students to develop introductory skills needed to support sustainable employment in positions focused on customer service, and ground and general maintenance. Students will learn customer support foundations concentrated in areas that support frontline services.

*Educational alignment:**Relationship to existing curricula at the college*

The courses identified in this program could lead to stackable certifications, dependent on the student's educational and occupational goal(s).

Articulation

This certificate is not meant to transfer to a baccalaureate program, although a few courses included could largely transfer as electives within a two-year transferable degree.

*Academic and Technical Skill Requirement**Academic Entry Skills*

Students must have an 8th grade reading level and place into COMM 084 for program eligibility. Placement testing will identify the student's current reading level and support from the Success Center developmental course placement strategy will assist students with meeting this requirement, where applicable.

Students must be able to successfully complete the LIBS 189: Financial Literacy course to meet the math requirement of this certificate.

There is no science requirement for this certificate.

General Education

The general education requirements support the level of skill required to complete this program and obtain employment by developing introductory communication, technology, and mathematical skills.

Technical Skills

No additional licensure or certification is required to obtain employment upon completion of this certificate.

Career Development

A career planning course (LIBS 199) and a career preparation courses (OCED 250) is a required component of this certificate. The former focuses on career exploration, how to engage in the exploration process, and use technical resources to do so. The latter focuses on how to obtain and maintain a job, with an emphasis on soft skill development. Both courses have resume, cover letter, and interviewing components.

Course Syllabi

N/A – No courses are being modified for this certificate.

Work-Based Learning:

Work-based learning opportunities are built into each semester of this 2 year program (with the exception of the first two semesters), for a total credit earning of 5 credit hours. The workplace experiences are spread out over several semesters to assist students and employers with creating a meaningful working experience.

Accreditation for Programs:

N/A.

Assessment of Student Learning:

Student Learning Objectives

Student learning outcomes are listed in the master course syllabus for each general educational, career-based, and technical course offered in the program. Specific, over-arching objectives for this certificate program include:

- Students will be able to write complete, grammatically correct sentences.
- Students will be able to understand written sentences and paragraphs in documents.
- Students will be able to using standard English to clearly communicate thoughts, ideas and information in written form.
- Students will be able to utilize good written and oral communication skills.
- Students will be able to achieve minimal typing speed with few errors.
- Students will be able to demonstrate good proofreading techniques.
- Students will be able to create a word processing document.
- Students will be able to edit and format a document.
- Students will be able to understand current customer service needs and trends.
- Students will be able to identify staff members and tasks needed in a food service operation.
- Students will be able to identify procedures and issues involved with storing supplies and equipment.
- Students will be able to identify and engage in the self-assessment process involved in career planning.
- Students will be able to engage in the decision-making process.
- Students will be able to treat others with honesty, fairness, and respect.
- Students will be able to demonstrate a willingness to work and seek out new challenges.
- Students will be able to display responsible behaviors at work.
- Students will be able to display the capability to adapt to new, different or changing requirements.
- Students will be able to maintain a professional demeanor at work.
- Students will be able to demonstrate the ability to work effectively with others.
- Students will be able to effectively use job-searching, interviewing, and networking strategies.
- Students will be able to understand the components of an effective resume and cover letter.
- Students will be able to effectively engage in the interview process.
- Students will be able to identify and describe workplace soft skills with job requirements in mind.
- Students will be able to maintain open lines of communication with others.
- Students will be able to work effectively with those who have diverse backgrounds.
- Students will be able to use logical thought processes to analyze and draw conclusions.
- Students will be able to plan and prioritize work to manage time effectively and accomplish assigned tasks.

- Students will be able to learn entry-level skill and career requirements as well as workplace expectations in a business of the student's choice.
- Students will become aware of business operations and applications of previously gained knowledge.
- Students will increase their competency in employer identified personal and interpersonal attributes.

Assessment of Student Learning Objectives

Students will be assessed based on the individual course assessment methods embedded in each class. Such assessments will include formative and summative evaluations and will range from exams and papers to various in-class and out-of-class activities. Students will utilize group projects and other activities. The end-of-program assessment will utilize cumulative course completion, a portfolio review, and comprehensive written and performance examinations.

Continuous Quality Improvement

The college will rely on instructors to continually update curriculum so it reflects current best practices for learning styles and content. Data will be analyzed on an on-going basis to ensure industry needs are being met and the curriculum aligns with industry expectations. Continual communication with employers will be had to ensure learning objectives in the workplace are being met and students are bringing workplace skills to the environment. All conversations will be reviewed and the program standard will be monitored by an advisory committee composed of high school personal, college staff and faculty, community employers, and area agencies who routinely support the targeted population.

Unique or Noteworthy Features of the Program

This program is specifically created for those whom the traditional learning pathway is not fully appropriate. Courses have been intentionally identified that will support non-traditional ways of learning for students who exhibit the need for on-going, intense support both in and out of the classroom. All instruction will be held face-to-face with students, to ensure learning delivery meets the need of the unique student population. In addition, student services will be provided in the tutoring, testing, and advising arenas, with strong support from the disability services office, career services office, and Project Succeed.

Faculty Requirements

Existing faculty will include those qualified to teach LIBS 189, 199, 201, OCED 250, and HOSP 101 and 105. The HOSP faculty is a full-time faculty member. All other sections/courses reflect the need for the continued employment of part-time faculty (a maximum of 4 unduplicated faculty, all of whom are already employed by the college). OCED 290 will be facilitated by the Career Services Coordinator and HOSP faculty member. New faculty may need to be hired for the teaching of INFT 105, 106, and 131.

Faculty Qualifications

See Part B.

Faculty Needs

See Part B.

Academic Control

Students will be expected to complete the general college application, placement testing, and the FAFSA as part of the admission process. In addition, a stand-alone application for the program will be required for committee review (composed of members of the advisory committee) and acceptance into the

program. This is to ensure the student meets the minimum requirement for placement in the program (pre-existing Individual Education Plan (IEP) and a minimum reading level of 8th grade).

Internal Oversight

The oversight of academic integrity for this certificate program will be provided by the Dean of Business and Technology, with direct support provided by the Coordinator of Disability Services, Coordinator of Career Services, Academic Advisor/Transfer Coordinator, and Hospitality faculty.

Contractual/Cooperative Agreements

See Part B for the internship agreement that will be utilized throughout this program.

Cost Analysis

Source of Funds

New resources may be needed to hire qualified faculty for the teaching of INFT 105, 106, and 131. These courses are currently offered in an open lab format only (self-directed course), which is not deemed appropriate for this particular student population. All other areas of implementation of this program (case management, instruction, coordinating of workplace experiences) will be facilitated by existing faculty, staff, and facilities.

Equipment

N/A.

Facilities

No laboratory space is needed for this program. Classroom space is adequate at the college campus to support in-class needs. There is no expectations for community businesses to renovate or build to support the workplace experiences of enrolled students.

Finance

N/A.

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

**FIRST READING – NEW POLICY 3.27
SEXUAL MISCONDUCT AND VIOLENCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached new policy, 3.27 Sexual Misconduct and Violence, which is recommended for inclusion in Chapter III, Student, of the Policy Manual.

BACKGROUND: The new policy is a requirement of a new law that creates the “Preventing Sexual Violence in Higher Education Act”. All higher education institutions in Illinois must comply with this Act, which prescribes the components that must be included in each institution’s comprehensive policy. Due to concerns about the law, approval of the policy by the Policy Review Committee was not unanimous.

BOARD ACTION: _____

Sexual Misconduct and Violence (Approved)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

Highland Community College definitions for the purposes of enacting this policy include:

Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.

Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.

Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Reporting Procedures:

It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on college property, any incident of sexual misconduct should be reported as follows:

1. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to the Director of Adult Education (investigator) or the Associate Vice President of Human Resources (investigator) who will investigate the complaint. Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
- Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;
- Reporting to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.
- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

2. Anonymous Reporting:

Anonymous reporting may be made through the College's incident reporting system available on the College web site at:

<https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.

3. Confidential Reporting:

Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/ Neglect under state law) can provide confidential advice and assistance.

Confidential reporting is available through the HCC Counseling Center (Kami Himes, LCPC) during regularly posted hours of operation, by leaving a message at (815) 599-3654 or by email at counseling@highland.edu.

These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. **DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.**

4. Reporting to law enforcement:

Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a Stephenson County Sheriff's Sargent or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. The Stephenson County Sheriff's Sargent/Deputy may be contacted at (815) 599-3652.

5. Reporting to a Community Based Sexual Assault Crisis Center:

In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at

Sexual Assault Crisis Line: 815-232-7200

Domestic Violence Crisis Line: 815-235-1641

1401 Crestwood Dr. Freeport, IL 61032
<http://voicesofsc.org/>

In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at
Galena Sexual Assault
1-888-707-8155
Galena Domestic Violence
1-815-777-3680
<http://www.riverviewcenter.org/>

In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at
Mt. Carroll Sexual Assault
1-877-273-7772
Mt. Carroll Domestic Violence
1-815-244-1320
<http://www.riverviewcenter.org/>

The National Domestic Violence Hotline
1-800-799-SAFE (7233)
<http://www.thehotline.org/>

Confidentiality of Complaints and Reports

The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/ confidentiality within the parameters of the law. For example the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report for formal complaints and written decision will be disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and College president, and Vice President for student development. It will be distributed to other college officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

Immediate Care, College Response and Interim Measures

Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.

The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the college may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

Retaliation

Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

Complaint Response and Investigation

The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.

The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:

A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.

Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

The Title IX Coordinator and investigators will:

- Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;

- Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
- Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
- Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of providing guidance to the individual;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
- Present findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President or designee.

The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

The respondent, complainant and victim have a right to timely appeal if the party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation. If a student wishes to appeal the decision of the President, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review board within seven days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

Amnesty Clause

It is the express Policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

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

NATIONAL INTERCOLLEGIATE MUTUAL AID AGREEMENT

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the College's participation in the National Intercollegiate Mutual Aid Agreement.

BACKGROUND: The National Intercollegiate Mutual Aid Agreement is a broad memorandum of understanding between institutions of higher education to share institutional resources before, during, and after emergencies, special events, or for training purposes. The nationwide system of participating institutions can request or provide assistance to other institutions during an emergency or other situation. Having an agreement in place addresses issues such as liability, reimbursement, insurance requirements, and asset control, which makes utilizing or providing assistance during an emergency much more efficient. Participation in the agreement does not preclude the College from other mutual aid agreements or arrangements, has no costs, and does not include the obligation to respond to requests. There are about 50 colleges and universities in the system at this time, many of which have large emergency response resources and expertise (such as the University of Oregon, Boston College, and MIT). In addition, 90 colleges and universities have indicated interest in joining.

BOARD ACTION: _____

NATIONAL INTERCOLLEGIATE MUTUAL AID AGREEMENT (NIMAA)

Recognizing that emergencies may require assistance in the form of personnel, equipment, and supplies from outside the area of impact, the Participating Institutions who are signatories hereto are hereby establishing a National Intercollegiate Mutual Aid Agreement ("NIMAA"). Through this Agreement, Participating Institutions shall coordinate assistance and share resources during emergencies on the terms and conditions set forth herein. This Agreement sets forth the procedures and standards for the administration of this higher education mutual aid and assistance program.

This Agreement shall provide for mutual cooperation among the Participating Institutions in conducting disaster related exercises, testing or other training activities in addition to actual emergency assistance. This Agreement provides no immunities, rights or privileges for any individual or Participating Institution providing emergency assistance that is not requested and/or authorized by a Requesting Institution.

This Agreement does not preclude Participating Institutions from entering into supplementary agreements with other parties and does not affect any other agreement to which a Participating Institution may currently be a party, or decide to be a party.

Definitions As used in this Agreement, the following capitalized terms shall have the following meanings:

The "Agreement" is this Agreement, as amended or modified from time to time, which shall be referred to as the National Intercollegiate Mutual Aid Agreement ("NIMAA").

The "Participating Institutions" to this Agreement are the institutions of higher education ("IHE") signing this Agreement.

The "Requesting Institutions" to this Agreement are the Participating Institutions that request assistance from other Participating Institutions.

The "Assisting Institutions" to this Agreement are Participating Institutions that render assistance to a Requesting Institution, as have been approved by such Requesting Institution.

The "Period of Assistance" is the period during which any Assisting Institution renders assistance to any Requesting Institution. The period commences when personnel, equipment, or supplies depart from an Assisting Institution's facility or premises and ends when such personnel, equipment or supplies return to such Assisting Institution's facility or premises (portal to portal).

In consideration of the mutual consideration and commitments given herein, each of the Participating Institutions to this Agreement agrees to provide aid and support to any of the other Participating Institutions as follows:

1. **Request for Aid.** Whenever a Requesting Institution desires to seek help from other Participating Institutions, pursuant to the terms of this Agreement, such Requesting Institution agrees to make its request in writing (Form A) to one or more other Participating Institutions within a reasonable time of when aid is needed with reasonable detail and specificity of the assistance desired, such as quantity, time of arrival, duration needed, credentials preferred, capabilities required, and available logistical support for things such as travel arrangements, lodging and feeding. If a Participating Institution desires to assist such Requesting Institution, the Assisting Institution agrees to review the request and estimate the costs associated with the provision of aid requested. Upon receipt of such estimate and acceptance by the Requesting Institution in writing, the Requesting Institution agrees to compensate the Assisting Institution as specified in this Agreement and in other written agreements that may be in effect between the Requesting and Assisting Institutions.
2. **Discretionary Rendering of Aid.** Provision of aid is entirely at the discretion of the Assisting Institution. The agreement to provide aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal or state government or upon receiving federal funds.
3. **Procedures.** A committee comprised of Participating Institutions shall develop comprehensive guidelines and procedures that address, including but not limited to, the following: checklists for requesting and providing assistance, record keeping for all Participating Institutions, reimbursement procedures and other necessary implementation elements along with the necessary forms for requests and other records documenting deployment and return of assets. These procedures shall be updated at least annually.
4. **Asset Control.** Resources (personnel, equipment and materials) of the Assisting Institution shall continue under the command and control of their Assisting Institution to include medical protocols, standard operating procedures and other protocols, but shall be under the operational control of the appropriate officials within the Requesting Institution during the period of assistance.
5. **Invoice to the Requesting Institution.** Within 30 days after the return of all labor and equipment to the Assisting Institution, the Assisting Institution shall submit to the Requesting Institution an invoice of all charges related to the aid provided pursuant to this Agreement, as previously agreed to by the Requesting Institution. The invoice shall contain only charges related to the aid provided pursuant to this Agreement. An Assisting Institution providing assistance may determine to donate assets of any kind to a Requesting Institution and not seek reimbursement from the Requesting Institution. If the Assisting Institution seeks to donate its services and resources at no cost to the Requesting Institution, a zero-balance invoice should still be submitted within 30 days.
6. **Charges to the Requesting Institution.** Eligible charges to the Requesting Institution from the Assisting Institution may include the following:
 - a.) **Labor force.** Charges for labor force shall be in accordance with the Assisting Institution's standard practices and rates.

- b.) Equipment and Materials. Charges for equipment and materials used by the Assisting Institution shall be at the reasonable and customary at cost rates for such equipment in the Assisting Institution's location.
- c.) Transportation. The Assisting Institution shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates at cost for such transportation.
- d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be reasonable in accordance with standard per diem rates or actual costs incurred (with justification) by the Assisting Institution. Receipts for all expenses shall be provided in accordance with the Assisting Institution's business rules.

Any other charges not included above must be previously agreed to in writing by both parties prior to incurring the expense.

- 7. **Payment.** The Requesting Institution shall remit payment of an invoice from the Assisting Institution within 90 days of receipt. Payment is due directly from the Requesting Institution to the Assisting Institution regardless of any other third-party financing such as FEMA or insurance reimbursement.
- 8. **Arbitration.** If the Requesting Institution disputes any charges on an invoice from an Assisting Institution, it shall do so in writing within 30 days after the invoice is received. Failure to dispute any invoice in writing within 30 days shall constitute agreement to the charges. Should a dispute arise, both institutions will make every effort to resolve the dispute within 30 days of the written notice. In the event the dispute is not resolved within 90 days after the invoice is received, either party may request the dispute be resolved through arbitration, to the extent permitted by law. Any arbitration under this provision shall be conducted under the commercial arbitration rules of the American Arbitration Association.
- 9. **Liability and Insurance -** Each Participating Institution shall determine for itself what insurance to procure, to cover its liabilities, if any. With the exceptions in this section, nothing in this Agreement shall be construed to require any Participating Institution to procure insurance.
- 10. **Relationship Between the Participating Institutions.**
 - a.) Employees from Participating Institutions shall continue to be treated as employees of Participating Institution and receive the same salary, including overtime, that they would be entitled to receive if they were operating in their own location. In the absence of an agreement to the contrary, the Assisting Institution shall be responsible for all such salary expenses, including overtime.
 - b.) Each Participating Institution retains the financial responsibility for workers' compensation benefits for its own employees in accordance with applicable law and for any injuries that occur in mutual aid situations. Participating Institutions

can also agree in writing not to bring claims against the other Institutions to recover the cost of workers' compensation benefits to its employees.

c.) Each Participating Institution, which renders assistance under this Agreement, shall be deemed to stand in the relation of an independent contractor to all other Participating Institutions, and shall not be deemed to be the agent, co-venturer or partner of any other Participating Institution. No Participating Institution shall have the authority to make any statements, representations or commitments of any kind, or to take any action which shall be binding on any of the Other Participating Institutions, except as may be explicitly permitted herein or authorized in writing.

d) While in transit to, returning from and providing mutual aid assistance under this Agreement, employees of an Assisting Institution shall have the same rights of defense, immunity and indemnification that they otherwise would have under the law if they were acting within the scope of their employment under the direction of their employer. An Assisting Institution shall provide to, and maintain for, each of its employees who provide mutual aid assistance under this Agreement the same indemnification, defense, right to immunity, employee benefits, death benefits, workers' compensation or similar protection and insurance coverage that would be provided to those employees if they were performing similar services in the Assisting Institution jurisdiction.

e.) Nothing in this Agreement shall be construed to relieve any Participating Institution of liability for its own conduct and that of its employees and agents.

f.) Nothing in this Agreement, other than the following, shall be construed to obligate any Participating Institution to indemnify any other Participating Institution from liability to third parties. To the extent permitted by law, in the event of a liability, claim, demand, action, or proceeding of whatever kind or nature arising out of a specified Period of Assistance, the Participating Institutions who receive and provide assistance shall indemnify and hold harmless those Participating Institutions whose involvement in the transaction or occurrence that is the subject of such claim, action, demand, or other proceeding is limited to execution of this Agreement. In addition, to the extent permitted by law, each Requesting Institution shall indemnify, defend and hold harmless those Assisting Institutions together with their employees, directors and officers (collectively, "indemnified parties"), from any claims, actions, demands or other proceedings, and the cost of defending such claims, arising from personal injury or property damage caused in whole or part by the indemnified parties' actions or failures to act while providing such assistance, excepting, however, any injury or damage caused by the gross negligence or intentional acts of such indemnified parties.

11. **Licenses, Certificate and Permit Portability** - If a person or entity holds a license, certificate or other permit evidencing qualification in a professional, mechanical or other skill and the assistance of that person or entity is requested by a Participating Institution, the person or entity shall be deemed to be licensed, certified or permitted

in the Requesting Institution subject to any limitations and conditions the Requesting Institution may prescribe and as permissible by law.

- 12. **Counterparts.** The Participating Institutions may execute this Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.
- 13. **Term of Agreement** - This Agreement shall be effective as of the date indicated below and shall be automatically renewed annually.
- 14. **Modification** - No provision of this Agreement may be modified, altered, or rescinded by individual Participating Institutions to the Agreement. Modifications to this Agreement may be due to programmatic operational changes to support the Agreement. Modifications require a simple majority vote of the Participating Institutions. The Committee must provide written notice to all Participating Institutions of approved modifications to this Agreement. Approved modifications take effect 60 days after the date upon which notice is sent to the Participating Institutions.
- 15. **Termination** - Any Participating Institution may withdraw from the Agreement by providing thirty (30) days prior written notice.
- 16. **Severability** - The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.
- 17. **Execution.** Each party hereto has read, agreed to and executed this Agreement on the date indicated below.

Date _____

Institution _____ (name/ state)

Signed By _____
(please type name and then include original signature)

Title _____

**AGENDA ITEM #VIII-C-1
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
DEAN, HUMANITIES, SOCIAL SCIENCES, AND FINE ARTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Jim Phillips as full-time Dean of Humanities, Social Sciences, and Fine Arts division beginning July 1, 2017 at a salary of \$91,922, plus appropriate fringe benefits. Mr. Phillips will teach the Leadership Institute and Leadership Forum classes as a part of this appointment. His interim appointment approved by the Board on May 17, 2016, will end June 30, 2017, with salary and fringe benefits adjusted appropriately.

BACKGROUND: At the May 17, 2016, regular meeting of the Board of Trustees, the Board approved Mr. Phillip's appointment as Interim Dean of Humanities, Social Sciences, and Fine Arts beginning July 5, 2016 and extending through August 9, 2017. Since that time, Mr. Phillips has demonstrated the leadership skills and dedication to the advancement of the division that is necessary for the Dean role. The College is pleased with the progress that has been made thus far, so the Interim title may now be removed.

BOARD ACTION: _____

AGENDA ITEM #VIII-D-1
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD

THIRD READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for the third reading an increase in the in-district tuition rate from \$129.00 per credit hour to \$141.00 per credit hour effective Fall semester of 2017. In addition, it is recommended that the Board of Trustees considers for the third reading an increase in the senior citizen rate from \$97.00 to \$106.00 per credit hour effective Fall semester 2017. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2017 tuition rates at community colleges contiguous to Highland have been determined.

BACKGROUND: Appropriations for the second half of FY2017 State of Illinois funding of the Illinois Community College system have not been made due to the continued Illinois budget stalemate. Most Illinois community colleges are anticipating no State funding for the remainder of FY2017. In addition, funding for FY2018 is uncertain.

Highland's State funding in FY2015 was \$1,685,712, in FY2016 it was \$378,839, and as of this writing, State funding in FY2017 is \$620,307. Over the course of the last two fiscal years, the College has seen State funding reductions of almost \$2.5 million. Expenses have been reduced by about \$500,000, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit. With a \$12 tuition increase, it is expected that the fund balance would be reduced to only 8% of operating expenses.

A \$141 tuition rate effective Fall semester of 2017 coupled with our technology fee (\$16) and activity fee (\$9) may be higher than the overall state average tuition and fee rate in FY17; however, many colleges have not yet determined tuition and many are discussing significant increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include a small increase in property tax values and significantly diminished State support indicate that this recommended increase in tuition may require the College to evaluate additional revenue increases and/or expense reductions and adopt a deficit budget in FY18, to be offset by a planned decrease in the Operating Funds fund balance.

If (as originally planned when Illinois Community Colleges were established) state funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$105.

BOARD ACTION: _____

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

PROPOSED COURSE FEE CHANGES/ADDITIONS FOR FALL 2017

RECOMMENDATION OF THE PRESIDENT: That the course fees listed be approved beginning with the Fall 2017 semester.

BACKGROUND: The purpose of fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset the increased cost of course supplies or to reflect area service costs.

BOARD ACTION: _____

PROPOSED COURSE FEE CHANGES/ADDITIONS FOR Fall 2017:

Course	Current	Proposed
BIOL 110 – Principles of Biology	\$30.00	\$50.00
BIOL 116 – Introduction to Ecology (face-to-face only) *	\$25.00	\$50.00
BIOL 120 – Foundations of Anatomy and Physiology	\$50.00	\$60.00
BIOL 208 – Biology I: Molecular and Cell Biology	\$40.00	\$70.00
BIOL 209 – Biology II: Biodiversity, Evolution and Ecology	\$40.00	\$70.00
BIOL 211 – General Microbiology	\$50.00	\$80.00
BIOL 213 – Anatomy and Physiology I	\$50.00	\$80.00
BIOL 214 – Anatomy and Physiology II	\$50.00	\$80.00
PHYS 120 – Introduction to Engineering	\$15.00	\$25.00
PHYS 140 – Survey of Physics	\$15.00	\$35.00
PHYS 141 – Introductory Physics I	\$15.00	\$35.00
PHYS 142 – Introductory Physics II	\$25.00	\$35.00
PHYS 143 – General Physics I	\$25.00	\$35.00
PHYS 144 – General Physics II	\$25.00	\$35.00
PHYS 246 – Circuits Analysis	\$ 0.00	\$35.00

* The lab fee for BIOL 116 – Introduction to Ecology online will not increase at this time and will remain at \$25.

**AGENDA ITEM #VIII-D-3
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION TO EXPAND THE NORTHWEST ILLINOIS ENTERPRISE ZONE
(aka FREEPORT / STEPHENSON ENTERPRISE ZONE) AND ABATE PROPERTY
TAXES FOR THE ROSE RIDGE HOUSING DEVELOPMENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees formally supports the attached request by Rose Ridge Housing Development to expand the Northwest Illinois Enterprise Zone (aka Freeport / Stephenson Enterprise Zone) for the Rose Ridge Housing Development and approves the attached Resolution allowing for a three-year abatement for residential property at a rate of 100% of the value of the improvements for the first three (3) years followed by a full property tax bill in the fourth and successive years. The Board further authorizes the Board Chair to send a letter of support to the City of Freeport/Stephenson County Enterprise Zone Committee.

BACKGROUND: At the March 1, 2017, quarterly Board retreat, Nick Gill, Vice President of Union Savings Bank, Anne Sadler, Managing Broker/Owner of Choice Realty, and David Young, Executive Director of Northwest Illinois Development Alliance, presented trustees with information on the request for the proposed project. The project scheduled to be implemented as a result of the abatements complies with the Board's philosophy on tax abatements.

The Highland Board of Trustees supports economic development throughout the College district. Tax abatement requests are considered on an individual basis following established Board policy 5.50 – Tax Abatement

BOARD ACTION: _____

February 13, 2017

Douglas R. Block
Chairman, Highland Community College Board of Trustees
2998 W. Pearl City Road
Freeport, IL 61032

Re: Request to expand the Northwest Illinois Enterprise Zone (aka Freeport / Stephenson Enterprise Zone) for the Rose Ridge Housing Development

Dear Chairman Block:

Members of the Rose Ridge Housing Development: Nick Gill, Vice President of Union Savings Bank, Darko Gligorevic, Partner with Ambassador Homes and Ed Faulkner, Owner of Faulkner Construction have an interest in pursuing an expansion of the enterprise zone within the City of Freeport. The intent is to consolidate the existing Rose Meadows and Rye Ridge subdivisions:

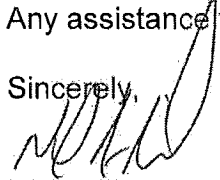
The development of the Countryside Estates Plat 14's residential building lots # 4,5,6, 8, 11, 328, and 329 encompassing 6.41 acres located on Rye Ridge Court and Rye Ridge Trail in the City of Freeport, IL. This 6.41-acre expansion of the Enterprise Zone will stimulate a \$1,155,000.00 capital investment in new housing construction and the creation of 25 construction jobs.

The development of the Rose Meadows Subdivision's residential building lots # 1,2, 3, 4, 5, 8, 9, 10, 15, 18, 19, 20, 21, 22, 23, 24, and 25 encompassing 9.05 acres located on Shimer Drive and Katherine Drive in the City of Freeport, IL. This 9.05-acre expansion of the Enterprise Zone will stimulate a \$2,600,000.00 capital investment in new housing construction and the creation of 25 construction jobs.

We request that you approve a (3) year abatement for residential property at a rate of 100% of the value of the improvements for the first three (3) years followed by a full property tax bill in the fourth and successive years.

Any assistance that can be provided will help make this major expansion successful.

Sincerely,



Nick Gill
Vice President
Union Savings Bank

RESOLUTION OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519

WHEREAS, the Northwest Illinois Enterprise Committee (aka the Stephenson County / Freeport / Jo Daviess County / Hanover / East Dubuque Enterprise Zone Committee) has made known to Highland Community College District #519 its intention of establishing an Enterprise Zone designation for a portion of the territory which lies in the Highland Community College taxing area.

WHEREAS, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et.seq, as amended and the eventual success of the Enterprise Zone depend upon community support and the nature of incentives to be offered; and,

WHEREAS, the Enterprise Zone Committee recommends that the additional construction within the Enterprise Zone be allowed in that area shown on "Exhibit A" and "Exhibit B" in the Highland Community College District #519 taxing area for the Rose Ridge Housing Development Partnership to buildout the designated building lots in the Rose Meadows Subdivision and Countryside Estates Plat 14 and,

WHEREAS, this public taxing authority finds that this additional project within the existing Enterprise Zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519;

The Board of Trustees of Highland Community College District #519 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Northwest Illinois Enterprise Zone (aka the Stephenson County / Freeport / Jo Daviess County / Hanover / East Dubuque Enterprise Zone) resulting from an increase in assessed valuation, shown on "Exhibit A" and "Exhibit B", which is attributable to the Rose Ridge Housing Development Partnership to buildout the designated building lots in the Rose Meadows Subdivision and Countryside Estates Plat 14 and,:

- (a) The abatement shall only apply to the taxes corresponding to an increase in assessed valuation, as and after the subject improvements have been duly assessed and placed on the tax rolls, and said abatement shall not exceed the amount attributable to the construction of the improvements
- (b) The abatement shall pertain only to those parcels within the enterprise zone which have been improved after the designation of the enterprise zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of any Tax Increment Redevelopment Project District.

(c) Such abatement for these residential parcels shall be at the rate of:

1. Abatement for residential property shall be at a rate of 100% of the value of the improvements for the first three (3) years following the assessment year in which the improvement is completed.
2. Followed by a full property tax bill in the fourth and successive years.

(d) The abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained; and,

(e) The authorization to direct the County Clerk to abate the described portion of taxes for Highland Community College District No. 519 on real property located in Stephenson County shall end December 31, 2020 and shall be of no force and effect after the sixth year of abatement of taxes.

**PASSED BY THE BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE DISTRICT #519,
THIS _____ DAY OF _____, 2017.**

Chair, Board of Trustees

ATTESTED:

Board Secretary

Exhibit A

Legal Description

ROSE MEADOWS

Connector Strip – 0.24 Acres:

A 3-foot connector strip the centerline of which is described as follows:

Part of the Northwest Quarter of Section 2, Township 26 North, Range 7 East of the 4th Principal Meridian and Part of the Southeast Quarter of Section 34, Township 27 North, Range 7 East of the 4th Principal Meridian, described as follows:

Beginning at the intersection of Pearl City Road and S. Forest Road; thence Northwesterly along the centerline of Kiwanis Drive to the intersection of a line being 1.5 feet West of the East line of said Southeast Quarter of Section 34; thence Northerly parallel to and 1.5 feet West of the East line of said Southeast Quarter of Section 34 to the intersection with the centerline of Loras Drive; thence Westerly and Northerly along the centerline of Loras Drive to the East line of Rose Meadows Subdivision to the City of Freeport, being a part of the Southeast Quarter of Section 34, Township 27 North, Range 7 East of the 4th Principal Meridian, Stephenson County, Illinois; according to the Plat thereof recorded August 12, 2004 in Plat Book M, page 167 as Document No. 0058526 and the terminus of this description.

Rose Meadows Subdivision – 8.81 Acres:

Part of the Rose Meadows Subdivision to the City of Freeport, being a part of the Southeast Quarter of Section 34, Township 27 North, Range 7 East of the 4th Principal Meridian, Stephenson County, Illinois; according to the Plat thereof recorded August 12, 2004 in Plat Book M, page 167 as Document No. 0058526 and more particularly described as follows:

Commencing at the Southwest Corner of said Southeast Quarter of Section 34, thence North 89°03'16" East (assumed bearing) on the South line of the said Southeast Quarter a distance of 814.00 feet to the Southeast corner of Lot 42 in Highland Heights Plat No. 3 as shown on the plat recorded in Book M of Plats on Page 13 and the Point of Beginning; Thence North 00°57'51" West a distance of 192.44 feet to the South line of Lot 43 in said Highland Heights; thence North 89°04'26" East a distance of 66.89 feet to the Southeast corner of said Lot 43; thence North 01°14'51" West a distance of 69.96 feet to the Southeast corner of Lot 44 in said Highland Heights; thence North 20°22'55" East a distance of 427.02 feet along the Easterly lines of Lots 44, 45, 46, 47 and 48 to the Southeast corner of Lot 49 in said Highland Heights; thence North 03°13'24" West 118.66 feet; thence North 83°35'25" West a distance of 117.14 feet along the North line of said Lot 49; thence North 06°33'36" East a distance of 225.08 feet along the East line of Lot 32 in said Highland Heights and its Southerly extension, to the Northeast corner of said Lot 32 in said Highland Heights; thence South 83°12'14" East a distance of 66.42 feet to the Southeast corner of Lot 40 in Campus Estates Plat No. 1 as shown on the plat recorded in Book G of Plats on page 31; thence South 78°29'31" East a distance of 65.55 feet to the Southeast corner of Lot 41 in said Campus Estates Plat No. 1; thence South 74°45'54" East a distance of 66.49 feet to the Southeast corner of Lot 42 in said Campus Estates Plat No. 1; thence South 70°50'13"

East a distance of 66.56 feet to the Southeast corner of Lot 43 in said Campus Estates Plat No. 1; thence North $21^{\circ}16'35''$ East a distance of 120.00 feet to the Northeast corner of said Lot 43 in said Campus Estates Plat No. 1; thence Southeasterly along a curve concave to the Southwest having a radius of 1065.18 feet, an arc length of 224.59 feet a chord length of 224.18 feet and a chord bearing of South $62^{\circ}37'30''$ East to the Southeast corner of Campus Estates Plat No. 2 as shown in Book G of Plats on Page 75; thence North $33^{\circ}20'19''$ East a distance of 60.00 feet to the Southeast corner of Lot 102 in said Campus Estates Plat No. 2; thence South $56^{\circ}39'41''$ East a distance of 136.25 feet; thence South $38^{\circ}13'14''$ West 21.44 feet; thence North $90^{\circ}00'00''$ East a distance of 38.57 feet to the Northwest corner of the Highland Professional Center Plat No. 2 as shown on the plat recorded in Book K of Plats on page 31; thence South $39^{\circ}09'13''$ West a distance of 204.69 feet to the Southwest corner of Lot 18 in said Highland Professional Center; thence South $21^{\circ}44'42''$ West a distance of 821.30 feet along the Westerly lines of Lots 17, 16, 15 and 14 in said Highland Professional Center, to the Southwest corner of said Lot 14 in said Highland Professional Center; thence South $89^{\circ}03'16''$ West a distance of 379.66 feet along the South line of said Southeast Quarter, to the POINT OF BEGINNING; containing 10.91 acres, more or less; and is subject to easements and restrictions of record.

EXCEPT

Lots 6-7, Lots 11-14, Lot 17, and the North 35 feet of Lot 16, all being situated in Rose Meadows Subdivision to the City of Freeport, being a part of the Southeast Quarter of Section 34, Township 27 North, Range 7 East of the 4th Principal Meridian, Stephenson County, Illinois; according to the Plat thereof recorded August 12, 2004 in Plat Book M, page 167 as Document No. 0058526.

COUNTRYSIDE ESTATES PLAT 14

Connector Strip - 0.45 Acres:

A 3-foot connector strip the centerline of which is described as follows:

Part of Section 27 and Section 34, all being in Township 27 North, Range 7 East of the 4th Principal Meridian, described as follows:

Beginning at the intersection of the centerline of Loras Drive and a line being 1.5 feet West of the East line of the Southeast Quarter of said Section 34; thence Northerly parallel to and 1.5 feet West of the East line of said Section 34 and said Section 27 to the intersection with the centerline of Barley Ridge Trail; thence Southwesterly along the centerline of Barley Ridge Trail to the centerline of Rye Ridge Trail; thence Northwesterly along the centerline of Rye Ridge Trail to the East line of Countryside Estates Plat 14, as located in the East Half of the Southeast Quarter of Section 27, Township 27 North, Range 7 East of the 4th Principal Meridian, City of Freeport, Stephenson County, Illinois; according to the Plat thereof recorded August 1, 2005 in Plat Book M, page 176 as Document No. 20050068470 and the terminus of this description.

Countryside Estates Plat 14 – 5.96 Acres:

Part of the Countryside Estates Plat 14, as located in the East Half of the Southeast Quarter of Section 27, Township 27 North, Range 7 East of the 4th Principal Meridian, City of Freeport, Stephenson County, Illinois; according to the Plat thereof recorded August 1, 2005 in Plat Book M, page 176 as Document No. 20050068470 and more particularly described as follows:

Beginning at the most Northerly corner of Lot 212 as designated upon the plat of Countryside Estates, Plat No. 12, the Plat of which subdivision is recorded in Book M of Plats on pages 92 and 92a in the Recorder's Office of Stephenson County, Illinois; thence South 29°47'30" West, along the West line of Countryside Estates, Plat No. 12, a distance of 463.27 feet; thence South 24°04'22" West, along the Westerly line of Countryside Estates, Plat No. 12, a distance of 200.51 feet; thence South 20°00'00" West, along the Westerly line of Countryside Estates, Plat No. 12 to the Northeast Corner of Lot A in Countryside Estates, Plat No. 10, the Plat of which subdivision is recorded in Book M of Plats on pages 68 and 68a in the Recorder's Office of Stephenson County, Illinois, a distance of 188.39 feet; thence South 17°38'19" West, along the Westerly Line of Countryside Estates, Plat No. 12 and Plat No. 11, a distance of 150.00 feet; thence South 88°02'41" West, along the Southerly line of Lot A in Countryside Estates, Plat No. 10, a distance of 309.50 feet; thence North 01°53'38" West, a distance of 690.99 feet; thence North 19°59'43" East, a distance of 64.66 feet; thence North 01°53'38" West, a distance of 150.00 feet; thence North 88°06'22" East, a distance of 768.93 feet; thence South 17°23'32" West, along the West line of Countryside Estates, Plat No. 12, a distance of 10.60 feet; thence South 88°06'22" West, along the West line of Countryside Estates, Plat No. 12, a distance of 28.51 feet to the Point of Beginning, containing 10.50 acres, more or less.

EXCEPT

Lot 323, Lots 325-327, and Lots 330-331 of Countryside Estates Plat 14, as located in the East Half of the Southeast Quarter of Section 27, Township 27 North, Range 7 East of the 4th Principal Meridian, City of Freeport, Stephenson County, Illinois; according to the Plat thereof recorded August 1, 2005 in Plat Book M, page 176 as Document No. 20050068470

EXCEPT

Beginning at the Northwest corner of Lot 331 of Countryside Estates Plat No. 14; thence South 1 degree 53 minutes 38 seconds East along the West line of said Lot 331, 112.00 feet; thence South 88 degrees 06 minutes 22 seconds West, 140.00 feet; thence North 1 degree 53 minutes 38 seconds West, 112.00 feet; thence North 88 degrees 06 minutes 22 seconds East, 140.00 feet to the point of beginning.

EXCEPT

Beginning at the Northwest corner of Lot 332 in Countryside Estates Plat No. 14; thence North 88 degrees 06 minutes 22 seconds East along the North line of said Lot 332, 118.74 feet; thence South 1 degree 53 minutes 38 seconds East, 112.00 feet; thence South 88 degrees 06 minutes 22 seconds West, 118.74 feet; thence North 1 degree 53 minutes 38 seconds West, 112.00 feet to the point of beginning.

EXCEPT

Commencing at the Southeast corner of Rye Ridge Court and Rye Ridge Trail; thence South 1 degree 53 minutes 38 seconds East, 112.00 feet to the point of beginning; thence North 88 degrees 06 minutes 22 seconds East, parallel with Rye Ridge Trail, 140.00 feet; thence South 1 degree 53 minutes 38 seconds East, 38.00 feet; thence South 79 degrees 21 minutes 45 seconds East, 69.13 feet; thence South 60 degrees 31 minutes 21 seconds West, 194.67 feet; thence Northwest along a curve having a radius of 100.00 feet, an arc length of 50.75 feet, and a chord bearing of North 32 degrees 29 minutes 16 seconds West, 50.27 feet; thence Northerly along a curve having a radius of 220.00 feet, an arc length of 63.00 feet, and a chord bearing of North 10 degrees 05 minutes 51 seconds West, 62.78 feet; thence North 1 degree 53 minutes 38 seconds West, 38.00 feet to the point of beginning.

EXCEPT

Commencing at the Southeast corner of Rye Ridge Court and Rye Ridge Trail; thence South 1 degree 53 minutes 38 seconds East, 112.00 feet; thence North 88 degrees 06 minutes 22 seconds East, parallel with Rye Ridge Trail, 140.00 feet; thence South 1 degree 53 minutes 38 seconds East, 38.00 feet; thence South 79 degrees 21 minutes 45 seconds East, 69.13 feet to the point of beginning; thence South 79 degrees 21 minutes 45 seconds East, 134.68 feet; thence South 24 degrees 04 minutes 22 seconds West, 140.51 feet; thence South 84 degrees 56 minutes 26 seconds West, 166.07 feet; thence North and West along a curve having a radius of 60.00 feet, an arc length of 67.51 feet, and a chord bearing of North 39 degrees 44 minutes 32 seconds West, 64.00 feet; thence along a reverse curve having a radius of 100.00 feet, an arc length of 44.96 feet, and a chord bearing of North 59 degrees 33 minutes 15 seconds West, 44.58 feet; thence North 60 degrees 31 minutes 21 seconds East, 194.67 feet to the point of beginning.

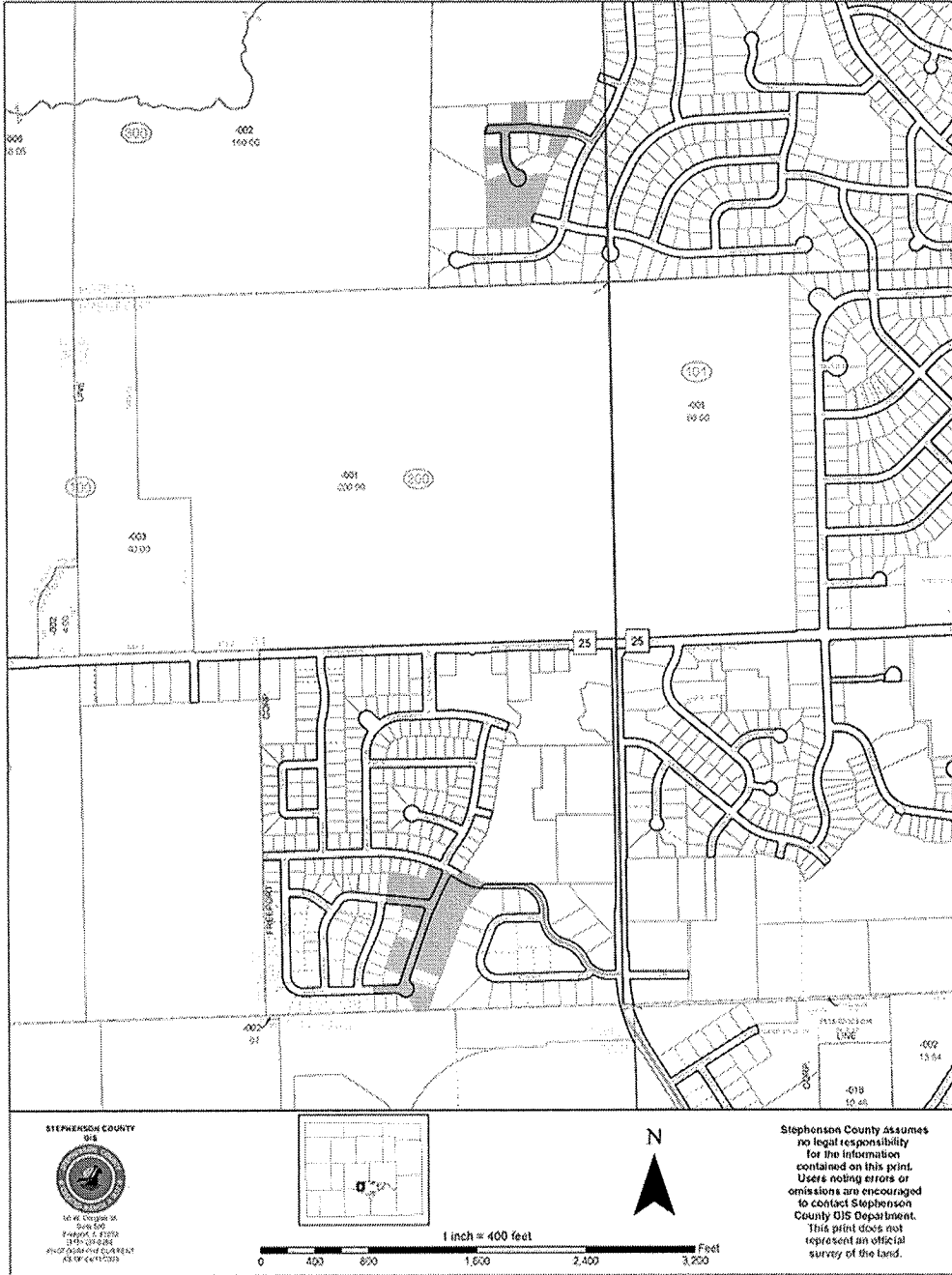
EXCEPT

Commencing at the Northwest corner of said Lot 332; thence South 1 degree 53 minutes 38 seconds East, along the West line thereof, 224.00 feet to the point of beginning; thence North 82 degrees 12 minutes 53 seconds East, 126.14 feet; thence along a curve concave to the Northeast having a radius of 280.00 feet, an arc distance of 86.25 feet, a chord bearing of South 23 degrees 18 minutes 45 seconds East to a point of reverse curve; thence along a curve concave to the Southwest having a radius of 100.00 feet, an arc distance of 11.62 feet, a chord bearing of South 28 degrees 48 minutes 25 seconds East; thence South 69 degrees 3 minutes 32 seconds West, 171.32 feet to a point on the West line of said Lot 332; thence North 01 degree 53 minutes 38 seconds West, along the West line thereof, 132.83 feet to the point of beginning

Exhibit B

Map

STEPHENSON COUNTY GIS



**AGENDA ITEM #VIII-D-4
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF AUDITOR FOR FISCAL YEAR 2017

RECOMMENDATION OF THE PRESIDENT: It is recommended that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2017 at a cost not to exceed \$46,000. The audit will encompass all funds of Highland Community College including State and Federal grant programs.

BACKGROUND: Attached please find a letter submitted by Wipfli outlining professional auditing services to be provided with proposed fees. Auditing services require a high degree of professional skill and thus are one of the few services not subject to public bid law.

Wipfli (formerly Lindgren, Callihan, Van Osdol & Co., Ltd.) has provided audit services to Highland Community College since fiscal year 1982. Audit partner rotation is utilized in order to promote a quality process. Wipfli's fee is comparable to that paid by other Illinois community colleges for similar services. The College has been pleased with the level of services provided by this firm.

BOARD ACTION: _____

WIPFLI
CPAs and Consultants

Wipfli LLP
328 West Stephenson
Freeport, IL 61032-4327
PO Box 567
Freeport, IL 61032-0567
815.233.1512
fax 815.233.1487
www.wipfli.com

January 1, 2017

Audit Committee
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

Dear Audit Committee Members:

We appreciate the opportunity to submit this proposal, at your request, to provide auditing services to Highland Community College for the fiscal year ending June 30, 2017.

Based on our prior experience, we understand your current and future requirements and will be able to effectively meet them. Our Freeport personnel are available on a year-round basis to perform the audit and to help with other issues that may come up during the year; in addition, specialists are readily accessible from our other offices.

Our high level of experience and responsiveness provide our clients with innovative, high quality service on an economical basis. This service helps insure fewer surprises and early identification of problems as well as opportunities.

The College is required to be audited under regulations issued June 24, 1997 by the U.S. Office of Management and Budget (OMB) and under state statutes. We propose that our fee to audit the College records for the year ending June 30, 2017 will not exceed \$46,000, and includes the fee to perform the audit procedures necessary to comply with the Uniform Guidance and general auditing standards. The above fee is based on the assumption that unexpected circumstances will not be encountered during the audit.

Individual program audits are not included in this fee proposal. The fees to audit individual programs are determined by the grantor. For the fiscal year ending June 30, 2016 there were no additional program audits performed.

We will meet in advance with your staff to determine the assistance to be provided and to work out the dates that we may perform our audit fieldwork. This procedure helps us plan the audit more efficiently, which will help minimize your audit fees.

Sincerely,
Wipfli LLP

Matt Schueler

Matt Schueler
Partner

Daniel B. Rowe

Daniel B. Rowe
Senior Manager

**AGENDA ITEM #VIII-D-5
MARCH 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 February 2017 bills, including Board travel.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 323359 through 323752 (including Board travel) amounting to \$1,015,356.88, Automated Clearing House (ACH) debits W0000409 through W0000412 amounting to \$10,825.46 and Electronic Refunds of \$83,916.38 with 4 adjustments of \$170.00 such warrants amounting to \$1,109,928.72. Transfers of funds for payroll amounted to \$535,313.92.

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

BOARD ACTION: _____

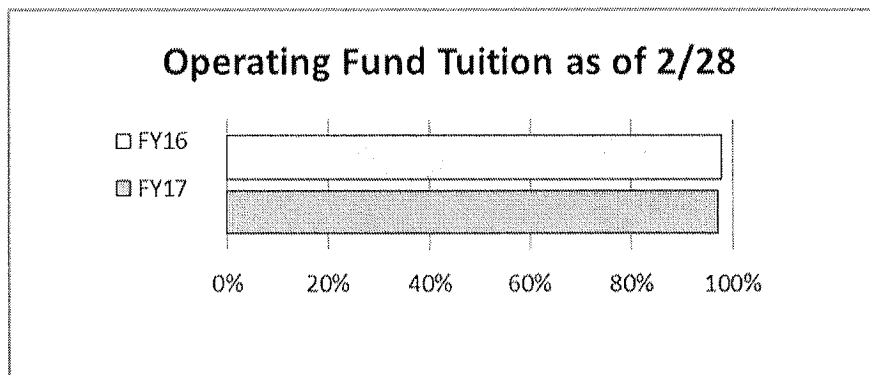
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, February 28, 2017

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$223,248.02	\$416.67	\$0.00	\$223,664.69
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
TOTAL ASSETS	\$398,599.16	\$416.67	\$0.00	\$399,015.83
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	75,862.89	416.67		76,279.56
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
TOTAL	\$398,599.16	\$416.67	\$0.00	\$399,015.83

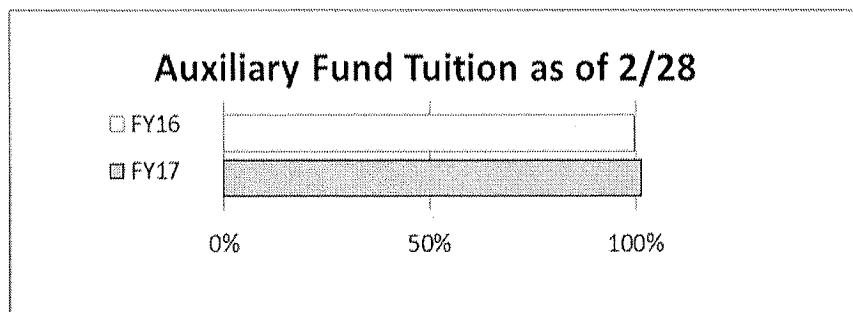
**AGENDA ITEM #IX-A
MARCH 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY17**

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

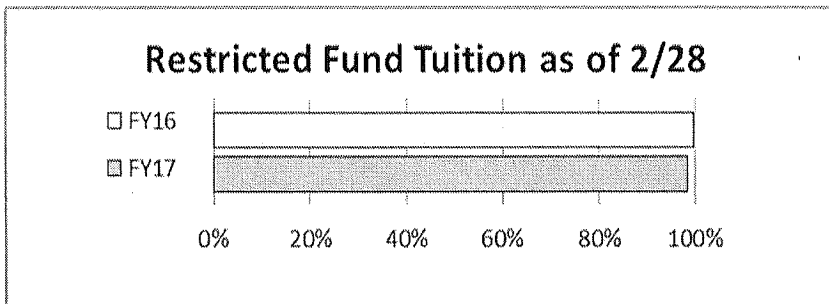
- As of February 28th, we are 66% of the way into FY17.
- **Current Results as of Month End:** The following charts shows the comparison of the FY17 financial results for various items, as labeled, to FY16 results as of February 28th. The FY16 bar is the year-to-date results as of February 28, 2016, divided by the actual year end results for FY16. The FY17 bar is the year-to-date results for February 28, 2017, divided by the annual budgeted amount for FY17.



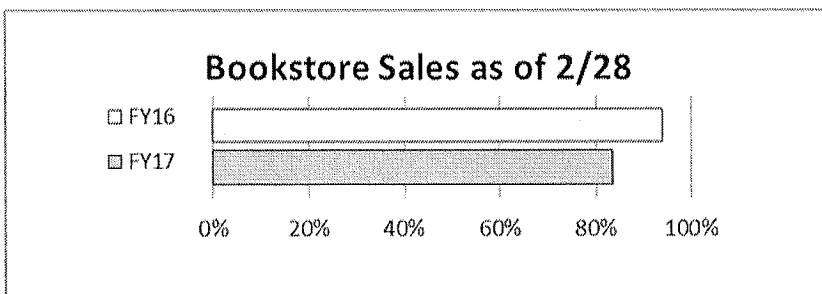
At the time, Operating Fund tuition appears to be about 1% below the budgeted amount for FY17. The total amount budgeted for FY17 is \$5,450,750. A budget shortfall of 1% amounts to about \$55,000.



At this time, Auxiliary Fund tuition revenue, which accounts for the per credit hour activity fee, appears to be about 1% above the budgeted amount for FY17. The total amount budgeted for FY17 is \$245,000. A budget overage of 1% amounts to \$2,450.



At this time, Restricted Fund tuition revenue, which accounts for the per credit hour technology fee, appears to be about 1% below the budgeted amount for FY17. The total amount budgeted for FY17 is \$575,000. A budget shortfall of 1% amounts to \$5,750.



At this time, bookstore sales appear to be about 10% below the budgeted amount for FY17. The total amount budgeted for FY17 is \$968,000. A budget shortfall of 10% amounts to \$96,800. At this time, purchases of textbooks for resale are about \$61,000 under budget. Purchases for resale are made based on faculty textbook selection and projected enrollment in each class.

AGENDA ITEM #IX-A
MARCH 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 February 28, 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	12,488	45.8%
Tuition & Fees	5,450,750	5,296,428	97.2%
Sales & Services	40,950	24,883	60.8%
Facilities Revenue	92,784	63,641	68.6%
Interest on Investments	5,000	6,244	124.9%
Non-Govt. Gifts, Grants	895,131	670,566	74.9%
Miscellaneous	15,563	30,470	195.8%
	-----	-----	-----
Total Revenue	\$13,622,981	\$9,829,125	72.2%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$5,459,756	62.1%
Employee Benefits	2,297,433	1,664,024	72.4%
Contractual Services	741,373	442,955	59.7%
Materials & Supplies	858,507	619,535	72.2%
Conference & Meeting	228,080	95,989	42.1%
Fixed Charges	44,753	32,219	72.0%
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	223,067	63.1%
Transfers (In) Out	(484,827)	-	0.0%
	-----	-----	-----
Total Expenditures	\$13,894,857	\$9,552,304	68.7%
Excess of Revenues Over Expenditures	(\$271,876)	\$276,821	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 2/28/17	\$2,646,035	\$3,194,732	

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

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	1,074	10.9%
Capital Outlay	2,608,937	1,217,692	46.7%
Transfers Out	118,650	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,810,840	\$1,241,582	44.2%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$840,126)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----	-----	-----	
Fund Balance 2/28/17	\$271,709	\$1,442,423	

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

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2017

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$245,000	\$248,643	101.5%
Bookstore Sales	968,000	807,625	83.4%
Athletics	43,430	21,037	48.4%
Other	134,850	155,472	115.3%
	-----	-----	-----
Total Revenue	\$1,391,280	\$1,232,777	88.6%
EXPENDITURES:			

Salaries	\$294,033	\$176,380	60.0%
Employee Benefits	34,325	25,622	74.6%
Contractual Services	75,260	57,867	76.9%
Materials & Supplies	870,042	751,619	86.4%
Conference & Meeting	179,009	101,432	56.7%
Capital Outlay	700	3,844	549.1%
Fixed Charges	1,766	600	34.0%
Utilities	600	957	159.5%
Other Expenditures	15,356	19,314	125.8%
Transfers	(2,932)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,468,159	\$1,137,635	77.5%
Excess of Revenues Over Expenditures	(\$76,879)	\$95,142	
Fund Balance 7/1/16	\$110,376	\$110,376	
	-----	-----	
Fund Balance 2/28/17	\$33,497	\$205,518	

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

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	139,148	53.0%
Other Illinois Sources	101,268	15,620	15.4%
Department of Education	4,773,630	2,672,150	56.0%
Other Federal Sources	73,212	24,302	33.2%
Tuition & Fees	575,000	566,358	98.5%
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	134,394	44.4%
	-----	-----	-----
Total Revenue	\$6,264,727	3,643,949	58.2%
 <u>EXPENDITURES:</u>			
Salaries	\$930,972	\$567,560	61.0%
Employee Benefits	188,425	116,145	61.6%
Contractual Services	513,718	185,059	36.0%
Materials & Supplies	75,602	105,587	139.7%
Conference & Meeting	54,004	24,799	45.9%
Fixed Charges	24,848	427	1.7%
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	2,513,859	57.3%
Transfers out	362,109	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$3,592,621	54.1%
 Excess of Expenditures Over Revenue	(\$371,442)	\$51,328	
 Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 2/28/17	\$491,778	\$914,548	

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

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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 2/28/17	\$13,015	(\$8,969)	

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

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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 2/28/17	\$989,713	\$210,565	

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

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 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	\$185,915	68.0%
Employee Benefits	352,486	242,891	68.9%
Contractual Services	300,512	257,018	85.5%
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	3,089	45.3%
-----	-----	-----	-----
Total Expenditures	\$1,190,724	\$917,364	77.0%
Excess of Revenues Over Expenditures	(\$239,724)	(\$441,395)	
Fund Balance 7/1/16	\$495,540	\$495,540	
-----	-----	-----	
Fund Balance 2/28/17	\$255,816	\$54,145	