

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
June 20, 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: May 16, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial
 - 1. Prevailing Rate of Wages (Page 3)
 - 2. Course and Miscellaneous Fees (Page 26)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. New Differential Position: Agriculture Center Faculty Property Manager (Page 28)
 - 2. First Reading – New Policy 5.083: Fraudulent Conduct (Page 30)
 - C. Personnel (None)
 - D. Financial
 - 1. Interfund Transfer from the Restricted Fund to the Educational Fund (Page 33)
 - 2. Interfund Transfer from Operations and Maintenance, Restricted Fund to Operations and Maintenance Fund (Page 34)
 - 3. Health Insurance Rates and Health Savings Account Option (Page 35)

4. Resolution Identifying Work Contracts to an Installment Purchase Agreement Heretofore Entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll and State of Illinois (Page 37)
5. Resolution Authorizing Modification of Prior Approval of Project "Update Secure Access on Campus" to Use the Allocated Funds for Project "Emergency Systems" and to Authorize Use of Protection, Health, and Safety Funds for Payment of the Same (Handout)
6. Emergency Call Box and Campus Phone System Professional Services Agreement (Handout)
7. Network Upgrades for Emergency Call Box and Campus Phone System Professional Services Agreement (Handout)
8. Payment of Bills and Agency Fund Report (Page 41)

IX. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 43)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

XI. CLOSED SESSION

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

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
- C. Semi-annual Review of All Closed Session Minutes and Tapes

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – July 18, 2017 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center (Note: budget work session begins at 3:00 p.m.)
- B. Next Quarterly Board Retreat – (combined with September regular meeting) September 13, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-1
JUNE 20, 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 and Summer semesters 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
Eric	Korte	6920	PERS011ACC	Int Smartphone	2.5		\$50.00	\$125.00
Michael	Staver	7016	PERS037ICC	New Mexican Cooking	3		\$25.00	\$75.00
Michael	Staver	7017	PERS037JCC	Paella	3		\$25.00	\$75.00
Stacey	McDonald	6935	SPTP160ECC	Ceramics	24		\$20.00	\$480.00
Leanne	Grahame	7580	NURS091ISX	Nursing Asst	4		\$30.00	\$120.00
Leanne	Grahame	6713	NURS091BHX	Nursing Asst Clinical	10		\$30.00	\$300.00
Jessica	Larson	7583	NURS294ISX	Health/Illness Ill Clincial	18		\$38.00	\$684.00
Ellen	Rice			Substitution for Kim Ramirez	TBD		\$21.67	TBD
Other Assignments								
Therol	Anderson			Umpire for 4/28/17 softball games				\$120.00
Gary	Bidzinski			Umpire for 4/29/17 baseball games				\$170.00
James	Mertz			Umpire for 4/28/17 softball games				\$120.00
Kurt	Suhr			Umpire for 4/29/17 baseball games				\$170.00
Matthew	Guschl			Orchestra for 2017 Spring Choral Concert				\$125.00
Camelot Costumes LLC				Wardrobe management for Spring Choral Concert and Royal Scots				\$500.00
Michael	Papinchock			Umpire for 5/3/17 softball games				\$150.00
Megan	Besley			Soloist for 2017 Spring Choral Concert				\$400.00
Tim	Seward			Umpire for 5/3/17 baseball games				\$170.00
Craig	Zimmerman			Umpire for 5/3/17 baseball games				\$170.00
Daniel	Maldonado			Umpire for 5/3/17 softball games				\$150.00
Michael	Beert			Cello for 2017 Spring Choral Concert				\$200.00
Elvert	Williams III			Combo for the Royal Scots performance				\$200.00
Diane	Navickis			Business Institute instructor				\$1,755.86
Rachel	Handlin			Violin I for 2017 Spring Choral Concert				\$200.00
John	Hartman			Piano tuning				\$65.00
Summer								
Kathy	Heid	1301	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00
Alan	Wenzel	1080	SPCH295JXX	Ldrship - Jo Daviess		3	\$1,256.45	\$3,769.35
Robert	Apolloni	1065	ART110A	Intro to Art		3	\$1,256.45	\$1,884.68*
Andrew	Dvorak	1176	POL152B	Am Government		3	\$1,256.45	\$1,884.68*
Paul	Rabideau	1178	PSY161B	Intro to Psychology		3	\$1,256.45	\$3,769.35
Allen	Redford	1085	MUS268HBB	Music of the USA		3	\$1,256.45	\$3,769.35
Kim	Pool			Curriculum Development		3	\$479.40	\$1,438.20
Rachael	Wybourn			Student Tutor Project Succeed	TBD		\$11.00	TBD
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,288.83
Laura	Watson			Chair, Library Services				\$1,288.83
Don	Tresemmer			Math Project Succeed		4	\$464.40	\$1,857.60
Deb	Hamilton			Summer Bridge Project Succeed				\$1,464.00
Jennifer	Marshall			Summer Bridge Project Succeed				\$3,614.00
Kent	Johnson	1072	ENG224Y1	Intro to Poetry		3	\$1,256.45	\$3,769.35
*Prorated based on enrollment								
Summer 2017								
Alicia	Kepner	1229	NURS123AX	Portion of MA Externship		5	\$1,256.45	\$6,282.25
Alicia	Kepner			Coordinator of MA Program		3	\$1,256.45	\$3,769.35
Cassie	Mekeel	1229	NURS123AX	Portion of MA Externship		5	\$1,256.45	\$6,282.25

**AGENDA ITEM #VII-D-1
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PREVAILING RATE OF WAGES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees adopts the attached Resolution regarding the prevailing rate of wages.

BACKGROUND: In order to be in compliance with the Prevailing Wage Act, as defined in the Illinois Compiled Statutes, Highland Community College must pass the attached Resolution in June of each year. This Resolution includes a list of wages, by craft, for Stephenson County furnished to us by the Illinois Department of Labor. A notice of the prevailing wage rates will be published in the newspaper and a copy of the Resolution will be provided to “any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rate and the particular class of workers whose wages will be affected by such rates in the district,” in accordance with the Act.

BOARD ACTION: _____

RESOLUTION - PREVAILING RATE OF WAGES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and,

WHEREAS, the aforesaid Act requires that Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Stephenson, Ogle, Jo Daviess and Carroll Counties, employed in performing construction of public works, for said Illinois Community College District #519; and,

Now, therefore, be it ordained by the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois, as follows:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Stephenson County area as determined by the Department of Labor of the State of Illinois as of June 5, 2017, a copy of that determination being attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Community College District #519 to the extent required by the aforesaid Act.

SECTION 3: The Illinois Community College District #519 Board Secretary shall publicly post or keep available for inspection by any interested party in the main office of Illinois Community College District #519 this determination of such prevailing rate of wage.

SECTION 4: The Illinois Community College District #519 Board Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Illinois Community College District #519 Board Secretary shall promptly file a certified copy of this Resolution with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Illinois Community College District #519 Board Secretary shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Board of Trustees of Illinois Community College District #519 and is effective.

PASSED THIS _____ day of _____, 2017.

APPROVED:

Chair, Board of Trustees

(SEAL)

ATTEST:

Board Secretary

EXHIBIT "A"

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

STEPHENSON COUNTY
PREVAILING WAGE
RATES EFFECTIVE JUNE
5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	BLD		40.03	41.03	1.5	1.5	2.0	8.42	16.55	0.00	0.80
ASBESTOS ABT-MEC	All	BLD		18.95	0.00	1.5	1.5	2.0	2.70	3.35	0.00	0.00
BOILERMAKER	All	BLD		38.00	41.00	2.0	2.0	2.0	7.07	15.99	0.00	0.40
BRICK MASON	All	BLD		39.42	42.17	1.5	1.5	2.0	10.10	12.02	0.00	0.89
CARPENTER	All	BLD		34.21	37.97	1.5	1.5	2.0	10.36	15.55	0.00	0.60
CARPENTER	All	HWY		39.83	40.68	1.5	1.5	2.0	11.50	15.05	0.00	0.49
CEMENT MASON	All	All		34.55	37.30	1.5	1.5	2.0	9.40	17.26	0.00	0.50
CERAMIC TILE FNSHER	All	BLD		33.88	33.88	1.5	1.5	2.0	9.40	5.86	0.00	0.75
COMMUNICATION TECH	All	BLD		38.50	42.35	1.5	1.5	2.0	11.34	13.54	0.00	0.77
ELECTRIC PWR EQMT OP	All	ALL		0.00	0.00	0.0	0.0	0.0	0.00	0.00	0.00	0.00
ELECTRIC PWR EQMT OP	All	HWY		40.59	55.15	1.5	1.5	2.0	5.25	12.59	0.00	0.71
ELECTRIC PWR GRNDMAN	All	All		29.30	51.48	1.5	1.5	2.0	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	All	HWY		32.50	55.15	1.5	1.5	2.0	5.25	10.09	0.00	0.58
ELECTRIC PWR LINEMAN	All	All		45.36	51.48	1.5	1.5	2.0	5.00	14.06	0.00	0.45

ELECTRIC PWR LINEMAN	All	HWY		48.59	55.15	1.5	1.5	2.0	5.25	15.07	0.00	0.85
ELECTRIC PWR TRK DRV	All	All		30.34	51.48	1.5	1.5	2.0	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK DRV	All	HWY		31.40	53.29	1.5	1.5	2.0	5.00	9.73	0.00	0.31
ELECTRICIAN ELEVATOR CONSTRUCTOR	All	BLD		45.00	49.50	1.5	1.5	2.0	11.34	18.23	0.00	0.90
GLAZIER	All	BLD		46.83	52.68	2.0	2.0	2.0	13.57	14.51	3.77	0.60
HT/FROST INSULATOR	All	BLD		38.53	40.53	1.5	1.5	1.5	10.30	8.20	0.00	1.25
IRON WORKER	All	All		33.83	36.87	1.5	1.5	2.0	9.10	20.67	0.00	0.48
LABORER	All	BLD		36.29	38.10	2.0	2.0	2.0	11.94	23.69	0.00	0.60
LABORER	All	BLD		32.33	33.33	1.5	1.5	2.0	8.42	16.55	0.00	0.80
LABORER	All	HWY		37.33	38.33	1.5	1.5	2.0	8.42	16.55	0.00	0.80
LABORER, SKILLED	All	HWY		40.03	40.78	1.5	1.5	2.0	8.42	16.55	0.00	0.80
LATHER	All	BLD		33.34	37.01	1.5	1.5	2.0	9.68	15.25	0.00	0.60
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	0.00
MARBLE FINISHERS	All	BLD		33.88		1.5	1.5	2.0	9.40	5.86	0.00	0.75
MARBLE MASON	All	BLD		36.71	36.96	1.5	1.5	2.0	9.40	8.02	0.00	0.80
MILLWRIGHT	All	BLD		38.52	42.37	1.5	1.5	2.0	9.40	15.00	0.00	0.60
OPERATING ENGINEER	All	BLD	1	44.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	2	44.10	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	3	41.65	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	4	39.65	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	5	48.55	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	6	47.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	BLD	7	44.80	48.80	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	1	44.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	2	44.10	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	3	42.80	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	4	41.35	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	5	39.90	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30

OPERATING ENGINEER	All	HWY	6	47.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
OPERATING ENGINEER	All	HWY	7	45.65	48.65	1.5	1.5	2.0	18.05	12.70	2.35	1.30
PAINTER	All	All		37.55	39.55	1.5	1.5	1.5	10.30	8.20	0.00	1.35
PILEDRIVER	All	BLD		35.21	39.08	1.5	1.5	2.0	10.36	15.55	0.00	0.60
PILEDRIVER	All	HWY		40.83	41.68	1.5	1.5	2.0	11.50	15.05	0.00	0.49
PIPEFITTER	All	All		45.67	48.88	1.5	1.5	2.0	8.58	11.94	0.00	1.53
PIPEFITTER	All	BLD		45.67	48.88	1.5	1.5	2.0	8.58	11.94	0.00	1.53
PLASTERER	All	BLD		35.33	38.86	1.5	1.5	2.0	9.85	14.34	0.00	0.50
PLUMBER	All	All		45.67	48.88	1.5	1.5	2.0	8.58	11.94	0.00	1.53
PLUMBER	All	BLD		45.67	48.88	1.5	1.5	2.0	8.58	11.94	0.00	1.53
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		39.76	42.15	1.5	1.5	2.0	6.50	17.85	0.52	0.37
SPRINKLER FITTER	All	BLD		37.12	39.87	1.5	1.5	2.0	8.42	8.50	0.00	0.35
STONE MASON	All	BLD		39.42	42.17	1.5	1.5	2.0	10.10	12.02	0.00	0.89
TERRAZZO FINISHER	All	BLD		33.88		1.5	1.5	2.0	9.40	5.86	0.00	0.75
TERRAZZO MASON	All	BLD		36.71	36.96	1.5	1.5	2.0	9.40	8.02	0.00	0.80
TILE LAYER	All	BLD		33.34	37.01	1.5	1.5	2.0	9.68	15.25	0.00	0.60
TILE MASON	All	BLD		36.71	36.96	1.5	1.5	2.0	9.40	8.02	0.00	0.80
TRUCK DRIVER	All	All	1	35.02	0.00	1.5	1.5	2.0	8.60	8.60	0.00	0.20
TRUCK DRIVER	All	All	2	35.17	0.00	1.5	1.5	2.0	8.60	8.60	0.00	0.20
TRUCK DRIVER	All	All	3	35.37	0.00	1.5	1.5	2.0	8.60	8.60	0.00	0.20
TRUCK DRIVER	All	All	4	35.48	0.00	1.5	1.5	2.0	8.60	8.60	0.00	0.20
TUCKPOINTER	All	BLD		39.42	42.17	1.5	1.5	2.0	10.10	12.02	0.00	0.89

Explanations

STEPHENSON COUNTY

The following list is considered as those days for which holiday rates

of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for

computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank

cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cassion workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable

or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER/INSPECTOR I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER/INSPECTOR II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment - excluding hose work and any sewer work); Locomotives, All; Lubrication

Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig;
Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump
Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump;
Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill -
Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform
Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine;
Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom,
All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over);
Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front
Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging
Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam
Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch
Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small
Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside

Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill

Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large

self-propelled - excluding walk-behinds and hand-held); Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw,

Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic;

Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the

Department generally has on file such definitions which are available.

If a task to be performed is not subject to one of the

classifications of pay set out, the Department will upon being

contacted state which neighboring county has such a classification and

provide such rate, such rate being deemed to exist by reference in

this document. If no neighboring county rate applies to the task,

the Department shall undertake a special determination, such special

determination being then deemed to have existed under this

determination. If a project requires these, or any classification not

listed, please contact IDOL at 217-782-1710 for wage rates or

clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

LEGAL NOTICE**Notice of Resolution
Prevailing Wage Rates**

TAKE NOTICE that the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College), pursuant to “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, has determined on, and as effective from June 20, 2017, that the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is the same as determined by the Department of Labor of the State of Illinois for Stephenson County as of June 5, 2017. A copy of the full Resolution and the Department of Labor determination is available for inspection by any interested party in the Office of the President of Illinois Community College District #519, 2998 West Pearl City Road, Freeport, IL 61032, and to any employer, and to any association of employers, and to any person or association of employees who have filed, or file their names and addresses, requesting copies of the same.

Illinois Community College District #519 -
Counties of Stephenson, Ogle,
Jo Daviess and Carroll, and State of Illinois

By:
Terri A. Grimes, Board Secretary

**AGENDA ITEM #VII-D-2
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

COURSE AND MISCELLANEOUS FEES

RECOMMENDATION OF THE PRESIDENT: That the fees/charges listed be approved beginning with the Spring 2018 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 increased cost of course supplies or to reflect area service costs.

BOARD ACTION: _____

PROPOSED COURSE FEE CHANGES/ADDITIONS FOR Spring 2018:

Course	Current	Proposed
AUTB180 Basic Auto Electrical Systems	\$45.00	\$50.00
AUTB193 Frame/Body Alignment I	\$55.00	\$60.00
AUTB195 Glass, Upholstery & Trim	\$55.00	\$60.00
AUTB291 Frame/Body Alignment II	\$55.00	\$60.00
AUTB293 Paint Application I	\$80.00	\$85.00
AUTM111 Suspension/Alignment	\$45.00	\$55.00
AUTM113 Brakes	\$45.00	\$55.00
AUTM115 Std Transmissions/Final Drives	\$45.00	\$55.00
AUTM120 Fundamentals of Engines	\$45.00	\$55.00
AUTM122 Engine Components & Construction	\$45.00	\$55.00
AUTM124 Fundamentals of Electricity	\$45.00	\$55.00
AUTM138 Automotive Servicing	\$45.00	\$55.00
AUTM231 Fundamentals of Electronics	\$45.00	\$55.00
AUTM233 Fuel Systems	\$45.00	\$55.00
AUTM235 Electronic Engine Controls	\$45.00	\$55.00
AUTM237 Engine Performance	\$45.00	\$55.00
AUTM238 Adv. Auto Data Analysis	\$45.00	\$55.00
AUTM240 Automatic Transmissions	\$45.00	\$55.00
AUTM242 Automotive Body Electronics	\$45.00	\$55.00
AUTM248 Automotive Air Conditioning	\$45.00	\$55.00
MTEC151 Machine Processes I	\$40.00	\$115.00
SPCH295 Jo Daviess Leadership Forum	\$1450.00	\$1500.00
NURS091 Basic Nursing Assistant	\$135.00	\$150.00
NURS103 Pharmacology	\$10.00	\$50.00
NURS208 Transitions in Nursing	\$50.00	\$150.00
NURS291 Family Nursing	\$115.00	\$125.00
NURS292 Health and Illness II	\$195.00	\$215.00
NURS293 Psychiatric Nursing	\$55.00	\$75.00
NURS294 Health and Illness III	\$240.00	\$250.00

**AGENDA ITEM #VIII-B-1
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW DIFFERENTIAL POSITION
AGRICULTURE CENTER FACULTY PROPERTY MANAGER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new differential position of Agriculture Center Faculty Property Manager. This will be a normal differential entered into the Faculty Senate contract, as negotiated.

BACKGROUND: With the hiring of a second agriculture instructor near the end of the Spring 2017 semester, a proposal was made requesting approval to create a new differential position (Agriculture Center Faculty Property Manager) at Highland Community College. This request was discussed during the negotiation meetings with the Faculty Negotiating Team and the Administration Negotiating Team, which included the President, the Executive Vice President, and the Dean of Business and Technology, who oversees Agriculture. The Faculty Senate President was also consulted regarding this proposed differential. The differential position description on the next page was developed using the procedure as described in the Faculty Senate agreement, and the position has been approved by the Faculty Senate Negotiation leadership.

BOARD ACTION: _____

Differential – Agriculture Center Faculty Property Manager

Rationale

The agriculture program continues to grow and expand and now has access to the 55 acres of land that was donated to the HCC Foundation. One of the main program goals is to use that acreage to create test plots and incorporate the management of the land into the Agri-Business and Management related coursework. The college currently does not have the equipment or related resources to complete all above stated goals. The differential would be created in order to oversee the management of these test plots and any related coursework.

Position Description & Duties

Interested full-time faculty members in the Agriculture department will be selected by the Dean of Business and Technology to serve as Manager of the property beginning the Fall of 2017. The Dean along with the other Agriculture faculty member(s) will coordinate and assist the Manager in their respective assignments. These assignments may include, but are not limited to: deciding which crop will be planted, which fertilizer will be applied, when to harvest, when to apply the fertilizer and securing valuable resources related to planting and harvesting.

Compensation and Term

Based on the essential nature and duties of this position to be performed in addition to normal teaching responsibilities of a full-time faculty member, the compensation will be three contact hours of release time each semester or three hours of overload each semester. It is worth noting that the amount of contact hours for this position may vary as work load varies. Potential variables for adjusting the contact hours include, but are not limited to variations in seasonal work load variations and increases in acreage. Any change in contact hours will need to be negotiated.

**AGENDA ITEM #VIII-B-2
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 5.083
FRAUDULENT CONDUCT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached new policy 5.083, Fraudulent Conduct, which is recommended for inclusion in Chapter V, Finance and Facilities, of the Policy Manual.

BACKGROUND: The new policy, which mirrors policies adopted by other Illinois community colleges, is a result of the Governmental Accounting and Transparency Act. All higher education institutions in Illinois must comply with various requirements in order to maintain eligibility for State funding. The College's existing reporting tool, Maxient, will be used for reports of potential fraudulent activity, at no additional cost. In addition to the policy, employee training must be provided annually. Free resources, available through Cottingham and Butler (the College's health insurance broker) will be used to provide employees with web-based training.

BOARD ACTION: _____

5.083 Fraudulent Conduct (Adopted)

Highland Community College is committed to maintaining the highest standards of conduct and ethics. Toward that end, the College will investigate possible fraudulent use of College resources or property by Board members, administrators, staff, faculty or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.

- For purposes of this policy, fraud may include but is not limited to: Crimes or violations of the law or governmental regulations,
- Financial irregularity,
- Improper use of College funds, property or assets,
- Corruption, malfeasance, bribery, theft, coercion or blackmail, and
- Other unethical conduct.

Fraud is considered the willful or deliberate act or failure to act with the intention to deceive or obtain an unauthorized benefit.

There are situations in which Board members, administrators, staff, faculty, or volunteers may use College resources or property that are not generally considered fraudulent, such as transporting and using College equipment for College purposes. Examples include but are not limited to: use of a College laptop to complete College work off campus and/or transport and/or use of instructional, audio-visual, sports, or other equipment and supplies off campus for College purposes.

All members of the College community are encouraged to report possible fraudulent conduct pursuant to the procedures set forth herein. Members of the College community should refrain from independently investigating concerns, referring all such concerns to the appropriate review team. A review team comprising the Vice President of Administrative Services, Associate Vice President of Human Resources, and an Academic Dean/Associate Dean will conduct and oversee investigations of alleged fraud. If the possible fraudulent conduct involves an individual(s) on the review team, the President will be notified and will designate a replacement.

The College recommends that reports of suspected improper activity be made via the Incident Reporting Form, available at www.highland.edu. Such reports may also be made directly to the College Vice President of Administrative Services. If concerns involve the Vice President of Administrative Services, the Associate Vice President of Human Resources may be notified.

Anonymous Submissions

The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Because investigators are unable to interview anonymous individuals, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated.

Confidentiality

Complaints of possible fraudulent conduct will be handled with discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that such complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of such a complaint, such persons may also have the right to know the identity of the individual reporting concerns.)

Protection

Neither the Board nor individual employees of the College may retaliate against an individual reporting concerns for informing management about an activity which that person believes to be fraudulent. In addition, neither the Board nor individual employees of the College may retaliate against an individual who in good faith cooperates with an investigation. Retaliation is the intent or effect of adversely affecting the terms or conditions of the individual's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Individuals reporting concerns who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Malicious Allegations

Malicious allegations, frivolous claims, individuals who fail to cooperate in good faith (which includes but is not limited to withholding information or providing false information) with an investigation by the review team, and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

Individuals who believe that they have been a victim of or are being wrongly accused of making malicious allegations, frivolous claims, failing to cooperate with an investigation (which includes but is not limited to withholding information or providing false information) by the review team, and/or attempts to treat a personal grievance or dispute as an allegation of wrongdoing may file a written complaint with the President or the Chair of the Board of Trustees. Any such complaint will be promptly investigated and appropriate corrective measures taken if allegations are substantiated.

**AGENDA ITEM #VIII-D-1
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE RESTRICTED FUND
TO THE EDUCATIONAL FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Restricted Fund to the Educational Fund in the amount of \$325,000 in order to support health insurance premium costs accounted for in the College's operating funds.

BACKGROUND: The budget center that has accumulated the funds requested for transfer was previously used to account for the College's self-funded health insurance plan. The College changed to a fully insured health plan in FY16 and does not anticipate any further expenses related to the self-funded plan. Premiums for the fully insured plan are paid primarily out of the Educational Fund and are for employees who serve an educational purpose. Due to the continuation of the budget impasse, the College needs to utilize these funds to support health insurance premium costs. This transfer will deplete the fund balance by about half and was included in the FY17 permanent budget.

BOARD ACTION: _____

AGENDA ITEM #VIII-D-2
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE,
RESTRICTED FUND TO OPERATIONS AND MAINTENANCE FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance, Restricted Fund to the Operations and Maintenance Fund in the amount of \$68,650 in order to support the College's operations.

BACKGROUND: The budget centers that have accumulated the funds requested for transfer were historically used for building related projects. In years in which the College had an operating surplus, funds were transferred to the Operations and Maintenance, Restricted Fund from the Operations and Maintenance Fund to support future building related expenses, deferred maintenance, and/or projects. Due to the continuation of the budget impasse, the College needs to utilize these funds for building operations. This transfer will deplete the available funds in the Operations and Maintenance, Restricted Fund by about 20% and was included in the FY17 permanent budget.

BOARD ACTION: _____

**AGENDA ITEM #VIII-D-3
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

HEALTH INSURANCE RATES AND HEALTH SAVINGS ACCOUNT OPTION

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establish the following monthly rates for medical, dental, and vision insurance during FY18 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 824.12	Retiree Only	\$ 824.12
Family Plan	\$2,060.27	Retiree with Family Plan	\$2,060.27

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 762.12	Retiree Only	\$ 762.12
Family Plan	\$1,905.26	Retiree with Family Plan	\$1,905.26

Dental (Blue Cross Blue Shield):

Employee Only	\$ 29.11	Retiree Only	\$ 29.11
Employee + Spouse	\$ 59.22	Retiree + Spouse	\$ 59.22
Employee + Child(ren)	\$ 61.13	Retiree + Child(ren)	\$ 61.13
Family Plan	\$ 109.16	Retiree with Family Plan	\$ 109.16

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

BACKGROUND: The Administrative and Faculty negotiations teams reviewed many options for sustaining a health plan that meets the goals of providing participants protection from catastrophic financial loss, providing participants with choices in health care options, and helping the College remain sustainable and competitive. After thorough review of many options, it was determined that the College would continue to offer two medical plan options: a Blue Cross Blue Shield PPO plan and a Blue Cross Blue Shield HDHP, both of which are similar to the plans offered in FY17.

The College will move to Blue Cross Blue Shield for both dental and vision insurance from Ameritas and VSP, respectively. The plan designs and providers are similar to those offered in FY17. Blue Cross Blue Shield offered a discounted renewal for medical insurance premiums due

BOARD ACTION: _____

to the College purchasing dental and vision coverage from Blue Cross Blue Shield, resulting in lower overall costs for FY18 as compared to FY17.

The College contributed 82% toward the cost of medical and dental premiums for current employees in FY17 and does not contribute toward the cost of retiree premiums. The College contribution toward the cost of employee medical and dental premiums may change for FY18. The voluntary vision plan premium is paid 100% by employees.

**AGENDA ITEM #VIII-D-4
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT
PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY COMMUNITY
COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS,
AND CARROLL AND STATE OF ILLINOIS**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the following Resolution:

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

BACKGROUND: As part of the 2014 bond issuance in the amount of \$3,300,000, the College adopted a Resolution on July 15, 2014, to provide for the issuance of debt certificates. The debt certificate Resolution included a requirement for the Board to consider the attached Resolution which “identifies all or a designated portion of each Work Contract to the Installment Purchase Agreement between the District and the Seller-Nominee of the Project”. In other words, the Board must periodically approve a listing that specifies the purchases made with funds received as part of the bond issuance process to renovate, equip, or improve the College.

The attached Resolution includes a listing of expenditures made (by project), the contractor or vendor to whom the payment was made, and the amount of such payments for the period July 1, 2016 through May 31, 2017. (The Board approved a Resolution in November of 2015 for expenses through September 30, 2015, and in August of 2016 for expenses from October 1, 2015 through June 30, 2016.) Multiple payments to one vendor for a particular project are combined. All payments have already been approved by the Board through the monthly approval of the payment of bills. The College has followed any other necessary state regulations or Board policies related to purchasing and selection of vendors. The attached Resolution simply identifies the expenses as those made with funds received as part of the bond issuance process, as required.

BOARD ACTION: _____

RESOLUTION identifying work contracts to an Installment Purchase Agreement heretofore entered into by Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

* * *

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a Community College District of the State of Illinois operating under and pursuant to the Public Community College Act of the State of Illinois (the "*Public Community College Act*"), the Local Government Debt Reform Act of the State of Illinois (the "*Debt Reform Act*"), and in particular, the provisions of Section 17(b) of the Debt Reform Act (the "*Installment Purchase Provisions*"), and all other Omnibus Bond Acts of the State of Illinois, in each case, as supplemented and amended (collectively "*Applicable Law*"); and

WHEREAS, on the 15th day of July, 2014, the Board of Trustees of the District (the "*Board*") adopted a resolution (the "*Certificate Resolution*") entitled:

RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and for the issue of not to exceed \$3,250,000 Debt Certificates, Series 2014, of said Community College District, evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates.

; and

WHEREAS, this Resolution does hereby incorporate by reference the definitions, terms, and provisions of the Certificate Resolution; and

WHEREAS, the Certificate Resolution provides that Work Contracts shall be identified to the Agreement so as to permit the disbursement of Certificate proceeds for the purpose of making payments on the Agreement; and

WHEREAS, it is the purpose of this Resolution to identify Work Contracts to the Agreement:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Procedure for Identification. Contracts (“*Work Contracts*”) have been or shall be awarded, from time to time, by the Board for work on the Project; and the Board represents and covenants that each Work Contract has been or will be let in strict accordance with the applicable laws of the State of Illinois, and the rules and procedures of the District for same. In Section 3 of this Resolution or pursuant to resolution or resolutions previously or to be duly adopted, the Board has previously or shall identify all or a designated portion of each Work Contract to the Agreement. This Resolution and any such other resolution has been or shall be filed of record with the Secretary and Treasurer of the Board. The adoption and filing of any such resolution and the Work Contracts with such officers shall constitute authority for the Treasurer to make disbursements from the Project Fund to pay amounts due under such Work Contracts from time to time, upon such further resolutions, order, vouchers, warrants, or other proceedings as are required under the applicable laws of the State of Illinois, and the rules and procedures of the District for same. No action need be taken by or with respect to the contractors

and vendors under the Work Contracts as, pursuant to the Installment Purchase Provisions, the Treasurer acts as Nominee-Seller of the Project for all purposes, enabling the issuance of the Certificates.

Section 3. Identification of Work Contracts. The following Work Contracts are hereby identified to the Agreement:

<u>Brief Description of Work Contract/Expenditure</u>	<u>Name of Contractor/Vendor</u>	<u>Identified Amount</u>
Chemistry Lab and Stockroom Renovation	Richard L. Johnson Assoc., Inc.	11,693
Chemistry Lab and Stockroom Renovation	Larson & Larson Builders, Inc.	382,023
Chemistry Lab and Stockroom Renovation	Conference Technologies Inc.	10,128
Chemistry Lab and Stockroom Renovation	Midwest Educational Furnishings, Inc.	3,981
Restroom Improvements	Richard L. Johnson Assoc., Inc.	5,154
Restroom Improvements	Rockford Structures	118,628
Technology, Campus Network	Paragon Development, Inc.	45,333

Section 4. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted _____, 20__.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-8
JUNE 20, 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 May 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 324871 through 325223 amounting to \$743,667.73, Automated Clearing House (ACH) debits W0000422 through W0000423 amounting to \$10,378.49, Other Debits D0000067 through D0000069 amounting to \$44,651.25, and Electronic Refunds of \$3,026.00, with 0 adjustments, such warrants amounting to \$801,723.47. Transfers of funds for payroll amounted to \$536,612.60.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for May consist of bookstore buyback \$44,600.00 and \$51.25 to replenish petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

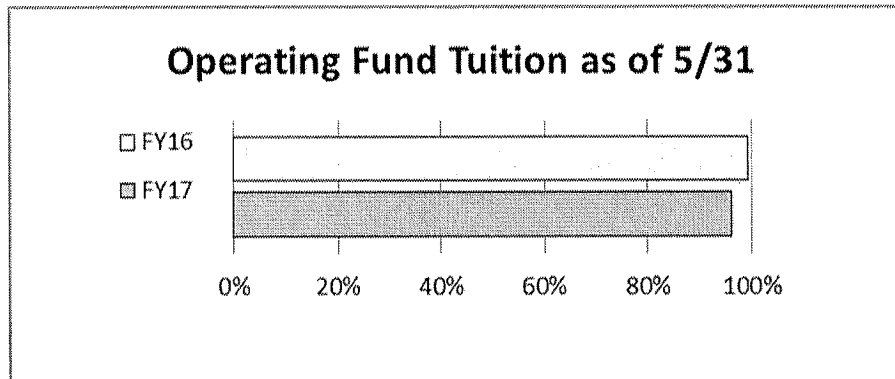
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, May 31, 2017**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$224,914.70	\$416.67	\$0.00	\$225,331.37
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	\$400,265.84	\$416.67	\$0.00	\$400,682.51
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	77,529.57	416.67		77,946.24
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	\$400,265.84	\$416.67	\$0.00	\$400,682.51

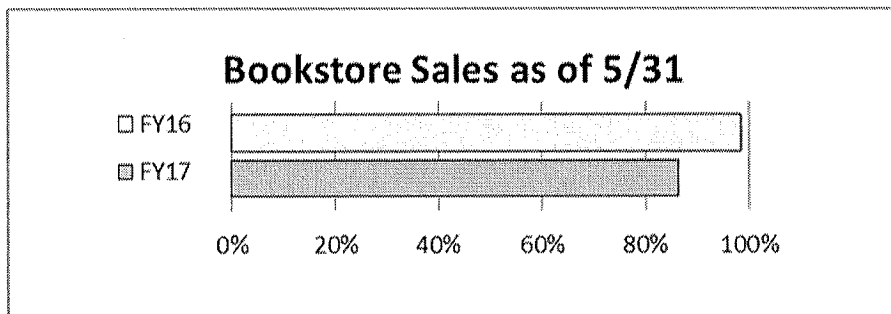
**AGENDA ITEM #IX-A
JUNE 20, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY17**

**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE
(cash basis, encumbrances included)**

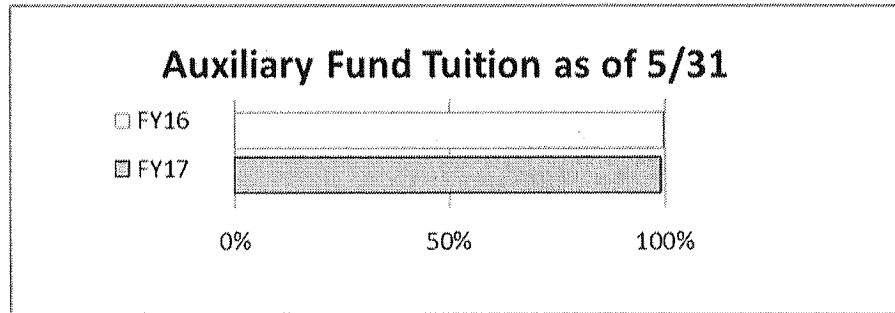
- As of May 31st, the College has received \$620,307 in unrestricted funding and \$195,043 in restricted funding from the State. Budgeted amounts for these funds are \$738,961 and \$462,294, respectively. There have been no student MAP grant funds been received for the 2016-2017 academic year.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY16 results to FY17 results as of May 31st. The FY16 bar is the year-to-date results as of May 31, 2016, divided by the actual year end results for FY16. The FY17 bar is the year-to-date results for May 31, 2017, divided by the annual budgeted amount for FY17.



Impact = FY17 appears to be about 3% less than the amount budgeted. This amounts to about \$163,000.



Impact = FY17 sales may be \$116,000 less than budgeted; however, net income may be on budget due to lower costs of items purchased for resale. If a deficit in the fund occurs, a transfer from the Operating Funds may be required.



Impact = FY17 may be \$2,500 less than budgeted.

AGENDA ITEM #IX-A
JUNE 20, 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 May 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	\$2,949,721	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	366,425	86.2%
Dept. of Educ.	8,300	975	11.7%
Other Federal Sources	27,241	20,156	74.0%
Tuition & Fees	5,450,750	5,239,331	96.1%
Sales & Services	40,950	44,624	109.0%
Facilities Revenue	92,784	89,977	97.0%
Interest on Investments	5,000	7,436	148.7%
Non-Govt. Gifts, Grants	895,131	670,566	74.9%
Miscellaneous	15,563	41,261	265.1%
	-----	-----	
Total Revenue	\$13,622,981	\$10,050,779	73.8%
<u>EXPENDITURES:</u>			
Salaries	\$8,789,769	\$7,533,553	85.7%
Employee Benefits	2,297,433	2,052,245	89.3%
Contractual Services	741,373	607,629	82.0%
Materials & Supplies	858,507	800,257	93.2%
Conference & Meeting	228,080	143,656	63.0%
Fixed Charges	44,753	45,463	101.6%
Debt Certificate Payment	439,132	404,566	92.1%
Utilities	627,251	602,885	96.1%
Capital Outlay	-	12,983	100.0%
Other Expenditures	353,386	290,385	82.2%
Transfers (In) Out	(484,827)	(88,109)	18.2%
	-----	-----	
Total Expenditures	\$13,894,857	\$12,405,513	89.3%
Excess of Revenues Over Expenditures	(\$271,876)	(\$2,354,734)	
Fund Balance 7/1/16	2,917,911	2,917,911	
	-----	-----	
Fund Balance 5/31/17	\$2,646,035	\$563,177	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$800,000	\$400,244	50.0%
Interest on Investments	-	1,212	100.0%
-----	-----	-----	-----
Total Revenue	\$800,000	\$401,456	50.2%
EXPENDITURES:			

Contractual Services	73,418	23,052	100.0%
Materials & Supplies	9,835	1,473	15.0%
Capital Outlay	2,608,937	1,244,622	47.7%
Transfers Out	118,650	50,000	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,810,840	\$1,319,147	46.9%
Excess of Revenues Over Expenditures	(\$2,010,840)	(\$917,691)	
Fund Balance 7/1/16	\$2,282,549	\$2,282,549	
-----	-----	-----	
Fund Balance 5/31/17	\$271,709	\$1,364,858	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent

Tuition and Fees	\$245,000	\$243,332	99.3%
Bookstore Sales	968,000	837,188	86.5%
Athletics	43,430	26,637	61.3%
Other	134,850	306,479	227.3%

Total Revenue	\$1,391,280	\$1,413,636	101.6%
EXPENDITURES:			

Salaries	\$294,033	\$239,370	81.4%
Employee Benefits	34,325	31,356	91.4%
Contractual Services	75,260	73,177	97.2%
Materials & Supplies	870,042	871,868	100.2%
Conference & Meeting	179,009	164,495	91.9%
Capital Outlay	700	4,877	696.7%
Fixed Charges	1,766	3,457	195.8%
Utilities	600	600	100.0%
Other Expenditures	15,356	23,605	153.7%
Transfers	(2,932)	-	0.0%

Total Expenditures	\$1,468,159	\$1,412,805	96.2%
Excess of Revenues			
Over Expenditures	(\$76,879)	\$831	
Fund Balance 7/1/16	\$110,376	\$110,376	

Fund Balance 5/31/17	\$33,497	\$111,207	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,786	\$40,275	37.7%
Adult Education	262,342	139,148	53.0%
Other Illinois Sources	101,268	15,620	15.4%
Department of Education	4,773,630	4,315,342	90.4%
Other Federal Sources	73,212	32,697	44.7%
Tuition & Fees	575,000	552,740	96.1%
Sales & Service Fees	28,852	29,134	101.0%
Interest	19,677	21,307	108.3%
Non-govt. Gifts, Grants	21,000	1,643	7.8%
Other	302,960	221,235	73.0%
	-----	-----	-----
Total Revenue	\$6,264,727	5,369,141	85.7%
<u>EXPENDITURES:</u>			
Salaries	\$930,972	\$709,393	76.2%
Employee Benefits	188,425	139,566	74.1%
Contractual Services	513,718	446,591	86.9%
Materials & Supplies	75,602	146,348	193.6%
Conference & Meeting	54,004	35,363	65.5%
Fixed Charges	24,848	614	2.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	48,365	109.8%
Other Expenditures	53,453	57,464	107.5%
Financial Aid	4,384,831	4,026,829	91.8%
Transfers out	362,109	37,109	0.0%
	-----	-----	-----
Total Expenditures	\$6,636,169	\$5,647,642	85.1%
Excess of Expenditures Over Revenue	(\$371,442)	(\$278,501)	
Fund Balance 7/1/16	863,220	863,220	
	-----	-----	
Fund Balance 5/31/17	\$491,778	\$584,719	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,020	50.0%
	-----	-----	-----
Total Revenue	\$44,000	\$22,020	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)	(\$22,980)	
Fund Balance 7/1/16	\$14,015	\$14,015	
	-----	-----	
Fund Balance 5/31/17	\$13,015	(\$8,965)	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,696,556	\$853,345	50.3%
Interest	-	-	100.0%
	-----	-----	-----
Total Revenue	\$1,696,556	\$853,345	50.3%
EXPENDITURES:			

Fixed Charges	\$1,705,013	\$1,640,475	96.2%
Other Expenditures	-	950	100.0%
	-----	-----	-----
Total Expenditures	\$1,705,013	\$1,641,425	96.3%
Excess of Revenues Over Expenditures	(\$8,457)	(\$788,080)	
Fund Balance 7/1/16	\$998,170	\$998,170	
	-----	-----	
Fund Balance 5/31/17	\$989,713	\$210,090	

AGENDA ITEM #IX-A
 JUNE 20, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$951,000	\$476,042	50.1%
Other	-	-	0.0%
-----	-----	-----	-----
Total Revenue	\$951,000	\$476,042	50.1%
EXPENDITURES:			

Salaries	\$273,215	\$246,439	90.2%
Employee Benefits	352,486	287,579	81.6%
Contractual Services	300,512	261,597	87.1%
Materials & Supplies	19,658	5,316	27.0%
Conference & Meetings	15,700	4,587	29.2%
Fixed Charges	222,331	220,811	99.3%
Utilities	6,822	3,952	57.9%
-----	-----	-----	-----
Total Expenditures	\$1,190,724	\$1,030,281	86.5%
Excess of Revenues Over Expenditures	(\$239,724)	(\$554,239)	
Fund Balance 7/1/16	\$495,540	\$495,540	
-----	-----	-----	
Fund Balance 5/31/17	\$255,816	(\$58,699)	