

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting  
July 18, 2017

Robert J. Rimington Board Room (H-228)  
Highland Community College Student/Conference Center  
Freeport, Illinois

**3:00 p.m. Budget Work Session**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     June 7, 2017 Board Retreat  
                                      June 20, 2017 Audit & Finance Committee Meeting  
                                      June 20, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
  - A. Academic (None)
  - B. Administration
    - 1. Curriculum & Instruction Committee Report (Page 1)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 4)
  - D. Financial
- VIII. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – New Policy 5.083: Fraudulent Conduct (Page 8)
  - C. Personnel (None)
  - D. Financial
    - 1. Tentative Budget for Fiscal Year 2018 (Page 11)
    - 2. Broadband Internet Service Contract (Page 34)
    - 3. Contract for Website Redesign, Hosting, and Development (Handout)
    - 4. Payment of Bills and Agency Fund Report (Page 36)

IX. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 38)
- B. Student Trustee
- C. Audit & 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

**XII. ACTION, IF NECESSARY**

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
  - 1. Appointment: Music Instructor
  - 2. Appointment: Coordinator, Nursing/Allied Health Programs
- 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
  - 1. Faculty Contract

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – August 15, 2017 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – (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-B-1  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICULUM & INSTRUCTION COMMITTEE REPORT**

**RECOMMENDATION OF THE PRESIDENT:** That the attached report of the course and curriculum changes for the July 1, 2016 through June 30, 2017 period be approved.

**BACKGROUND:** The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees approval of the course and curriculum changes. In this FY17 report there were:

FY17

7 course additions  
17 course changes  
4 curriculum changes

FY16

25 course additions  
4 curriculum additions  
25 course changes  
6 course withdrawals  
10 curriculum changes

FY15

13 course additions  
4 curriculum addition  
42 course changes  
5 curriculum changes  
29 course withdrawals  
1 curriculum withdrawal

FY14

14 course additions  
1 curriculum addition  
10 course changes  
1 curriculum change  
11 course withdrawals

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

**Curriculum & Instruction  
FY17**

**COURSE CHANGES**

NURS091 Basic Nurse Assistant – updated course description **Approved by C&I 9/16**  
 DRAF101 Drafting Fundamentals I – changed course number to 106 and changed prerequisite to DRAF105 or DRAF151 w/C or better or consent of instructor **Approved by ICCB 9/16**  
 DRAF151 Engineering Graphics – changed prerequisite to DRAF105 with a C or better or consent of instructor **Approved by C&I 9/16**  
 DRAF260 CAD-3D Solid Modeling – changed prerequisite to DRAF105 with a C or better or consent of instructor **Approved by C&I 9/16**  
 MTEC270 CNC Mill I – changed prerequisite to MATH111 w/ a C or better or MATH159 with a C or better and MTEC151 with a C or better or concurrent enrollment or consent of instructor **Approved by C&I 9/16**  
 MTEC280 CNC Lathe I – changed prerequisite to MATH111 with a C or better or MATH159 with a C or better and MTEC151 with a C or better or concurrent enrollment or consent of instructor **Approved by C&I 9/16**  
 AGOC240 Farm Business Records & Analysis – changed title to Farm Business Management; prerequisite to AGRI184 with a C or better or consent of instructor; updated course description **Approved by ICCB 10/16**  
 MATH058 Pre-Algebra I – updated course description **Approved by C&I 10/16**  
 MATH059 Pre-Algebra II – updated course description **Approved by C&I 10/16**  
 AUTM238 Adv. Automotive Data Analysis – changed prerequisites to AUTM233, 235, and 237 all with a grade of C or better, or consent of instructor. **Approved by C&I 12/16**  
 AUTM248 Automobile Heating & Air conditioning – changed prerequisites to AUTM233, 235, and 237 all with a grade of C or better, or consent of instructor. **Approved by C&I 12/16**  
 AUTM237 Engine Performance – changed from 3 credits, 0 lecture, 7 lab to 3 credits, 1 lecture 4 lab. **Approved by ICCB 12/16**  
 AUTB180 Basic Auto Electrical Systems – changed from 3 credits, 1 lecture, 4 lab to 4 credits, 2 lecture 4 lab. **Approved by ICCB 12/16**  
 ENGL121 Rhetoric and Composition I – updated course outcomes **Approved by C&I 2/17**  
 AGOC126 Soils and Fertilizers – changed to AGOC285 Soil Fertility and Fertilizers, 3 credits, 2 lecture, 2 lab **Approved by ICCB 2/17**  
 DRAF102 – Drafting Fundamentals II – changed course number to 107 and changed prerequisite to DRAF106 Drafting Fundamentals I **Approved by ICCB 4/17**  
 NURS208 LPN Transitions Course – changed from 3 credits, 3 lecture to 2 credits, 2 lecture. **Approved by ICCB 4/17**

**NEW COURSES**

AGOC101 Agricultural Occupations – 1 credit, 1 lecture **Approved by ICCB 10/16**  
 AGOC287 Precision Farming Technology – 3 credits, 2 lecture, 2 lab **Approved by ICCB 10/16**

AGOC291 Plant Pest Identification & Control – 3 credits, 2 lecture, 2 lab **Approved by ICCB 2/17**

CJS208 Introduction to Terrorism – 3 credits, 3 lecture **Approved by ICCB 11/16**

SPCH220 Interpersonal Communication – 3 credits, 3 lecture **Approved by ICCB 11/16**

THEA201 Play Analysis for Production – 3 credits, 3 lecture **Approved by ICCB 11/16**

BIOL145 Human Biology – 3 credits, 3 lecture **Approved by ICCB 4/17**

## **CURRICULUM CHANGES**

Autobody AAS – changed from 66 credit hours to 62 credit hours **Approved by ICCB 12/16**

Automotive AAS – changed from 69 credit hours to 67 credit hours **Approved by ICCB 2/17**

Information Technology – Healthcare AAS – changed from 63 credit hours to 62 credit hours

**Approved by ICCB 5/17**

Clerical Business certificate – changed from 17 credit hours to 18 credit hours **Approved by ICCB 5/17**

**AGENDA ITEM #VII-C-I  
JULY 18, 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: \_\_\_\_\_

Summer 2017				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Fine Arts</b>								
Dagny	Brandt			Youth Director for Annie				\$1,000.00
Laura	Early			Stage Director for Annie				\$1,500.00
Alex	Jansen			Light Designer for Annie				\$2,000.00
Sarah	Long			Choreographer for Annie				\$1,000.00
Allen	Redford			Musical Director for Annie				\$1,500.00
Dave	Vrtol			Set Designer for Annie				\$4,000.00
<b>Success Center</b>								
Elizabeth	Niesman	1161	COMM087	Writing Workshop		1	\$535.91	\$444.81*
Elizabeth	Niesman	1163	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	1164	LIBS199Y1A	FYES		2	\$535.91	\$1,071.82
Vicki	Schulz	1162	LIBS199HBB	FYES		2	\$628.22	\$1,256.44
Debra	Hamilton	1354	CEDO20ACC	Fast Forward Math				\$747.90
<b>Nursing/Allied Health</b>								
Jessica	Larson	1187	NURS091HBX	BNA Lab		2.7	\$1,256.45	\$3,392.42
Cassie	Mekeel	1190	NURS091HBH	BNA		5.5	\$1,256.45	\$6,910.48
Cassie	Mekeel	1187	NURS091HXB	Portion of BNA Lab		1.35	\$1,256.45	\$1,696.21
Shelly	Morgan	1186	NURS091HBB	BNA		5.5	\$1,256.45	\$6,910.48
Shelly	Morgan	1191	NURS091BHX	BNA Lab		2.7	\$1,256.45	\$3,392.42
Karla	Noller	1297	NURS091HBC	BNA	37.5		\$30.00	\$1,125.00
Karla	Noller	1298	NURS091HXX	BNA Lab	40		\$30.00	\$1,200.00
Elizabeth	Priller	1188	NURS091BXH	BNA Lab	40		\$30.00	\$1,200.00
Kay	Sperry	1195	NURS296HBX	Physical Assessment Lab		2.16	\$1,256.45	\$2,713.94
Kay	Sperry	1194	NURS296HBX	Physical Assessment		2	\$1,256.45	\$2,512.90
Kay	Sperry	1308	NURS296HBB	Physical Assessment		2	\$1,256.45	\$2,512.90
Kay	Sperry	1307	NURS296HXB	Physical Assessment Lab		2.16	\$1,256.45	\$2,713.94
Kay	Sperry	1187	NURS091HXB	Portion of BNA Lab		1.35	\$1,256.45	\$1,696.21
Laura	Weter	1196	NURS293HB	Psychiatric Nursing		4	\$1,256.45	\$5,025.80
Laura	Weter	1197	NURS293HBX	Psychiatric Nursing Lab		2.16	\$1,256.45	\$2,713.94
<b>Science/Math</b>								
Karla	Giuffre	1001	BIOL117Y1	Nutrition		3	\$1,256.45	\$3,769.35
Juliet	Moderow	1324	BIOL120A	Foundations A&P		4	\$1,256.45	\$5,025.80
Juliet	Moderow	1325	BIOL120AX	Foundations A&P Lab		1.8	\$1,256.45	\$2,261.61
Steve	Simpson	1152	GEOL205HB	Field Geology/Paleontology		1	\$1,256.45	\$1,256.45
Steve	Simpson	1165	GEOL205HBX	Field Geology/Paleontology Lab		1.8	\$1,256.45	\$2,261.61
John	Sullivan	1003	CHEM120HBX	Elem Gen Chem Lab		1.8	\$1,256.45	\$2,261.61
John	Sullivan	1002	CHEM120HBX	Elem Gen Chem		3	\$1,256.45	\$3,769.35
<b>MAC</b>								
Debra	Hamilton		MATH N1	MAC Lab		2.5	\$464.40	\$1,161.00
Ellen	McGinnis		MATH A1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH B1	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH N1	MAC Lab		2.5	\$479.40	\$1,198.50

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY	
<b>Lifelong Learning</b>									
Roger	Goodspeed	7054	SPTP160NCC	Watercolor Workshop (spring)	16		\$37.50	\$600.00	
Doug	Meyers	1214	PERS011CCC	App Attack	15		\$20.00	\$300.00	
Doug	Meyers	1217	PERS011GC	Make 1st Video Games	15		\$20.00	\$300.00	
Doug	Meyers	1216	PERS011FCC	Make 1st Video Games	15		\$20.00	\$300.00	
Doug	Meyers	1218	PERS011HCC	Minecraft Modders	15		\$20.00	\$300.00	
Doug	Meyers	1219	PERS011ICC	Minecraft Modders	15		\$20.00	\$300.00	
Doug	Meyers	1220	PERS011JCC	Lego Games	15		\$20.00	\$300.00	
Doug	Meyers	1224	PERS011NCC	Minecraft Designers	15		\$20.00	\$300.00	
Doug	Meyers	1225	PERS011OCC	Minecraft Designers	15		\$20.00	\$300.00	
Doug	Meyers	1212	PERS011ACC	Minecraft Animators	15		\$20.00	\$300.00	
Doug	Meyers	1215	PERS011ECC	App Attack	15		\$20.00	\$300.00	
Doug	Meyers	1222	PERS011LCC	Code Breakers	15		\$20.00	\$300.00	
<b>Business/Technology</b>									
Jennifer	Alderman	1087	ACCT105Y2	Elements of Accounting		3	\$1,256.45	\$3,769.35	
Amy	Chamberlin		Cosmetology Classes				5	\$1,256.45	\$6,282.25
Justin	Ebert	1102	AGOC229Y2	Agri Business Seminar		3	\$1,256.45	\$1,884.68*	
Justin	Ebert	1282	AGOC291HB	Plant Pest ID and Control		3	\$1,256.45	\$2,864.71*	
Justin	Ebert	1101	OCED290A	Work PI Exp-AG		4	\$1,256.45	\$2,512.90*	
Joseph	Grove	1052	BUSN121Y2	Intro To Business		3	\$1,256.45	\$1,884.68*	
Joseph	Grove	1050	ECON111Y2	Prin of Economics I-Macro		3	\$1,256.45	\$3,769.35	
Joseph	Grove	1051	ECON112Y2	Prin of Economics II-Micro		3	\$1,256.45	\$2,261.61*	
Denise	Johnson		Office Tech Classes				5	\$1,256.45	\$6,282.25
Melissa	Johnson	1276	ECE204Y1	Exceptional Child ECE		3	\$628.22	\$376.93*	
Jeremy	Monigold	1180	BUSN141HBA	Business Communications		3	\$1,256.45	\$3,769.35	
Jeremy	Monigold	1054	INFT180HB	Intro to Information Systems		3	\$1,256.45	\$3,769.35	
Jeremy	Monigold	1055	INFT180Y1	Intro to Information Systems		3	\$1,256.45	\$3,769.35	
Aaron	Sargent	1269	OCED290B	Work PI Exp-MTEC		2	\$1,256.45	\$502.58*	
Aaron	Sargent	1270	OCED290C	Work PI Exp-MTEC		4	\$1,256.45	\$2,512.90*	
Evan	Talbert	1312	OCED290E	Work PI Exp-HOSP		3	\$1,256.45	\$753.87*	
Joseph	DeParasis	1343	EQUI147IS	Stable Management II		2	\$535.91	\$251.88*	
Thomas	Harrison	1088	BUSN125HB	Math Of Business		3	\$479.40	\$1,438.20	
Roger	Hicks	1089	WELD130N	Introduction to Welding		3.8	\$479.40	\$1,821.72	
Roger	Hicks	1359	WELD130NA	Introduction to Welding		3.8	\$479.40	\$1,821.72	
Roger	Hicks		Curriculum Development						\$479.40
Douglas	Meyers	1374	INFT202Y1	Web Programming		3	\$520.91	\$520.91*	
Bruce	Pittluck	1053	INFT140Y1	Beginning Excel		1	\$535.91	\$535.91	
Kayla	Clark		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Diane	DeWitt		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD	
Carol	Engelkens		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD	
Gloria	Maurer		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD	
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$25.17	TBD	
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD	
Heidi	Lessen		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Kristine	Rush		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Melissa	Schleuning		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	
Kerry	Weber		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD	



				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
HSS/FA								
LeNie	Adolphson	1175	HIST144B	US History II		3	\$535.91	\$1,607.73
Alexandria	Aebly	1153	SPCH191A	Fund Speech Comm		3	\$520.91	\$1,562.73
Alexandria	Aebly	1154	SPCH191B	Fund Speech Comm		3	\$520.91	\$1,562.73
Colette	Binger	1066	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73
Evan	Dutmer	1226	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73
Evan	Dutmer	1227	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73
Laura	Early	1069	HUMA104Y1A	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1070	HUMA104Y1B	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1071	THEA283AXX	Theatre Practicum		3	\$1,256.45	\$3,769.35
Chelsea	Martinez	1177	PSY161Y1A	Intro to Psychology		3	\$1,256.45	\$3,769.35
Heather	Moore	1173	ENGL121Y1A	Rhet & Comp I		3	\$628.23	\$1,884.69
Kay	Ostberg	1077	COMM090A	Pref to Rhet		3	\$1,256.45	\$3,769.35
Kay	Ostberg	1074	ENGL121B	Rhet & Comp I		3	\$1,256.45	\$3,769.35
Kathrine	Perkins	1079	ENGL122Y1	Rhet & Comp II		3	\$1,256.45	\$3,769.35
Kathrine	Perkins		Coordinator of Transitional Communication			3	\$1,256.45	\$3,769.35
Allen	Redford	1086	MUS267Y1	Intro to Music		3	\$1,256.45	\$3,769.35
Loretta	Swanson	1082	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Daryl	Watson	1103	GEOG132A	Reg Geography of World		3	\$535.91	\$1,607.73
James	Yeager	1083	SPCH191Y1	Fund Speech Comm		3	\$1,256.45	\$3,769.35
James	Yeager	1330	INST220IS	Broadcast Performance		3	\$1,256.45	\$376.94*
James	Yeager	1344	MCOM290A	Mass Comm Internship		3	\$1,256.45	\$3,769.35
*Pro rated based on enrollment								

**AGENDA ITEM #VIII-B-1  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a second 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.

No additions or revisions have been made since Trustees approved the first reading during the June 20, 2017, regular meeting.

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](http://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  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**TENTATIVE BUDGET FOR FISCAL YEAR 2018**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2017-2018 and setting the public hearing date thereon for September 13, 2017.

**RESOLUTION:** Be it resolved that the attached Tentative Budget for the fiscal year 2017-2018 be conveniently made available for public inspection after this date through September 13, 2017, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

**BACKGROUND:** The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 13, 2017, Board retreat. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY18 Operating Funds budget includes expenses in excess of revenues amounting to \$594,674. At this time, it is estimated that ending Operating Funds fund balance at the end of FY18 will be \$1,913,686 or 13% of budgeted expenditures, which is lower than ICCB guidelines (20%-25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Final State funding allocations, Fall semester enrollment levels, FY17 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

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

**HIGHLAND COMMUNITY COLLEGE**

**TENTATIVE BUDGET**

**JULY 1, 2017 - JUNE 30, 2018**

HIGHLAND COMMUNITY COLLEGE  
Proposed Budget  
Summary of 2017-2018  
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
<b>LOCAL GOVERNMENT SOURCES</b>				
Current Taxes	\$ 2,385,628	\$ 639,007	\$ 3,024,635	21.8%
Back Taxes	2,362,008	632,681	2,994,689	21.6%
Corporate Personal Prop. Replacement Tax	157,189	267,811	425,000	3.1%
<b>Total Local Government</b>	<b>\$ 4,904,825</b>	<b>\$ 1,539,499</b>	<b>\$ 6,444,324</b>	<b>46.5%</b>
<b>STATE GOVERNMENTAL SOURCES</b>				
ICCB Credit Hour Grants	433,795	70,618	504,413	3.6%
ICCB Equalization Grant	-	-	-	0.0%
ICCB Performance Based Grant	-	-	-	0.0%
ICCB Career/Tech Education	115,894	-	115,894	0.8%
<b>Total State Government</b>	<b>\$ 549,689</b>	<b>\$ 70,618</b>	<b>\$ 620,307</b>	<b>4.4%</b>
<b>FEDERAL GOVERNMENT SOURCES</b>				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	27,241	-	27,241	0.2%
<b>Total Federal Government</b>	<b>\$ 35,541</b>	<b>\$ -</b>	<b>\$ 35,541</b>	<b>0.3%</b>
<b>STUDENT TUITION AND FEES</b>				
Tuition	5,081,890	-	5,081,890	36.7%
Fees	618,610	-	618,610	4.5%
<b>Total Tuition and Fees</b>	<b>\$ 5,700,500</b>	<b>\$ -</b>	<b>\$ 5,700,500</b>	<b>41.2%</b>
<b>OTHER SOURCES</b>				
Facilities Rental	28,000	74,286	102,286	0.7%
Interest on Investments	8,000	-	8,000	0.1%
Other Revenue	937,198	300	937,498	6.8%
<b>Total Other Sources</b>	<b>\$ 973,198</b>	<b>\$ 74,586</b>	<b>\$ 1,047,784</b>	<b>7.6%</b>
<b>Total 2017-2018 Budgeted Revenue</b>	<b>\$ 12,163,753</b>	<b>\$ 1,684,703</b>	<b>\$ 13,848,456</b>	<b>100.0%</b>

**HIGHLAND COMMUNITY COLLEGE**  
**Summary of 2017-2018**  
**Operating Budgeted Expenditures**

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
<b>BY PROGRAM:</b>				
Instruction	7,181,851	-	\$7,181,851	49.6%
Academic Support	818,895	-	818,895	5.7%
Student Services	1,183,123	-	1,183,123	8.2%
Public Services	481,061	-	481,061	3.3%
Oper./Maint. of Plant	-	1,482,995	1,482,995	10.3%
General Administration	1,279,326	-	1,279,326	8.9%
Institutional Support	1,797,479	-	1,797,479	12.5%
Transfers	(246,300)	-	(246,300)	-1.7%
Scholarships, Grants, Waivers	464,700	-	464,700	3.2%
Total 2017-2018 Budgeted Expenditures	12,960,135	1,482,995	14,443,130	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 12,960,135</u>	<u>\$ 1,482,995</u>	<u>\$14,443,130</u>	
<b>BY OBJECT:</b>				
Salaries	\$8,234,928	\$584,054	\$8,818,982	61.1%
Employee Benefits	2,031,305	221,932	2,253,237	15.6%
Contractual Services	684,921	139,076	823,997	5.7%
General Materials and Supplies	746,440	172,828	919,268	6.4%
Conferences and Meetings	275,568	3,500	279,068	1.9%
Fixed Charges	495,043	-	495,043	3.4%
Utilities	19,100	613,251	632,351	4.4%
Capital Outlay	-	-	-	0.0%
Other	719,130	(251,646)	467,484	3.2%
Transfers	(246,300)	-	(246,300)	-1.7%
Total 2017-2018 Budgeted Expenditures	12,960,135	1,482,995	14,443,130	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 12,960,135</u>	<u>\$ 1,482,995</u>	<u>\$14,443,130</u>	



HIGHLAND COMMUNITY COLLEGE  
2017-2018 Current Budgeted Expenditures  
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 5,640,924	
Employee Benefits	1,112,784	
Contractual Services	102,442	
General Materials and Supplies	253,479	
Conference and Meetings	54,813	
Fixed Charges	14,500	
Utilities	700	
Other	<u>2,209</u>	
Total Instruction		\$ 7,181,851
<b><u>ACADEMIC SUPPORT</u></b>		
Salaries	\$ 517,778	
Employee Benefits	165,622	
Contractual Services	27,055	
General Materials and Supplies	100,494	
Conferences and Meetings	<u>7,946</u>	
Total Academic Support		818,895
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 799,900	
Employee Benefits	225,736	
Contractual Services	22,340	
General Materials and Supplies	19,454	
Conferences and Meetings	22,272	
Fixed Charges	8,100	
Other	<u>85,321</u>	
Total Student Services		1,183,123

**Estimated Expenditures 2017-2018**  
**Educational Fund (cont.)**

**PUBLIC SERVICES**

Salaries	\$	174,749	
Employee Benefits		14,815	
Contractual Services		192,495	
General Materials and Supplies		37,452	
Conferences and Meetings		55,950	
Fixed Charges		4,600	
Miscellaneous		<u>1,000</u>	
Total Public Services	\$		481,061

**GENERAL ADMINISTRATION**

Salaries	\$	698,861	
Employee Benefits		226,210	
Contractual Services		109,210	
General Materials and Supplies		216,658	
Conferences and Meetings		27,887	
Other		<u>500</u>	
Total General Administration			1,279,326

**INSTITUTIONAL SUPPORT**

Salaries	\$	402,716	
Employee Benefits		286,138	
Contractual Services		231,379	
General Materials and Supplies		118,903	
Conference and Meetings		106,700	
Fixed Charges		467,843	
Utilities		18,400	
Other		<u>165,400</u>	
Total Institutional Support			1,797,479

Estimated Expenditures 2017-2018  
Educational Fund (Cont.)

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	
Employee Benefits	
Contractual Services	
General Materials and Supplies	
Conference and Meetings	
Fixed Charges	
Utilities	
Capital Outlay	
Other	
Total Scholarships, Grants, & Waivers	\$ 464,700
Transfers	<u>(246,300)</u>
Total Educational Fund	<u>\$ 12,960,135</u>

## 2017-2018 Estimated Expenditures

## Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<b><u>OPERATION &amp; MAINT. OF PLANT</u></b>		
Salaries	\$ 584,054	
Employee Benefits	221,932	
Contractual Services	139,076	
General Materials and Supplies	172,828	
Conferences and Meetings	3,500	
Utilities	613,251	
Other	<u>(251,646)</u>	
 Total Operations and Maintenance Fund		 <u>\$ 1,482,995</u>

## 2017-2018 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<b><u>LOCAL GOVERNMENTAL SOURCES</u></b>		
Current Taxes	\$ 341,500	
Back Taxes	<u>400,000</u>	
Total Local Governmental Sources		\$ <u>741,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTITUTIONAL SUPPORT</u></b>		
Contractual Services	\$ 125,815	
General Materials & Supplies	8,995	
Capital Outlay	<u>2,108,036</u>	
Total Expenditures		\$ <u>2,242,846</u>

## 2017-2018 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<b><u>SALES AND SERVICE FEES</u></b>		
Activity Fee	\$ 315,000	
Bookstore Sales	854,000	
Athletics	42,460	
Other	<u>121,100</u>	
Total Revenue		\$ <u>1,332,560</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 302,850	
Employee Benefits	33,489	
Contractual Services	86,770	
General Materials and Supplies	790,562	
Conferences and Meetings	182,615	
Fixed Charges	5,470	
Capital Outlay	500	
Utilities	600	
Other	15,016	
Transfer	<u>(110,000)</u>	
Total Expenditures		\$ <u>1,307,872</u>

## 2017-2018 Liability, Protection, and Settlement Fund

## (SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 517,500	
Back Taxes	<u>475,500</u>	
		<u>\$ 993,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 285,436	
Employee Benefits	353,404	
Contractual Services	296,012	
Materials & Supplies	11,900	
Conferences & Meetings	13,200	
Fixed Charges	214,916	
Utilities	<u>6,822</u>	
Total Expenditures		<u>\$ 1,181,690</u>

2017-2018 Audit Fund  
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 22,000	
Back Taxes	<u>22,000</u>	
 Total Local Governmental Sources		 \$ <u>44,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ <u>46,000</u>	
 Total Expenditures		 \$ <u>46,000</u>



## 2017-2018 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 855,150	
Back Taxes	<u>839,538</u>	
Total Local Governmental Sources		<u>\$ 1,694,688</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal & Interest	<u>\$ 1,660,638</u>	
Total Institutional Support		<u>\$ 1,660,638</u>

## 2017-2018 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<b><u>STATE GOVERNMENTAL SOURCES</u></b>		
ICCB-Vocational Education	\$ 101,764	
ICCB-Adult Education	273,927	
Other Ill. Governmental Sources	<u>24,025</u>	
		\$ 399,716
<b><u>FEDERAL GOVERNMENTAL SOURCES</u></b>		
Dept. of Education	\$ 4,421,988	
Other Federal Sources	<u>34,443</u>	
		4,456,431
<b><u>OTHER SOURCES</u></b>		
Student Tuition & Fees	\$ 575,000	
Sales & Service Fees	26,510	
Investment Revenue	20,000	
Nongovernmental Gifts, Grants	23,400	
Other Revenue	<u>304,785</u>	
		<u>949,695</u>
Grand Total		<u>\$ 5,805,842</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 249,199	
Employee Benefits	49,135	
Contractual Services	2,700	
General Materials & Supplies	41,378	
Conference & Meeting	10,892	
Fixed Charges	-	
Utilities	-	
Capital Outlay	17,674	
Other	<u>5,883</u>	
Total Instruction		\$ 376,861

**Budgeted Expenditures  
Restricted Purposes Fund (Cont.)**

**STUDENT SERVICES**

Salaries	\$	183,914	
Employee Benefits		66,989	
Contractual Services		1,816	
General Materials & Supplies		8,259	
Conference & Meeting		11,645	
Capital Outlay		200	
Other		31,599	
		<hr/>	
Total Student Services			\$ 304,422

**PUBLIC SERVICES**

Salaries	\$	44,042	
Employee Benefits		5,943	
Contractual Services		17,500	
General Materials & Supplies		20,056	
Conference & Meeting		9,333	
Fixed Charges		23,571	
Utilities		4,152	
Capital Outlay		-	
Other		4,475	
		<hr/>	
Total Public Services			129,072

**GENERAL ADMINISTRATION**

Salaries	\$	220,434	
Employee Benefits		32,223	
Contractual Services		-	
General Materials & Supplies		3,705	
Conference & Meeting		23,500	
Fixed Charges		650	
Capital Outlay		13,825	
Other		1,700	
Transfers		340,300	
		<hr/>	
Total General Administration			636,337

**Budgeted Expenditures  
Restricted Purposes Fund (Cont.)**

**INSTITUTIONAL SUPPORT**

Salaries	\$ 74,229	
Employee Benefits	16,645	
Contractual Services	566,014	
General Materials & Supplies	1,020	
Conference & Meeting	<u>1,480</u>	
Total Institutional Support		659,388

**SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

Salaries	79,947	
Financial Aid	<u>4,042,013</u>	
Total Scholarships, Grants & Waivers		<u>4,121,960</u>

GRAND TOTAL		<u>\$ 6,228,040</u>
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**HIGHLAND COMMUNITY COLLEGE**  
**Operating Funds (Education and Oper. & Maint. Funds Combined)**  
**Comparison of Budget with End-of-Year**  
**FY2017 & FY2018**

	FY'16 Actual	FY'17 Adopted Budget	FY'17 End-of-Yr. Projection	FY'18 Tentative Budget
Local Taxes	\$5,885,262	\$5,923,301	\$5,940,301	\$6,019,324
Credit Hour Grants	328,839	648,393	504,413	504,413
Equalization	50,000	28,355	-	-
ICCB Career/Tech Education	-	58,713	115,894	115,894
ICCB Performance	-	3,500	-	-
CPP Replacement Tax	394,019	425,000	400,000	425,000
Dept. of Educ.	28,299	8,300	5,000	8,300
Other Federal Sources	8,300	27,241	20,000	27,241
Tuition & Fees	5,117,825	5,450,750	5,225,000	5,700,500
Sales & Services	54,252	40,950	44,000	37,800
Facilities Revenue	97,650	92,784	108,000	102,286
Interest on Investments	4,380	5,000	12,500	8,000
Gifts	1,117,353	895,131	853,374	883,398
Miscellaneous	45,589	15,563	42,615	16,300
Total Revenue	<u>\$13,131,768</u>	<u>\$13,622,981</u>	<u>\$13,271,097</u>	<u>\$13,848,456</u>
<b><u>EXPENDITURES:</u></b>				
Salaries	\$8,836,277	\$8,789,769	\$8,670,000	\$8,818,982
Employee Benefits	2,061,741	2,297,433	2,240,000	2,253,237
Contractual Services	658,452	741,373	700,000	823,997
Materials & Supplies	723,086	858,507	875,000	919,268
Conference & Meeting	161,897	228,080	164,500	279,068
Fixed Charges	539,456	483,885	485,000	495,043
Utilities	577,975	627,251	621,000	632,351
Capital Outlay	51,894	-	17,200	-
Other Expenditures	404,049	353,386	395,000	467,484
Transfers Out	-	2,932	-	114,700
Transfers In	(291,342)	(487,759)	(487,759)	(361,000)
Total Expenditures	<u>\$13,723,485</u>	<u>\$13,894,857</u>	<u>\$13,679,941</u>	<u>\$14,443,130</u>
Excess of Revenues Over Expenditures	(\$591,717)	(\$271,876)	(\$408,844)	(\$594,674)
Beginning Fund Balance	3,508,921	2,917,204	2,917,204	2,508,360
Ending Fund Balance	<u>\$2,917,204</u>	<u>\$2,645,328</u>	<u>\$2,508,360</u>	<u>\$1,913,686</u>

## Schedule II

**HIGHLAND COMMUNITY COLLEGE  
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2016-2017		Tentative Budget 2017-2018	
	Total Operating Funds	Percent	Total Operating Funds	Percent
<b>LOCAL GOVT.</b>				
Current taxes	\$2,976,385	21.9%	\$3,024,635	21.8%
Back taxes	2,946,916	21.6%	2,994,689	21.6%
Corp PP tax	425,000	3.1%	425,000	3.1%
<b>Total Local Govt.</b>	<b>\$6,348,301</b>	<b>46.6%</b>	<b>\$6,444,324</b>	<b>46.5%</b>
<b>STATE GOVT.</b>				
ICCB	\$648,393	4.8%	\$504,413	3.6%
Equalization	28,355	0.2%	-	0.0%
Performance	58,713	0.0%	-	0.0%
ICCB Career/Tech Ed	3,500	0.0%	115,894	0.8%
<b>Total State Govt.</b>	<b>\$738,961</b>	<b>5.4%</b>	<b>\$620,307</b>	<b>4.4%</b>
<b>FEDERAL GOVT.</b>				
Dept of Ed	\$5,944	0.0%	\$8,300	0.1%
Other Federal sources	\$29,597	0.2%	\$27,241	0.2%
<b>Total Fed. Govt.</b>	<b>\$35,541</b>	<b>0.3%</b>	<b>\$35,541</b>	<b>0.3%</b>
<b>TUITION &amp; FEES</b>				
Tuition	\$4,799,625	35.2%	\$5,081,890	36.7%
Fees	651,125	4.8%	618,610	4.5%
<b>Total Tuit. &amp; Fees</b>	<b>\$5,450,750</b>	<b>40.0%</b>	<b>\$5,700,500</b>	<b>41.2%</b>
<b>OTHER</b>				
Facilities	\$92,784	0.7%	\$102,286	0.7%
Interest	5,000	0.0%	8,000	0.1%
Other	951,644	7.0%	937,498	6.8%
<b>Total Other</b>	<b>\$1,049,428</b>	<b>7.7%</b>	<b>\$1,047,784</b>	<b>7.6%</b>
<b>TOTAL BUDGETED REVENUE</b>	<b>\$13,622,981</b>	<b>100.0%</b>	<b>\$13,848,456</b>	<b>100.0%</b>

**HIGHLAND COMMUNITY COLLEGE**  
**Comparison of Operating Funds Budgets**  
**2016-2017 vs. 2017-2018**

	Adopted Budget 2016-2017		Tentative Budget 2017-2018	
	Amount	% to Total	Amount	% to Total
<b>BY PROGRAM:</b>				
Instruction	\$7,063,334	50.8%	\$7,181,851	49.7%
Academic Support	827,467	6.0%	818,895	5.7%
Student Services	1,215,307	8.7%	1,183,123	8.2%
Public Services	469,274	3.4%	481,061	3.3%
Oper./Maint. of Plant	1,473,223	10.6%	1,482,995	10.3%
General Administration	1,296,671	9.3%	1,279,326	8.9%
Institutional Support	1,639,408	11.8%	1,797,479	12.5%
Transfers	(484,827)	-3.5%	(246,300)	-1.7%
Scholarships, Grants, Waivers	395,000	2.8%	464,700	3.2%
<b>Total Budgeted Expenditures</b>	<b>\$13,894,857</b>	<b>100.0%</b>	<b>\$14,443,130</b>	<b>100.0%</b>
<b>BY OBJECT:</b>				
Salaries	\$8,789,769	63.3%	\$8,818,982	61.1%
Employee Benefits	2,297,433	16.5%	2,253,237	15.6%
Contractual Services	741,373	5.3%	823,997	5.7%
General Materials and Supplies	858,507	6.2%	919,268	6.4%
Conferences and Meetings	228,080	1.6%	279,068	1.9%
Fixed Charges	483,885	3.5%	495,043	3.4%
Utilities	627,251	4.5%	632,351	4.4%
Capital Outlay	-	0.0%	-	0.0%
Other	353,386	2.5%	467,484	3.2%
Provision for Transfers	(484,827)	-3.5%	(246,300)	-1.7%
<b>Total Budgeted Expenditures</b>	<b>\$13,894,857</b>	<b>100.0%</b>	<b>\$14,443,130</b>	<b>100.0%</b>

**HIGHLAND COMMUNITY COLLEGE**  
**Equalized Assessed Valuation**  
**2017-2018 Projection**

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1987-88	564,872,486	0.6%	
	1988-89	564,381,903	-0.1%	
	1989-90	597,203,089	5.8%	E. Dubuque added
	1990-91	663,144,420	11.0%	Galena added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,653,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
	2016-2017	1,687,148,342	1.6%	
est	2017-2018	1,704,019,825	1.0%	

## Summary of EAV

By County	Actual 2015-2016	Actual 2016-2017	% Increase	Estimated 2017-2018	% Increase (Decrease)
Stephenson	604,464,718	613,795,604	1.5%		
Ogle	119,674,189	123,873,730	3.5%		
Carroll	257,811,203	256,871,197	-0.4%		
Jo Daviess	678,284,330	692,607,811	2.1%		
<b>Total EAV</b>	<b>\$1,660,234,440</b>	<b>\$1,687,148,342</b>	<b>1.6%</b>	<b>\$1,704,019,825</b>	<b>1.0%</b>



## Schedule V

**HIGHLAND COMMUNITY COLLEGE**  
**Levy**  
**2017-2018 Projection**

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2016 EAV/100 x \$.28 x .5	\$2,362,008		\$2,362,008
2017 est EAV/100 x \$.28 x .5		\$2,385,628	2,385,628
Total Taxes	\$2,362,008	\$2,385,628	\$4,747,636

BUILDING FUND

2016 EAV/100 x \$.075 x .5	\$632,681		\$632,681
2017 est EAV/100 x \$.075 x .5		\$639,007	639,007
Total Taxes	\$632,681	\$639,007	\$1,271,688

TAX RATE PER \$100 EAV

Levy Year	EAV	Operating Fund	Special Levy	Bond and Interest Fund						Total Rate	
				Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds	Bonds Total		Protection Health, or Safety Levy
2006	1,595,858,829	0.3550	0.0658					0.0457	0.0457	0.0000	0.4665
2007	1,726,413,030	0.3550	0.0623					0.0380	0.0380	0.0128	0.4681
2008	1,852,555,264	0.3550	0.0623					0.0319	0.0319	0.0351	0.4843
2009	1,874,499,116	0.3550	0.0636					0.03327	0.0333	0.02687	0.4787
2010	1,846,385,233	0.3550	0.0592		0.0043		0.0211	0.0238	0.0492	0.0216	0.4850
2011	1,783,112,157	0.3550	0.0616		0.01081		0.01833	0.02251	0.0517	0.0252	0.4935
2012	1,723,242,610	0.3550	0.0629		0.03846		0.01848		0.0569	0.0029	0.4778
2013	1,653,203,593	0.3550	0.0600		0.0227		0.03764		0.0603	0.0091	0.4845
2014	1,651,976,422	0.3550	0.0601		0.04199		0.02013		0.0621	0.0061	0.4833
2015	1,660,234,440	0.3550	0.0599		0.09938		0.0039		0.1033	0.0482	0.5664
2016	1,687,148,342	0.3550	0.0589		0.06011		0.03937		0.0995	0.0474	0.5608
2017 est	1,704,019,825	0.3550	0.0633		0.0386		0.0618		0.1004	0.0401	0.5588

## HIGHLAND COMMUNITY COLLEGE

## Summary of Fiscal Year 2018 Budget by Fund

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	\$2,007,000	\$501,360	\$1,600,000	\$17,000	
Budgeted Revenues	12,163,753	1,684,703	741,500	1,332,560	
Budgeted Expend.	13,206,435	1,482,995	2,242,846	1,307,872	
Budgeted Transfers to Other Funds	114,700	-	-	-	
Budgeted Transfers from Other Funds	361,000	-	-	110,000	
Budgeted Ending Bal.	\$1,210,618	\$703,068	\$98,654	\$151,688	
	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$491,830	\$13,015	\$370,000	\$10,352,286	\$989,713
Budgeted Revenue	5,805,842	44,000	993,000	22,000	1,694,688
Budgeted Expend.	5,887,740	46,000	1,181,690	6,000	1,660,638
Budgeted Transfers to Other Funds	340,300	-	-	16,000	-
Budgeted Transfers from Other Funds	-	-	-	-	-
Budgeted Ending Bal.	\$69,632	\$11,015	\$181,310	\$10,352,286	\$1,023,763

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 18, 2017.

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

**AGENDA ITEM #VIII-D-2  
JULY 18, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD**

**BROADBAND INTERNET SERVICE CONTRACT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees authorizes the College to enter into a three-year contract with Illinois Century Network for campus broadband internet service at a monthly fee of \$875 per month.

**BACKGROUND:** Highland currently has a contract for 150Mbps of service with Illinois Century Network (ICN), who has been our long-term provider of broadband internet service. A new three-year contract with ICN was needed to take advantage of their new lower bandwidth prices, to increase the amount of bandwidth available to campus, and to add a feature called Quality of Service. The new VOIP phone system that the Board previously approved requires Quality of Service be enabled and configured on our internet service to ensure good phone call quality.

This three-year contract is for 200Mbps of broadband internet service with Quality of Service and our Class C IP address range for \$875/month.

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



**AGENDA ITEM #VIII-D-5  
JULY 18, 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 June 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 325224 through 325636 amounting to \$776,208.35, Automated Clearing House (ACH) debits W0000424 through W0000428 amounting to \$10,273.53, Other Debits D0000070 amounting to \$40.82, and Electronic Refunds of \$13,326.13, with 2 adjustments of \$30.00, such warrants amounting to \$799,818.83. Transfers of funds for payroll amounted to \$470,055.90.

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

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

**HIGHLAND COMMUNITY COLLEGE  
AGENCY FUND  
Balance Sheet, June 30, 2017**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$225,331.37	\$0.00	\$0.00	\$225,331.37
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,951.43	237.23	0.00	172,188.66
<b>TOTAL ASSETS</b>	<b>\$400,682.51</b>	<b>\$237.23</b>	<b>\$0.00</b>	<b>\$400,919.74</b>
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	77,946.24			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	237.23		96,421.44
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
<b>TOTAL</b>	<b>\$400,682.51</b>	<b>\$237.23</b>	<b>\$0.00</b>	<b>\$400,919.74</b>

**AGENDA ITEM #IX-A**  
**JULY 18, 2017**  
**HIGHLAND COMMUNITY COLLEGE BOARD**  
**FY17**

**TREASURER'S REPORT**  
**COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS**

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY17 results in the Operating Funds.
- As of the end of the fiscal year, the State of Illinois has paid the allocations for adult education, credit hour, and vocational education funding that were approved as part of the stopgap budget. It is not expected that funding will be approved or received for the remaining \$175,835 in operating funds that were budgeted by the College for FY17. The College's FY17 budget was based on the expectation of a State budget at one-half of what was budgeted for FY16 for Highland.
- Actual Tuition & Fees revenue is estimated to be about 4% less than budgeted. An increase in Fall 2016 per credit hour tuition to \$129 and estimated 1.7% decrease in unrestricted certified credit hours from FY16 combine to make up this line item. In addition, revenue from the truck driving and Leadership programs are included.
- Non-governmental Gifts and Grants include the Foundation's contribution to a portion of the scheduled debt certificate payment and unrestricted gifts. This line also includes the drawdown of \$266,000 from the Matching Grant, and 5% of the Foundation's unrestricted fund balance of \$149,062.
- It is projected that actual total revenue will be about 2.6% or \$352,000 less than the amount budgeted.
- In the Salaries expenditure line item, the actual amount is expected to be about 1.4% lower than budgeted. This is due to positions that were not filled or filled later in the year than anticipated. In conjunction with this, employee benefits are expected to be lower than budgeted.
- The Contractual Services line item is expected to be about 5.6% lower than budgeted. This line includes interpreter services for students provided through the Success Center. The number of students needing interpreter services was lower than anticipated.
- The Conference & Meeting line item is expected to be lower than budgeted. This is based on departmental needs for items such as meeting and travel costs and training.
- The Utilities line item is projected to be about equal to the amount budgeted. The amount budgeted for utilities each year is an average of the prior three years' actual



amounts. Again this year, we have scheduled heating/cooling systems according to building occupancy. The budget was also positively impacted by the mild weather, particularly in the winter when heating costs were less than budgeted.

- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas. Other line items within various budget centers offset these overages.
- Other Expenditures are expected to be higher than anticipated due to the amount of tuition waivers being more than anticipated.
- The Transfer In line item includes transfers of net investment income from the Working Cash Fund, a transfer from the Operations and Maintenance, Restricted Fund to cover a portion of the debt certificate payment, and transfers from the Restricted Fund from Foundation gifts for the Hospitality program and remaining funds from the College's self-insured health plan (used to offset fully funded health insurance premiums).
- It is projected that total expenditures will be about 1.5% lower than budgeted. The net result for the fiscal year is expected to be an operating deficit of about \$409,000. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #IX-A  
 JULY 18, 2017  
 HIGHLAND COMMUNITY COLLEGE  
 FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)

Comparison of Budget with End-of-Year Projections

July 1, 2016 - June 30, 2017

<u>REVENUE:</u>	FY17 Adopted Budget	FY17 End-of-Year Projection	Difference	Percent
Local Taxes	\$5,923,301	\$5,940,301	\$17,000	100.3%
Credit Hour Grants	648,393	504,413	(143,980)	77.8%
Equalization	28,355	-	(28,355)	0.0%
ICCB Career/Tech Education	58,713	115,894	57,181	197.4%
ICCB Performance	3,500	-	(3,500)	0.0%
CPP Replacement Tax	425,000	400,000	(25,000)	94.1%
Dept. of Educ.	8,300	5,000	(3,300)	60.2%
Other Federal Sources	27,241	20,000	(7,241)	73.4%
Tuition & Fees	5,450,750	5,225,000	(225,750)	95.9%
Sales & Services	40,950	44,000	3,050	107.4%
Facilities Revenue	92,784	108,000	15,216	116.4%
Interest on Investments	5,000	12,500	7,500	250.0%
Non-Govt. Gifts, Grants	895,131	853,374	(41,757)	95.3%
Miscellaneous	15,563	42,615	27,052	273.8%
<b>Total Revenue</b>	<b>\$13,622,981</b>	<b>\$13,271,097</b>	<b>(\$351,884)</b>	<b>97.4%</b>
<u>EXPENDITURES:</u>				
Salaries	\$8,789,769	\$8,670,000	(\$119,769)	98.6%
Employee Benefits	2,297,433	2,240,000	(57,433)	97.5%
Contractual Services	741,373	700,000	(41,373)	94.4%
Materials & Supplies	858,507	875,000	16,493	101.9%
Conference & Meeting	228,080	164,500	(63,580)	72.1%
Fixed Charges	48,454	49,569	1,115	102.3%
Debt Certificate Payment	435,431	435,431	-	100.0%
Utilities	627,251	621,000	(6,251)	99.0%
Capital Outlay	-	17,200	17,200	100.0%
Other Expenditures	353,386	395,000	41,614	111.8%
Transfers In	(484,827)	(487,759)	(2,932)	100.6%
<b>Total Expenditures</b>	<b>\$13,894,857</b>	<b>\$13,679,941</b>	<b>(\$214,916)</b>	<b>98.5%</b>
Excess of Revenues Over Expenditures	(\$271,876)	(\$408,844)	(\$136,968)	
Beginning Fund Balance	2,917,204	2,917,204		
Ending Fund Balance	\$2,645,328	\$2,508,360		