

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

September 27, 2016

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. PUBLIC HEARING CONCERNING THE 2016 – 2017 BUDGET

IV. Approval of Minutes: August 16, 2016 Regular Meeting

V. Public Comments

VI. Introductions

VII. Foundation Report

VIII. Consent Items

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2016 Leadership Congress (Page 1)

2. Rescheduled Date for the October 2016 Regular Board Meeting (Page 2)

C. Personnel

1. Part-time Instructors, Overload, and Other Assignments (Page 3)

D. Financial (None)

IX. Main Motions

A. Academic (None)

B. Administration

1. Second Reading – Revised Policy 4.08: Contracts and Notices of Employment (Full-time Faculty, Administrative, and Exempt Professional Employees) (Page 11)

2. Second Reading – Revised Policy 4.21: Payroll (Page 13)

3. First Reading – New Policy 5.031: Use of Businesses Owned by Minorities, Females, and Persons with Disabilities (Page 15)

4. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II, Instruction (Page 17)
5. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter III, Student (Page 40)

C. Personnel

1. Revised Job Description: Student Retention Specialist (Page 80)
2. Appointment: Coordinator, Outreach and Dual Credit (Page 83)
3. Revised Differential: Coordinator of Transitional Communication Position (Page 84)

D. Financial

1. 2016 – 2017 Budget (Page 87)
2. Resolution Authorizing Project “Update Secure Access on Campus” and to Authorize Use of Protection, Health and Safety Funds for Payment of the Same, With Approval of Health and Safety Tax Levy of Additional Funds (Page 95)
3. Payment of Bills and Agency Fund Report (Page 98)

X. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures, and Changes in Fund Balance (Page 100)
- B. Student Trustee
- C. Audit Committee Chair
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XI. Old Business

XII. 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

XIII. 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

XIV. New Business

XV. Dates of Importance

- A. Next Quarterly Board Retreat – December 7, 2016, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)
- B. Next Regular Board Meeting – October 18, 2016, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVI. Adjournment

**AGENDA ITEM #VIII-B-1
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE AND ALTERNATE DELEGATE
TO THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2016 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Blake Musser, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2016 Leadership Congress in New Orleans, Louisiana, October 5 – 8, 2016. It is further recommended that Mrs. Diane Gallagher, Trustee, serve as the alternate delegate, if Mr. Musser is unable to fulfill his responsibilities at the meeting.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual leadership congress each year.

BOARD ACTION: _____

**AGENDA ITEM #VIII-B-2
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE**

RESCHEDULED DATE FOR THE OCTOBER 2016 REGULAR BOARD MEETING

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees reschedule the October regular meeting of the Board from Tuesday, October 18, 2016, to Tuesday, October 25, 2016. The meeting will be held at 4:00 p.m. in the Robert J. Rimington Board Room (Room H-228) located on the second floor of the Student/Conference Center on the Highland Community College campus in Freeport, Illinois.

BACKGROUND: A schedule conflict arose for the October 18, 2016, regular meeting necessitating the change to October 25, 2016.

BOARD ACTION: _____

**AGENDA ITEM #VIII-C-1
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload and other assignments be approved for the Summer and Fall semesters of 2016.

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

BOARD ACTION: _____

Summer 2016				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Ellen	McGinnis		MATH N2	MAC Lab		2.5	\$479.40	\$1,198.50	
Ellen	McGinnis		MATH B2	MAC Lab		2	\$479.40	\$958.80	
Ellen	McGinnis		MATH A2	MAC Lab		2	\$479.40	\$958.80	
Jan	Butterfield		MATH N2	MAC Lab		2.5	\$479.40	\$1,198.50	
Jan	Butterfield		MATH B2	MAC Lab		2	\$479.40	\$958.80	
Elizabeth	Chambers	1460	NURS091ISX	Nursing Asst Lab		10	\$30.00	\$300.00	
Fall 2016									
Alan	Wenzel	6549	SPCH295SXX	Comm Ldrship Dev		3	\$1,256.45	\$3,769.35	
Alan	Wenzel	1283	SPCH295JXX	Comm Ldrship Dev		3	\$1,382.10	\$4,146.30	
Shelly	Morgan	3788	WFD051ACC	AMA Life Support				\$120.00	
Michael	Skwara		Coodinator, Learning Mgmt System						\$1,288.83
Laura	Watson		Chair, Library Services						\$1,288.83
Beth	Gilmour	3740	HMEC192ACC	Food Sanitation		1	\$464.40	\$464.40	
Kathy	Heid	3870	PHYD121ACC	Walk and Stretch	30		\$18.00	\$540.00	
Kim	Pool		Curriculum Development			3	\$479.40	\$1,438.20	
Kim	Pool		SPTP117JXX/MXX	HS Servant Leadership		6	\$479.40	\$2,876.40	
Success Center									
Diann	Cassens	3476	RDG083B	College Reading Strategies		3	\$520.91	\$1,562.91	
Michelle	Griggs	3494	LIBS199BXX	FYES		2	\$628.22	\$1,256.44	
Cheryl	Heise	3471	RDG120C	College Reading Strategies		3	\$535.91	\$1,607.73	
Cheryl	Heise	3467	RDG120B	College Reading Strategies		3	\$535.91	\$1,607.73	
Theford	Jackson	3525	LIBS199FXX	FYES		2	\$628.22	\$1,256.44	
Suzanne	Miller	3527	LIBS199JXX	FYES		2	\$628.22	\$1,256.44	
Adam	Moderow	3464	RDG120A	College Reading Strategies		3	\$535.91	\$1,607.91	
Adam	Moderow	3488	LIB S199AXX	FYES		2	\$535.91	\$1,071.82	
Adam	Moderow	3469	RDG083A	College Reading Found.		3	\$535.91	\$1,607.73	
Adam	Moderow	3486	COMM087Y1B	Writing Workshop		1	\$535.91	\$535.91	
Brian	Moore	3526	LIBS199IXX	FYES		2	\$628.22	\$1,256.44	
Heather	Moore	3498	LIBS199HXX	FYES		2	\$628.22	\$1,256.44	
Heather	Moore	3482	COMM087B	Writing Workshop		1	\$628.22	\$628.22	
Elizabeth	Niesman	3474	RDG082A	Basic College Reading		2	\$535.91	\$1,071.82	
Elizabeth	Niesman	3495	LIBS199CXX	FYES		2	\$535.91	\$1,071.82	
Elizabeth	Niesman	3479	COMM084A	Basic Written Comm		3	\$535.91	\$1,607.73	
Elizabeth	Niesman	3480	COMM087A	Writing Workshop		1	\$535.91	\$535.91	
Elizabeth	Niesman	3484	COMM087Y1A	Writing Workshop		1	\$535.91	\$535.91	
Anthony	Sago	3500	LIBS199MXX	FYES		2	\$628.22	\$1,256.44	
Samantha	Schaible	3502	LIBS199Y1A	FYES		2	\$520.91	\$1,041.82	
Schulz	Vicki	3497	LIBS199EXX	FYES		2	\$628.22	\$1,256.44	
Chris	Hill		Success Center		TBD		\$21.67	TBD	
Adam	Moderow		Success Center		TBD		\$25.00	TBD	
Carla	Myers		Success Center		TBD		\$21.67	TBD	
Elizabeth	Niesman		Success Center		TBD		\$25.00	TBD	
Elena	Rodriquez		Success Center		TBD		\$21.67	TBD	
Athletics									
Anthony	Boyle		Men's Basketball Coach						\$6,030.96
Antwon	Harris		Women's Basketball Coach						\$6,030.96
Sumayyah	Muhammod		Asst Women's Basketball Coach						\$3,015.48

				COURSE	CLOCK	CREDIT			TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Anthony	Boyle	3174	PHYD124N	Theory of Football Coaching		2	\$520.91	\$1,041.82	
Anthony	Boyle	3173	PHYD121A	Physical Fitness I		1.8	\$520.91	\$937.64	
Anthony	Boyle	3175	PHYD130A	General Conditioning		1.4	\$520.91	\$729.27	
Anthony	Boyle	3179	PHYD220CXX	Team Sport Basketball		1.4	\$520.91	\$729.27	
Anthony	Boyle	3181	PHYD221A	Physical Fitness II		2	\$520.91	\$1,041.82	
Antwon	Harris	3184	PHYD22A	Weight Training		1.4	\$520.91	\$729.27	
Pete	Norman	3185	PHYD226N	Theory of Basketball Coaching		2	\$628.22	\$1,256.44	
Pete	Norman	3186	PHYD227N	Sports Officiating		3	\$628.22	\$1,884.66	
Stephanie	Riedel		Assistant Volleyball Coach					\$2,512.90	
Aaron	Burke		Golf Coach					\$1,256.45	
Pete	Norman		Golf Coach					\$1,256.45	
Alex	Keith		Assistant Baseball Coach					\$2,512.90	
Lonnie	Boga		Assistant Men's Basketball Coach					\$3,015.48	
HSS/FA									
Lenie	Adolphson	3402	HIST141A	Western Civ to 1648		3	\$535.91	\$1,607.73	
Lenie	Adolphson	3403	HIST141Y1	Western Civ to 1648		3	\$535.91	\$1,607.73	
Lenie	Adolphson	3404	HIST142Y1	Western Civ 1648 to Present		3	\$535.91	\$1,607.73	
Lenie	Adolphson		Curriculum Development					\$450.00	
Colette	Binger	3263	PSY160N	Psych of Human Relations		2	\$535.91	\$1,071.82	
Colette	Binger	3262	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73	
Thompson	Brandt	3264	MUS268Y1A	Music of the USA		3	\$628.22	\$1,884.66	
Amanda	Bulger	3735 / 3	ART117/217A	Pottery I/II		3	\$885.55	\$2,656.64	
Amanda	Bulger	3737 / 3	ART117/217B	Pottery I/II		3	\$885.55	\$2,656.64	
Edward	Finch	3620	HUMA104N	Intro to Humanities		3	\$535.91	\$1,607.73	
Kimberly	Fricke	3284	EDUC224N	Intro to Special Education		3	\$535.91	\$1,607.73	
John	Hartman	3355	MUS161A	Theory I		3	\$479.40	\$1,438.20	
John	Hartman		Curriculum Development Theory I					\$450.00	
Adrian	Kostallari	3493	COMM214N	Bus/Tech Writing		3	\$535.91	\$1,607.73	
James	Planting	3732	ART115A	Two-Dimensional Design		3	\$911.05	\$2,733.15	
James	Planting	3433/34	ART211/212	Painting I		3	\$911.05	\$2,277.63*	
James	Planting	3731	ART113B	Drawing I		3	\$911.05	\$2,277.63*	
James	Planting		Curriculum Development Drawing I					\$100.00	
James	Planting		Curriculum Development Life Drawing I					\$100.00	
James	Planting	3698	ART120A	Life Drawing I		3		\$512.46**	
James	Planting	3697	ART113A	Drawing I		3		\$512.46**	
James	Planting		Curriculum Development Life Drawing I					\$200.00	
James	Planting		Curriculum Development for Drawing I					\$200.00	
James	Planting	3698	ART120A	Life Drawing I		3		\$341.64**	
James	Planting	3697	ART113A	Drawing I		3		\$341.64**	
Michael	Sleezer	3830	PSY161DC2	Intro to Psychology		3	\$628.22	\$1,884.66	
Michael	Sleezer		Curriculum Development				3	\$628.22	\$1,884.66
Heidi	Spotts-Manthey	3426	MUS267A	Intro to Music		3	\$520.91	\$1,562.73	
Loretta	Swanson	3429	ART110Y1A	Intro to Art		3	\$535.91	\$1,607.73	
Loretta	Swanson	3430	ART110Y1B	Intro to Art		3	\$535.91	\$1,607.73	
Loretta	Swanson	3431	ART219HBN	Modern Art		3	\$535.91	\$1,607.73	

			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Barry	Treu	3739	Art115B	Two-Dimensional Design		3	\$885.55	\$2,213.87*
Sam	Tucibat	3535	ART201HBN	Intro Photography I		3	\$628.22	\$1,884.66
Sam	Tucibat	3534	ART228A	Graphic Design III		3	\$628.22	\$1,884.66
Nadia	Wirchnianski	3543	MUS160N	Music for Elem Teachers		3	\$520.91	\$781.37*
Sam	Fiorenza		Writing Center					\$942.34
Kim	Goudreau	3291	SOCI273A	Social Serv Field Exp		3	\$1,256.45	\$376.94*
Kent	Johnson	3517	ENGL224Y1	Intro to Poetry		3	\$1,256.45	\$3,769.35
Tracy	Mays		Writing Center					\$942.34
Tracy	Mays	3579	ENGL122B	Rhet & Comp II		1	\$1,256.45	\$1,256.45
Kay	Ostberg		Writing Center					\$942.34
Kathrine	Perkins		Writing Center					\$942.34
Kathrine	Perkins		Coordinator of Transitional Comm			3	\$1,256.45	\$3,769.35
Paul	Rabideau	3371	PSY1161Y2	Intro to Psych		3	\$1,256.45	\$3,769.35
Allen	Redford	3416	MUS177A	Class Piano I		2	\$1,256.45	\$1,507.74*
Jennifer	Roser	3425	CJS102DC	Intro to Corrections		3	\$1,256.45	\$3,769.35
Donna	Tufariello		Writing Center					\$942.34
James	Yeager	3547	SPCH191D	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
James	Yeager	3545	SPCH191C	Fund of Speech Comm		3	\$1,382.10	\$4,146.30
Dagny	Brandt		Youth Choir Director					\$1,550.00
Terri	Musser		Part time Forensics Coach					\$2,250.00
Bill	Petersen		Big Band Director					\$1,550.00
Heidi	Spotts-Manthey		Concert Choir Director					\$1,550.00
Scott	Stitch		Concert Band Director					\$1,550.00
Dave	Vrtol		Fall Theatre Salary					\$4,200.00
Daryl	Watson	3540	GEOG132DC	Regional Geography		3	\$535.91	\$1,607.73
Daryl	Watson	3541	HIST141DC	Western Civilization		3	\$535.91	\$1,607.73
Daryl	Watson	3539	HIST143DC	US History		3	\$535.91	\$1,607.73
Nadia	Wirchnianski		Accompanist for Chorale					\$1,400.00
Project Succeed								
Constance	Taylor		Tutor			TBD	\$19.51	TBD
Don	Tresemmer		Tutor			TBD	\$19.51	TBD
Constance	Taylor	3701	MATH067AXX	Basic Algebra II		2	\$464.40	\$928.80
Constance	Taylor	3700	MATH066AXX	Basic Algebra I		2	\$464.40	\$928.80
Don	Tresemmer	3702	MATH158AXX	Int. Algebra II		2	\$464.40	\$928.80
Don	Tresemmer	3703	MATH159AXX	Int. Algebra I		2	\$464.40	\$928.80
Don	Bolen		Part time driver			TBD	\$12.66	TBD
Jon	Lutz		Part time driver			TBD	\$12.66	TBD
* Pro rated based on students								
** Temporary class assignment								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Dana	Cipra			Sign language interpreter				\$ 193.60
Connie	Scott			Volleyball game 8/23/16				\$ 100.00
Roger	Thinnes			Volleyball game 8/23/16				\$ 100.00
Misty	Witt			Volleyball game 8/23/16				\$ 25.00
Barbara	Curry			Caterer for Servant Leadership Training				\$ 70.00
Grant	Draper			Drawing Assistant	7.5		12	\$ 90.00
Science/Math/Allied Health								
Roberta	Andrews		MATH058A	Pre-Algebra I		2	\$464.40	\$928.80
Patty	Aronson	3608	NURS292AXX	Health/Illness II Lab	96		\$38.00	\$3,648.00
Gael	Brewbaker		MATH F1	MAC LAB		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATH H1	MAC LAB		2	\$535.91	\$1,071.82
Gael	Brewbaker		MATH Y4	MAC LAB		2	\$535.91	\$1,071.82
Janis	Butterfield		MATH G1	MAC LAB		2	\$479.40	\$958.80
Janis	Butterfield		MATH Y2	MAC LAB		2	\$479.40	\$958.80
Gina	Cole	3212	CHEM 120N	Elem General Chemistry		3	\$520.91	\$1,562.73
Gina	Cole	3213	CHEM120NX	Elem Gen Chem Lab		1.8	\$520.91	\$937.64
Juliet	D'Souza	3454	BIOL213N	A&P I		3	\$1,256.45	\$3,769.35
Juliet	D'Souza	3455	BIOL123NX	Portion of A&P I Lab		1.2	\$1,382.10	\$1,658.52
James	Dole	3230	NSCI133/134N	Intro to Astronomy		3	\$535.91	\$1,607.73
James	Dole	3231	NSCI133NX	Intro to Astronomy Lab		1.8	\$535.91	\$964.64
David	Esch	3237	PHYS143A	Portion of Gen Physics I		2.7	\$1,256.45	\$3,392.42
John	Giuffre	3442	BIOL120N	Found of A&P		4	\$535.91	\$2,143.64
John	Giuffre	3443	BIOL120NX	Found of A&P Lab		1.8	\$535.91	\$964.64
Karla	Giuffre	3448	BIOL213A	Portion of A&P I		2.1	\$1,256.45	\$2,638.55
Anthony	Grahame	3436	BIOL116A	Portion of Intro to Ecology		0.3	\$1,256.45	\$376.94
William	Kloepping	3001	MATH055A	Basic Math		2	\$479.40	\$958.80
William	Kloepping	3106	MATH158A	Int. Algebra I		2	\$479.40	\$958.80
Jessica	Larson	3605	NURS292A	Portion of Health/Illness		0.88	\$1,256.45	\$1,105.68
Nancy	Luepke		MATH G1	MAC LAB		2	\$479.40	\$958.80
Nancy	Luepke		MATH M1	MAC LAB		2.5	\$479.40	\$1,198.50
Nancy	Luepke	3059	MATH066A	Basic Math		2	\$479.40	\$958.80
Ellen	McGinnis		MATH B1	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATH C1	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATH E1	Basic Algebra		2	\$479.40	\$958.80
Ellen	McGinnis		MATH D1	Basic Algebra		2	\$479.40	\$958.80
Stephen	Mihina	3164	MATH168A	Portion of Analytic Geometry		1	\$1,256.45	\$1,256.45
Mark	Miller		MATH A1	MAC LAB		2	\$520.91	\$1,041.82
Mark	Miller		MATH B1	MAC LAB		2	\$520.91	\$1,041.82

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Mark	Miller		MATH C1	MAC LAB		2	\$520.91	\$1,041.82
Jenna	Rancingay	3227	MATH177Y2	Portion of Statistics		1	\$1,256.45	\$1,256.45
Katherine	Schoonhoven	3880	NURS126AX	Admin Procedures	64		\$25.00	\$1,600.00
Chrislyn	Senneff	3611	NURS293AXX	Portion of Psychiartic Nurs		1.42	\$1,256.45	\$1,784.16
Kathleen	Sleezer		MATH A1	MAC LAB		2	\$520.91	\$1,041.82
Kathleen	Sleezer		MATH E1	MAC LAB		2	\$520.91	\$1,041.82
Kathleen	Sleezer	3648	MATH166B	College Algebra		4	\$520.91	\$2,083.64
Kay	Sperry	3600	NURS103HB	Portion of Pharmacology		1.58	\$1,256.45	\$1,985.20
Kay	Sperry	3621	NURS192N	Portion of Health/Illness		1.42	\$1,256.45	\$1,784.16
						0.74	\$1,382.10	\$1,022.76
John	Sullivan	3206	CHEM120HB	Elem Gen Chemistry		3	\$1,256.45	\$3,769.35
John	Sullivan	3208	CHEM123A	Gen College Chemistry		2.19	\$1,382.10	\$3,026.80
Laura	Weter	3617	NURS293AXA	Portion of Psychiatric Nurs		0.04	\$1,256.45	\$50.26
Steve	Young		MATH M1	MAC LAB		2.5	\$535.91	\$1,339.78
Steve	Young		MATH H1	MAC LAB		2	\$535.91	\$1,071.82
Steve	Young		MATH F1	MAC LAB		2	\$535.91	\$1,071.82

Business/Technology								
Fall 2016				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Casey	Anderson		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Krista	Belt		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Kayla	Clark		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Diane	DeWitt		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD
Carol	Engelkens		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD
Steve	Lambert		AUTO BODY LAB- P/T Instructor		TBD		\$24.38	TBD
Heidi	Lessen		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Gloria	Maurer		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$28.14	TBD
Jean	Meyers		COSMETOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Dorie	Oloff		OFFICE TECHNOLOGY LAB- P/T Instructor		TBD		\$25.17	TBD
Angela	Pierson		COSMETOLOGY LAB - P/T Instructor		TBD		\$24.38	TBD
Eric	Piper		AUTO BODY LAB- P/T Instructor		TBD		\$24.38	TBD
Bruce	Pittluck		OFFICE TECHNOLOGY LAB- Lab Assistant		TBD		\$12.66	TBD
Vicki	Standley		OFFICE TECHNOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Sarah	Warfield		OFFICE TECHNOLOGY LAB - P/T Instructor		TBD		\$25.17	TBD
Heidi	Lessen		COSMETOLOGY LAB - Lab Assistant		TBD		\$13.00	TBD
Amy	Chamberlin		Part-time Instruction Supervision					\$125.65
Amy	Chamberlin		Part-time Instruction Supervision					\$1,256.45
Denise	Johnson		Part-time Instruction Supervision					\$753.90
Jeremy	Monigold		Part-time Instruction Supervision					\$376.95
Todd	Vacek		Part-time Instruction Supervision					\$502.58
Justin	Ebert		Part-time Instruction Supervision					\$753.87
Amy	Chamberlin		Cosmetology Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						1.03	\$1,507.74	\$1,552.97
Justin	Ebert	3537	SPTP264A	Precision Farming		1.1	\$1,256.45	\$1,382.10
Jeremy	Monigold	3353	INFT190Y1	Prin of Computer Sci		2.2	\$1,256.45	\$2,764.19
James	Palmer		Auto Mech Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						0.15	\$1,507.74	\$226.16
William	Robertson		Auto Mech Classes			3	\$1,256.45	\$3,769.35
						3	\$1,382.10	\$4,146.30
						0.15	\$1,507.74	\$226.16
Aaron	Sargent	3310	DRAF110N	Print Reading/Inspection		2.8	\$1,256.45	\$3,518.06
Aaron	Sargent	3834	DRAF110A	Print Reading/Inspection		0.2	\$1,256.45	\$251.29
						2	\$1,382.10	\$2,764.20
Aaron	Sargent	3774	DRAF105DC	Computer Aided Drafting		1	\$1,382.10	\$1,382.10
						2.04	\$1,507.74	\$3,075.79
Todd	Vacek		AUTB Early Start			2.1	\$1,256.45	\$2,638.55
Todd	Vacek		Auto Body Classes			0.8	\$1,256.45	\$1,005.16
Carol	Wilhelms	3197	ACCT215HB	Int Accounting I		0.8	\$1,256.45	\$1,005.16

				COURSE	CLOCK	CREDIT			TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Anki	Bauer	3554	EQUI101Y1	Equine Business		3	\$479.40	\$719.10*	
Anki	Bauer		Curriculum Work/Credit Hour Compliance			3	\$479.40	\$1,438.20	
Anki	Bauer	3557	EQUI125HB	Horse Handler First Aid		1	\$479.40	\$445.84*	
Anki	Bauer	3592	OCED290C	Work Pl Exp - Equine		2	\$479.40	\$191.76*	
Claire	Brinkmeier	3507	AGOC220A	Finance Ag Production		3	\$520.91	\$1,562.73	
Jeffrey	Cowman	3362	INFT282N	A+ Certification		3.8	\$464.40	\$1,764.72	
Joseph	DeParasis	3576	EQUI103HNB	Equine Evaluation		2	\$535.91	\$1,071.82	
Joseph	DeParasis	3575	EQUI117HBN	Equine Physiology		3	\$535.91	\$1,071.82*	
Kristi	Dinderman	3510	AGOC144Y2	Eval of Dairy Animals		2	\$464.40	\$868.43*	
Carol	Engelkens	3340	INFT295Y1	MS Publisher		1	\$479.40	\$81.50*	
Thomas	Harrison	3513	BUSN125A	Math of Business		3	\$479.40	\$1,438.20	
Thomas	Harrison	3516	BUSN125Y2	Math of Business		3	\$479.40	\$1,438.20	
Pamela	Harrison	3512	BUSN141HB	Business Communications		3		\$2,740.16**	
Roger	Hicks	3528	WELD130N	Intro to Welding		5.6	\$479.40	\$2,684.64	
Faniqua	Hughes	3392	ECE203N	Home, Sci, Com Rel ECE		3	\$535.91	\$1,607.73	
Hank	Ils	3532	WELD232N	Adv Welding Processes		3.8	\$535.91	\$2,036.46	
Patricia	Krug	3506	AGRI188A	Intro to Hort Science		2	\$464.40	\$928.80	
Scott	Maddox	3672	WELD130DC	Intro to Welding		3.8	\$520.91	\$1,979.46	
Scott	Maddox		Curriculum Development					\$520.91	
Bruce	Pittluck	3375	INFT140Y1	Beg Excel		1	\$535.91	\$535.91	
Crimson	Pulver	3583	EQUI129HB	Horse Handling II		2.8	\$479.40	\$1,342.32	
Crimson	Pulver	3585	EQUI133HB	Horse Training I		2	\$479.40	\$671.16*	
Crimson	Pulver	3584	EQUI135HB	Horse Training II		2.33	\$479.40	\$1,117.00	
Cynthia	Runte	3395	ECE205HBN	Intro to Infant Toddler Care		3.9	\$479.40	\$1,869.66	
Peggy	Tell	3394	ECE124A	Lit for Young Children		3	\$535.91	\$1,607.73	
Teresa	Vowell	3372	INFT140A	Beg Excel		1	\$479.40	\$479.40	
Brandi	Widmer	3586	EQUI107HB	Equine Health Care I		2.33	\$479.40	\$1,117.00	
Brandi	Widmer	3587	EQUI131HB	Horse Shoeing		1	\$479.40	\$445.84*	
Brandi	Widmer	3589	EQUI137HB	Riding I		2	\$479.40	\$225.32*	
Jodi	York	3797	ECE210HBN	Legal & Fiscal Mgmt of CC		3	\$464.40	\$928.80*	
* Pro rated based on enrollment									
** Not to exceed - based on non exempt overtime calculation									
Business Institute									
Cliff	Klenke	3915	WFD048A	Solder Requalification				\$314.12	
Cliff	Klenke	3917	WFD048C	Solder Qualification I				\$1,256.49	
Cassie	Mekeel	3789	WFD051BCC	AMA Basic Life Support				\$120.00	
Shelly	Morgan	3796	WFD051JCC	AMA Basic Life Support				\$120.00	
Shelly	Morgan	3789	WFD051BCC	AMA Basic Life Support				\$120.00	

**AGENDA ITEM #IX-B-1
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 4.08
CONTRACTS AND NOTICES OF EMPLOYMENT (FULL-TIME FACULTY,
ADMINISTRATIVE AND EXEMPT PROFESSIONAL EMPLOYEES)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a second reading the attached revised policy, 4.08 Contracts and Notices of Employment (Full-Time Faculty, Administrative and Exempt Professional Employees), which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy clarify requirements of the College for the Executive Vice President's contract and for employees who receive a Notice of Employment. Recently enacted Public Act 099-0482 includes requirements for contract limitations and public notice requirements for negotiated employment contracts. Review and amendment considerations are included in the President's contract. Future Presidential contracts will be required to comply with the requirements of Public Act 099-0482, as well.

No additions or revisions have been made since Trustees approved the first reading during the August 16, 2016, regular meeting.

BOARD ACTION: _____

4.08 Contracts and Notices of Employment—Contractual Employees (Full-Time Faculty, Administrative and Exempt Professional Employees) (Revised 12/20/11)

A. Faculty (Full-Time)

Contracts shall be issued each year for full-time faculty. This contract will state at minimum the individual's salary, educational attainment, and years of experience.

B. Administrative/Professional

1. Prior to the last 90 days of their current contract or notice of employment, any administrative or exempt professional employee that is under a formal performance plan or that the College does not intend to employ during the next fiscal year will receive a letter from the College President stating that their contract or notice of employment may not, or will not, be renewed.
2. On or before July 1 of each fiscal year, ~~or at the beginning of a federal grant year, all administrative and exempt professional employees will receive a contract for that fiscal year~~ the Executive Vice President's contract will be reviewed. Any amendment, renewal or extension of a contract would be issued before July 1, not to exceed two years, if renewed. This contract will state remuneration applicable and eligibility for fringe benefits. The Executive Vice President's ~~contracts~~ contracts will not be valid until signed by the employee and ~~the~~ the authorized representatives of the Highland Community College Board of Trustees. This contract must be signed and returned to the Human Resources Office within two weeks after receiving the contract. If the contract is not signed and returned, the College may deem the employee's assignment to be vacant.
3. On or before July 1 of each fiscal year, or at the beginning of a federal grant year, all other administrative and exempt professional employees will receive a Notice of Employment for the next fiscal year. This Notice of Employment will state remuneration applicable and eligibility for fringe benefits. Continued employment for grant-funded employees is dependent on continuation of grant funding.
4. Administrative or exempt professional employees who work before and/or after their stipulated ~~contract~~ Notice of Employment dates, may be paid on a per diem basis subject to such arrangement made between the administration and the employee.

**AGENDA ITEM #IX-B-2
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 4.21
PAYROLL**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a second reading the attached revised policy, 4.21 Payroll, which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy were recommended by an internal work group after a review of other college's practices and savings that could be realized from increasing the use of the paperless system currently available through ADP. Many Highland employees have already elected direct deposit and paperless vouchers. The policy revision will result in all employees defaulting to direct deposit and paperless vouchers unless he/she opts out.

No additions or revisions have been made since Trustees approved the first reading during the August 16, 2016, regular meeting.

BOARD ACTION: _____

4.21 Payroll (Revised 12/20/11)

- A. All ~~full-time and regular part-time personnel~~ employees shall normally be paid at the end of alternate work weeks.
- B. All employees shall default to direct deposit. If the employee does not wish to participate in direct deposit, they will complete and submit an opt out form to the Payroll Office. Part-time faculty may be paid at mid-term and after final grades have been submitted.
- C. Employees under direct deposit will automatically be signed up for paperless vouchers and can view and print them on the College's payroll system. HR/Payroll staff can assist with accessing on-line vouchers. Live payroll checks will be mailed prior to pay day. Employees may pick up their checks from the Communications Operator at the designated time. Checks not picked up by 2:30 PM on the last day of the pay week will be mailed to the employee.
- D. Payroll Deductions: The Payroll Office shall provide all personnel the opportunity for payroll deductions according to administrative procedures.
- E. ~~Employees not covered under "A" above may request in writing an alternate remuneration schedule according to the length of their employment.~~

**AGENDA ITEM #IX-B-3
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 5.031
USE OF BUSINESSES OWNED BY MINORITIES, FEMALES, AND PERSONS WITH
DISABILITIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached new policy 5.031, Use of Businesses Owned by Minorities, Females, and Persons with Disabilities, which will be included in Chapter V, Finance and Facilities, of the Policy Manual.

BACKGROUND: The proposed new policy addresses the amendment to the Illinois law titled “The Business Enterprise for Minorities, Females, and Persons with Disabilities Act”. Community colleges are now required to file an annual compliance plan that will outline aspirational goals to contract with businesses owned by minorities, females, and persons with disabilities for professional services including architectural, accounting, investment, legal, insurance, and information technology services. Outreach efforts will be completed, the College’s system (Banner) will be updated to track the needed data, and current and future applicable vendors will be contacted to self-identify by type. The College’s liaison will be the Vice President of Administrative Services. Annual reporting will be done through the Illinois Community College Board. The format, data to be included, and due date are being determined at this time.

BOARD ACTION: _____

5.031 Use of Businesses Owned by Minorities, Females, and Persons with Disabilities
(Adopted)

In accordance with 30/ILCS 575/1, Highland Community College will develop, implement, and maintain a plan for contracting with businesses owned by minorities, females, and persons with disabilities. Highland Community College will establish a liaison officer, establish annual aspirational goals, and to the greatest extent feasible within the bounds of financial and fiduciary prudence, develop, implement, and maintain procedures to support the utilization of businesses owned by minorities, females, and persons with disabilities.

**AGENDA ITEM #IX-B-4
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES
POLICY MANUAL CHAPTER II, INSTRUCTION

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

BACKGROUND: The list of policies below incorporates changes in wording and position title updates. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
2.00	Wording change
2.01	Minor wording change
2.05	Minor wording change
2.08	Title update
2.09	Title update
2.12	Title update
2.16	Title update

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

BOARD ACTION: _____

CHAPTER II

INSTRUCTION

TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
2.00	Curricular Offerings
2.01	Statement on General Education
2.02	Cooperation with District and Area Institutions, Agencies and Persons
2.03	Oral English Language Proficiency
2.04	Curriculum Development
2.05	Academic Program Evaluation
2.051	Occupational Course Guarantees
2.052	Transfer Course Guarantees
2.06	Course Syllabi
2.07	Instructional Materials
2.08	Class Size
2.09	Text Selection
2.10	Academic Freedom
2.11	Advisory Committees
2.12	Articulation
2.13	Semester Schedules
2.14	Transfer Program Preparedness
2.15	Academic Integrity
2.16	Assignment of Schedules
2.17	Office Hours for Instructional Staff
2.18	Dual Credit Substitute Instructors

2.00 Curricular Offerings (Reaffirmed 9/21/10 Revised)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet ~~special~~ the educational needs of the citizens of the College District.
- E. Community education and cultural activities in the district. Public Service Activities at Highland Community College ~~—that segment of the total college program which endeavors to initiate and coordinate community educational and cultural activities in the district.~~

2.01 Statement on General Education (Reaffirmed ~~9/21/10~~)

Highland Community College recognizes the importance of educating its students in a wide range of course curricula (programs of study) to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons
(Reaffirmed ~~9/21/10~~)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement distance learning opportunities as well.

The College recognizes the use of institutions, agencies, and persons as educational resources.

2.03 Oral English Language Proficiency (Reaffirmed ~~9/21/10~~)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (Reaffirmed ~~9/21/10~~)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and State offices.

2.05 Academic Program Evaluation (Revised ~~9/21/10~~)

All academic programs should be relevant, high quality, effective, cost effective and should ~~achieve-support~~ the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the procedures found in the Faculty Handbook.

2.051 Occupational Course Guarantees (Reaffirmed 9/21/10)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology.

The guarantee becomes effective with students enrolling in summer 1993. Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Reaffirmed ~~9/21/10~~)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003. Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.

2.06 Course Syllabi (Reaffirmed ~~9/21/10~~)

Course Syllabi shall be available for inspection in the appropriate division office or on the College network group drive.

2.07 Instructional Materials (Revised ~~9/21/10~~)

The resources of the Learning Resource Center are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in 1980 and reaffirmed in 1996.

2.08 Class Size (Revised ~~9/21/10~~)

Class size limits shall be determined by the Deans and ~~Associate Deans~~Division Chairs in consultation with the Executive Vice President of Academic Services and the instructor involved.

2.09 Text Selection (Reaffirmed ~~9/21/10~~)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean ~~or Associate Dean~~.

2.10 Academic Freedom (Reaffirmed ~~9/21/10~~)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

2.11 Advisory Committees (Reaffirmed ~~9/21/10~~)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.

2.12 Articulation (Revised ~~9/21/10~~)

The Office of the Executive Vice President of Academic Services shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

2.13 Semester Schedules (Reaffirmed ~~9/21/10~~)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Reaffirmed 9/21/10)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.

2.15 Academic Integrity (Reaffirmed ~~9/21/10~~)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Revised ~~9/21/10~~)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans and ~~Associate Deans~~ after consultation with the Executive Vice President of Academic Services. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

2.17 Office Hours for Instructional Staff (Reaffirmed ~~9/21/10~~)

It is required that faculty members establish and maintain posted office hours each week. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.

2.18 Dual Credit Substitute Instructors (Adopted 5/17/16) (Reaffirmed)

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

1. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules; and
2. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
3. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the subject if no qualified high school or Highland instructor could be secured; and
4. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
5. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
6. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

**AGENDA ITEM #IX-B-5
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

BACKGROUND: The list of attached policies incorporates changes in wording. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<u>Policy #</u>	<u>Change</u>
3.10	Wording change

BOARD ACTION: _____

CHAPTER III

STUDENT

TABLE OF CONTENTS

<u>Page & Policy No.</u>	<u>Description</u>
3.00	Admissions Requirement
3.001	Student Responsibility for Admission and Registration
3.01	Waiver of Requirements
3.02	Graduation Requirements
3.021	Student Responsibility for Graduation
3.03	Attendance
3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
3.041	Evaluation
3.05	Final Course Grades
3.051	Academic Grievance
3.052	Grade Reports
3.053	Grade Point System
3.06	Repeating Courses
3.07	Withdrawals
3.08	Transfer of Credits
3.09	Student Records
3.10	Financial Aid "Standards of Satisfactory Academic Progress"
3.101	Financial Aid "Unusual Enrollment History"
3.11	Student Activities
3.115	Student Code of Conduct
3.12	Campus Speakers
3.13	Student Assembly and Dissent
3.14	Student Government
3.15	Political Activity
3.16	Student Organizations
3.17	Official Student Publications
3.18	Student Disciplinary Regulations
3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
3.23	Substance Abuse Assistance—Information
3.24	Sexual and Other Harassment
3.25	Non-Violence
3.26	Student Optional Disclosure of Private Mental Health Information

3.00 Admissions Requirement (Reaffirmed)

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

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

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

3.01 Waiver of Requirements (Reaffirmed)

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

3.02 Graduation Requirements (Reaffirmed)

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

3.021 Student Responsibility for Graduation (Reaffirmed)

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

3.03 Attendance (Reaffirmed)

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

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed)

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

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

3.04 Scholastic Requirements (Reaffirmed)

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

3.041 Evaluation (Reaffirmed)

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

3.05 Final Course Grades (Reaffirmed)

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

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

3.051 Academic Grievance (Reaffirmed)

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

3.052 Grade Reports (Reaffirmed)

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

3.053 Grade Point System (Reaffirmed)

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

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

3.06 Repeating Courses (Reaffirmed)

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

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

3.07 Withdrawals (Reaffirmed)

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

3.08 Transfer of Credits (Reaffirmed)

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

3.09 Student Records (Reaffirmed/vised)

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

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

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

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

“Standards of Satisfactory Academic Progress” Effective fall 2011

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

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

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

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

1. Grade Point Average Requirement

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

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

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

2. Definitions

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

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

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

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

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

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

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

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

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

3. Maximum Time Frame Requirement (150% Rule)

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

Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

Completion Requirement

Semester requirement:

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

Cumulative requirement:

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

4. Appeal Procedure

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

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

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

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

“Unusual Enrollment History” Adopted October 22, 2013

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

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

1. Unusual Enrollment History

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

2. Questionable Enrollment Pattern

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

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

3. Appeal Procedure

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

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

3.11 Student Activities (Reaffirmed)

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

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

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

3.12 Campus Speakers (~~Revised~~Reaffirmed)

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

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

3.13 Student Assembly and Dissent (Reaffirmed)

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

3.14 Student Government (Reaffirmed)

Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed)

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

3.16 Student Organizations (Reaffirmed)

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

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

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

3.18 Student Disciplinary Regulations (Reaffirmed)

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

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

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

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

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

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

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the sale, exchange, or sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

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

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

3.24 Sexual and Other Harassment (Reaffirmed)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed)

See Policy 4.39.

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

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

**AGENDA ITEM #IX-C-1
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
STUDENT RETENTION SPECIALIST**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the revised job description for Student Retention Specialist. The position remains a non-exempt hourly position. There is no change in range placement on Highland's Salary Range Table.

BACKGROUND: This part-time, 32-hours per week position has been reviewed and is being revised at this time due to the position's vacancy following the departure of the incumbent, Tracey Williams. The principal duties were modified to include language concerning training students on the use of adaptive equipment and to clarify the testing assistance provided in relation to the Testing Center and Disability Services. In addition, the administrative support duties were updated to give a more specific description of the actual tasks performed. The peer mentoring coordination was shifted down on the list of principal duties, as the mentoring program will not be the main focus of the position until the individual filling the vacancy has become acclimated to the position. Lastly, the knowledge and skills were revised to reflect the changes made under the principal duties.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Student Retention Specialist*

GENERAL STATEMENT OF RESPONSIBILITIES: Assists with retention efforts by supporting the student population of the college.

PRINCIPAL DUTIES: (essential functions)

- Provides assistance to students with disabilities in Learning Services by administering and proctoring placement testing accommodations, following up with students to provide support and encouragement, and providing educational information to faculty and staff about services available to students with disabilities. Trains students in the use of adaptive equipment and schedules Disability Services testing.
- ~~Coordinates the peer mentor program by supervising peer mentors, pairing mentors and mentees based on their needs, developing support plans for mentees, and guiding mentors to help students succeed.~~
- Assists and supports ~~high~~ at-risk students through the Early Alert System. Acts as a liaison and resource for students to facilitate the use of academic and support programs.
- ~~Gathers and enters information into the computer for reports and other documents, maintains records and files, coordinates~~ Coordinates the emergency book payment plan, serves as back-up for testing data upload process, and assists with departmental activities.
- Communicates verbally and in writing with students and prospective students regarding the enrollment process; appropriately communicates to specialists in Financial Aid, Advising, Success Center and other College departments as appropriate. Proactively responds to and follows-up on student inquiries.
- Coordinates services and student needs with advisors, specialists, ~~the career~~ Career center Services and other College departments as necessary.

Administers and proctors various tests for the nursing department Testing Center including: Pearson, CLEP, DHS, Accuplacer, and make-up exams. Serves as a back-up to Testing Center.

- ~~Provides administrative support to Success Center staff~~ such as course evaluation processing, syllabi management using CurricUNET, entering course semester schedules in Banner, preparing faculty contracts, and PTK support. Submits and receives purchase orders and invoices.
- ~~preparing correspondence and other written documents, receives phone calls, answers questions and routes messages, schedules and prepares for meetings, processes mail, schedules appointments and keeps calendar.~~
- ~~Manages information flow internally and externally with students and other Highland Community College departments.~~
- May coordinate the peer mentor program by supervising peer mentors, pairing mentors and mentees based on their needs, developing support plans for mentees, and guiding mentors to help students succeed.
- ~~Submits and receives purchase orders and invoices.~~
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles and practices of office administration.
Knowledge of Financial Aid, Admissions & Records and Academic Advising policies and procedures.
Knowledge of basic functions of departments and areas around campus in order to serve as a campus resource.
~~Knowledge of file and record maintenance.~~
Knowledge of computer operations and software applications.
Knowledge of principles, practices and processes of testing.
Knowledge of principles, practices and procedures related to students with disabilities.
Knowledge of principles and practices in working with a diverse student population.
Knowledge of customer service techniques.

Skill in operating office equipment and computer hardware and software applications.
Skill in maintaining confidential information.
~~Skill in composing memos, letters, reports and other documents~~
Skill in communicating effectively verbally and in writing.
Skill in establishing and maintaining effective relationships with co-workers and others.
Skill in providing excellent customer service.
Skill in interpreting policies and procedures regarding the enrollment process and record keeping.
Skill in responding to inquiries.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: Associate's degree and two (2) years working in a customer service or communication field OR an equivalent combination of education and work experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Director, Learning and Transitional Education Services

SELECTION: This position is appointed by the President.

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4813

JOB SERIES/FAMILY: Student Support Services Series/Student Support Services Group

LAST REVISED: 06/17/14 *Pending Board Approval 09/27/16

**AGENDA ITEM #IX-C-2
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE**

**APPOINTMENT
COORDINATOR, OUTREACH AND DUAL CREDIT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Samantha Schaible as full-time Coordinator, Outreach and Dual Credit beginning October 3, 2016, at an FY17 annualized salary of \$40,000, plus appropriate fringe benefits. This is a full-time, exempt, professional position and is within the FY17 budget.

BACKGROUND: Ms. Schaible's most recent professional experience has been working as a Wedding Consultant/Food and Beverage Assistant at Irish Cottage Boutique Hotel in Galena, Illinois. Here she oversaw all wedding, motor coach, association and group meeting functions. Her responsibilities included initiating group sales efforts in order to achieve budgeted revenue goals and working with clients from the point of inquiry through the execution of the event. Prior to her position at the Irish Cottage, Ms. Schaible was employed at Highland as a full-time Student Information Specialist. In addition to providing guidance to students with respect to admissions, student services, financial aid, and placement testing, she also coordinated annual events such as the Northwest Illinois College Fair, Social Service Agency Luncheon, New Student Orientation, Fast Forward, Express Registration, Experience Highland, and college visits on campus. Ms. Schaible also presented at workshops such as QuickStart, THRIVE, Moving Forward, All Hands on Deck, First Year Experience Seminar (FYES), Major Pursuit/Madness, and VA Reintegration. Furthermore, Ms. Schaible assisted with managing online recruitment efforts and campus tours. She is currently teaching an online First Year Experience Seminar class at Highland.

Ms. Schaible obtained an Associate of Arts degree from Highland, a Bachelor of Arts degree in Psychology from Southern Illinois University, and a Master of Science degree in Academic Advising from Kansas State University.

Ms. Schaible's sales and admissions experience, familiarity with Highland's processes, strong organizational and interpersonal skills, and ability to successfully coordinate projects to completion make her an excellent fit for this position.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-3
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED DIFFERENTIAL
COORDINATOR OF TRANSITIONAL COMMUNICATION POSITION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised proposal for the differential for the Coordinator of Transitional Communication. This will be a normal differential entered into the Faculty Senate contract, as negotiated.

BACKGROUND: As part of the AQIP Action Project, The Redesign of Pivotal Transitional English Course (COMM 090), the need for a faculty coordinator of transitional communication has become apparent. This differential provides for the compensation of an English faculty member selected to coordinate transitional writing courses and the alignment of the transitional writing courses with the transfer communication courses. The success of the redesign and coordinator role will be assessed through student and faculty feedback, student completion, success, and persistence data, and National Community College Benchmark Project data. The coordinator will also work closely with the Executive Vice President, the Director of Learning and Transitional Education Services, and the Manager of the Math Achievement Center to ensure transitional students' needs are being met.

This differential was originally approved at the August 16, 2016, regular meeting; however, since that time, it was determined that some modifications were necessary.

BOARD ACTION: _____

Coordinator of Transitional Communication Differential Faculty Proposal

September 27, 2016

Position Description and Duties

The position of Coordinator is critical to the success of students placing into transitional writing and reading classes. The work necessary to create and promote strategies in transitional communication will take time.

In addition to the duties required of an HCC faculty member, the Coordinator of Transitional Communication will be responsible for:

- Working closely with the Executive Vice President, the Director of Learning and Transitional Education Services, and the Manager of the Math Achievement Center to ensure transitional students' needs are being met
- Coordinating the planning, preparation and presentation of classroom instruction in collaboration with transitional writing faculty for transitional writing classes
- Assisting in revisions of reading course curriculum
- Incorporating reading courses into the coordinator's instructional load
- Developing and implementing curriculum and effective teaching strategies in an effort to meet the college's and state's standards for basic skills courses.
- The coordination and expansion of the summer bridge writing program
- On a regular basis, assisting in evaluating the success of the transitional program in preparing students for transfer level coursework, including playing a major role in the completion of the current, and any subsequent AQIP action project.
- Working closely with faculty who teach credit-bearing composition courses to ensure course alignment
- Participating in local, state, regional, and national professional activities and organizations related to transitional reading and writing
- Remaining current on research and best practices in transitional education via regular professional development

Selection

The Executive Vice President will appoint an interested and qualified faculty member to be the Coordinator of Transitional Communication. The Coordinator is a tenured, full-time faculty member in the English department, possessing a specialty in transitional communication. This appointment will be a one-year appointment, eligible for renewal each year.

Rationale

These duties are deemed to be essential to the development and continued success of students placed in transitional reading and writing courses.

For the administrative duties of the position, the Coordinator will report to the Executive Vice President.

For the teaching duties of the position, the Coordinator will report to the Dean of Humanities, Social Sciences, and Fine Arts.

Compensation Recommendation

Based on the afore-mentioned administrative duties, which are performed along with teaching responsibilities of a full-time faculty member, the compensation proposed shall be three credit hours released time each semester or three hours of overload each semester. The Coordinator will be allowed to decide if compensation takes the form of released time or overload in any given semester. The Coordinator will have the option of performing the administrative duties during the summer schedule. In this case, the Coordinator will receive three hours of summer pay for the summer term in addition to regular summer pay compensation for classes taught in the summer.

**AGENDA ITEM #IX-D-1
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE**

2016-2017 BUDGET

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2016-2017 budget.

BACKGROUND: On September 27, 2016, a public hearing on the 2016-2017 Budget was declared and held in accordance with State law. The attached budget, as compared to the FY17 Tentative Budget, includes changes in the Operating Funds, Operations and Maintenance, Restricted Fund, Liability, Protection, and Settlement Fund, Auxiliary Enterprises Funds, and Restricted Funds for changes in state and federal grant funding, changes in tuition revenue, changes in local revenue, and known and estimated changes in operating costs.

BOARD ACTION: _____

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2017 budget with the following resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

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

WHEREAS, said budget in tentative form has been made conveniently available to public inspection for at least 30 days prior to final action thereon, and

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

WHEREAS, the State of Illinois, in 110 ILCS 805/3-20.3, provides for the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes,

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board as follows:

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2016, and ending June 30, 2017, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

Page 2

(A true, complete and correct copy of such budget is attached to and made a part of the minutes of this meeting.)

Board action: _____

A copy of the adopted budget is enclosed.

Secretary, Board of Trustees

Chairman, Board of Trustees

**2016-2017 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
REVENUE							
Local							
Resources	\$4,829,088	\$4,829,088	\$0	\$1,519,213	\$1,519,213	\$0	\$0
State	648,186	648,186	0	90,775	90,775	0	0
Federal	35,541	35,541	0	0	0	0	0
Tuition	5,450,750	5,655,000	(204,250)	0	0	0	(204,250)
Other	984,344	884,344	100,000	65,084	65,084	0	100,000
Totals	<u>\$11,947,909</u>	<u>\$12,052,159</u>	<u>(\$104,250)</u>	<u>\$1,675,072</u>	<u>\$1,675,072</u>	<u>\$0</u>	<u>(\$104,250)</u>
EXPENSES BY OBJECT							
Salaries	\$8,206,775	\$8,274,640	(\$67,865)	\$582,994	\$582,994	\$0	(\$67,865)
Employee							
Benefits	2,067,579	2,094,468	(26,889)	229,854	230,925	(1,071)	(27,960)
Contractual	598,289	643,898	(45,609)	143,084	146,756	(3,672)	(49,281)
Materials	697,872	685,184	12,688	160,635	162,228	(1,593)	11,095
Conference	227,580	227,121	459	500	200	300	759
Fixed Charges	483,885	484,168	(283)	0	0	0	(283)
Utilities	19,000	19,000	0	608,251	608,251	0	0
Other	605,481	645,481	(40,000)	(252,095)	(252,095)	0	(40,000)
Transfer	(484,827)	(185,847)	(298,980)	0	0	0	(298,980)
TOTALS	<u>\$12,421,634</u>	<u>\$12,888,113</u>	<u>(\$466,479)</u>	<u>\$1,473,223</u>	<u>\$1,479,259</u>	<u>(\$6,036)</u>	<u>(\$472,515)</u>

**2016-2017 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATIONS AND MAINTENANCE,
RESTRICTED FUND**

**Operations & Maintenance, Restricted
Fund**

	<u>Final Budget</u>	<u>Tentative Budget</u>	<u>Net Inc/Dec</u>
<u>REVENUE</u>			
Local Govt Sources	<u>\$800,000</u>	<u>\$800,000</u>	<u>\$0</u>
Totals	<u>\$800,000</u>	<u>\$800,000</u>	<u>\$0</u>
<u>EXPENSES BY OBJECT</u>			
Contractual Service:	\$73,418	\$73,418	\$0
Materials	9,835	9,835	-
Capital	2,608,937	2,719,942	(111,005)
Other	-	-	-
Transfers	<u>118,650</u>	<u>118,650</u>	<u>-</u>
TOTALS	<u>2,810,840</u>	<u>2,921,845</u>	<u>(\$111,005)</u>

**2016-2017 BUDGET
CHANGES FROM TENTATIVE BUDGET
AUXILIARY ENTERPRISES FUND**

**Auxiliary Enterprises
Fund**

	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Activity Fee	\$245,000	\$245,000	\$0
Bookstore			
Sales	968,000	968,000	-
Athletics	43,430	43,430	-
Other	<u>134,850</u>	<u>134,850</u>	<u>-</u>
Totals	<u>\$1,391,280</u>	<u>\$1,391,280</u>	<u>\$0</u>

EXPENSES BY OBJECT

Salaries	\$294,033	\$284,533	\$9,500
Employee			
Benefits	34,325	40,729	(6,404)
Contractual	75,260	75,260	-
Materials	870,042	868,792	1,250
Fixed Costs	1,766	1,766	-
Utilities	600	600	-
Conference	179,009	181,259	(2,250)
Capital	700	700	-
Other	15,356	15,356	-
Transfers	<u>(2,932)</u>	<u>-</u>	<u>(2,932)</u>
TOTALS	<u>1,468,159</u>	<u>1,468,995</u>	<u>(836)</u>

**2016-2017 BUDGET
CHANGES FROM TENTATIVE BUDGET
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
State	\$470,396	\$496,939	(\$26,543)
Federal	\$4,846,842	\$4,846,842	-
Other	<u>947,489</u>	<u>992,060</u>	<u>(44,571)</u>
Totals	<u>\$6,264,727</u>	<u>\$6,335,841</u>	<u>(\$71,114)</u>
 <u>EXPENSES BY OBJECT</u>			
Salaries	\$930,972	\$948,465	(\$17,493)
Employee			
Benefits	188,425	191,532	(\$3,107)
Contractual	513,718	476,495	37,223
Materials	75,602	76,101	(499)
Conference	54,004	56,054	(2,050)
Fixed Charges	24,848	24,848	-
Utilities	4,152	4,152	-
Capital	44,055	44,055	-
Financial Aid	4,384,831	4,384,831	-
Other	53,453	54,783	(1,330)
Transfers	<u>362,109</u>	<u>0</u>	<u>362,109</u>
TOTALS	<u>\$6,636,169</u>	<u>\$6,261,316</u>	<u>\$374,853</u>

**2016-2017 BUDGET
CHANGES FROM TENTATIVE BUDGET
LIABILITY, PROTECTION, SETTLEMENT FUND**

Liability, Protection, Settlement Fund			
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	<u>\$951,000</u>	<u>\$951,000</u>	<u>\$0</u>
Totals	<u>\$951,000</u>	<u>\$951,000</u>	<u>\$0</u>
 <u>EXPENSES BY OBJECT</u>			
Salaries	\$273,215	\$273,215	\$0
Employee Benefits	352,486	353,019	(533)
Contractual	300,512	300,512	0
Materials & Supplies	19,658	19,658	0
Conference	15,700	15,700	0
Utilities	6,822	6,822	0
Fixed Charges	<u>222,331</u>	<u>222,331</u>	<u>0</u>
	<u>\$1,190,724</u>	<u>\$1,191,257</u>	<u>(\$533)</u>

**AGENDA ITEM #IX-D-2
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "UPDATE SECURE ACCESS ON
CAMPUS" AND TO AUTHORIZE USE OF PROTECTION, HEALTH AND SAFETY
FUNDS FOR PAYMENT OF THE SAME, WITH APPROVAL OF HEALTH AND
SAFETY TAX LEVY OF ADDITIONAL FUNDS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health and Safety project for Secure Campus Access and approves a levy of Protection, Health and Safety funds, along with use of excess Protection, Health and Safety funds to finance the project.

BACKGROUND: Recent legislation has eliminated the need for Protection, Health and Safety projects to undergo the Illinois Community College Board (ICCB) approval process previously required. Community colleges must still follow established State regulations for use of Protection, Health and Safety funds, as well as for the levy of these funds. The attached Resolution replaces the previous ICCB forms while ensuring that needed documentation and approvals are obtained.

Highland Community College currently has a standard security lock system for building, classroom, office, and other access, installed when construction of the first permanent building began. The system was designed of high quality hardware, with high security keying designed in a "top down" hierarchy to allow for varying levels of access.

Door locking mechanism failure due to years of use, degradation of keys due to years of duplication, and lack of access control result in the need to upgrade access security.

With this project, the College will install a new keyless entry card access system across campus. This system will bring the College's security access in line with our needs, address the above issues, and take advantage of technological advancements in the area of secure campus access.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2016 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that this levy will amount to \$800,000. Excess funds from prior Protection, Health, and Safety monies will be used for the remaining project amount of \$267,232.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT "UPDATE SECURE ACCESS ON CAMPUS" AND TO AUTHORIZE USE OF PROTECTION, HEALTH AND SAFETY FUNDS FOR PAYMENT OF THE SAME, WITH APPROVAL OF HEALTH AND SAFETY TAX LEVY OF ADDITIONAL FUNDS

WHEREAS, the Board of Trustees of Community College District No. 519 (Highland Community College) (counties of Stephenson, Ogle, Jo Daviess and Carroll), previously retained the services of the architectural firm of Richard L. Johnson & Associates to review health and safety issues on the Highland Community Campus; and

WHEREAS, Richard L. Johnson & Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and

WHEREAS, Richard L. Johnson & Associates recommends completion of Project Update Secure Access on campus, a project which will substantially upgrade the College's secure access to buildings, classrooms, offices and other keyed, security lock system access points; and

WHEREAS, Richard L. Johnson & Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Update Secure Access on Campus is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: The Board of Trustees authorizes use of excess funds from prior protection, health or safety projects, which may not have been used for prior projects, towards Project Update Secure Access.

SECTION 5: To finance the balance of the Project, the Board of Trustees hereby further levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2016, collected in the year 2017; and to

levy for the year 2016 be allocated 50% for FY17 and 50% for FY18 as a special tax for health and safety purposes in the amount not to exceed the sum of \$800,000.00 exclusive of fees or costs of collection.

SECTION 6: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 7: All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 8: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 9: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the ____ day of _____, 2016.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #IX-D-3
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 2016 bills.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 320730 through 321099 amounting to \$956,485.24, Automated Clearing House (ACH) debits W0000382 through W0000386 amounting to \$9,987.87, Other Debits D0000060 amounting to \$55.78 and Electronic Refunds of \$27,837.33, with 6 adjustments of \$1,321.60, such warrants amounting to \$993,044.62. Transfers of funds for payroll amounted to \$481,274.90.

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

BOARD ACTION: _____

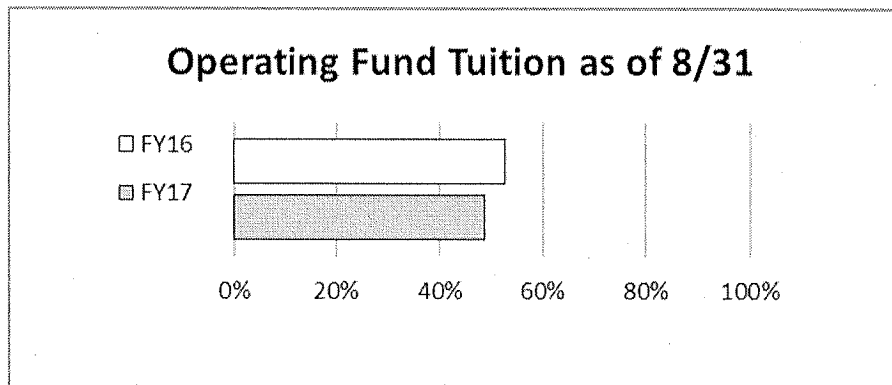
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, August 31, 2016**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$239,189.67	\$416.67	\$0.00	\$239,606.34
FIFTH THIRD	3,399.71	0.00	0.00	3,399.71
UNION LOAN AND SAVINGS	171,710.62	0.00	0.00	171,710.62
TOTAL ASSETS	\$414,300.00	\$416.67	\$0.00	\$414,716.67
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	51,620.09			51,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	73,779.54	416.67		74,196.21
1019 YMCA BLDG/MAINT	48,644.29			48,644.29
1020 HCC BLDG/MAINT	65,734.63			65,734.63
1021 YMCA/HCC INTEREST	95,943.40			95,943.40
1022 HCC SECTION 125 PLAN	3,399.71			3,399.71
TOTAL	\$414,300.00	\$416.67	\$0.00	\$414,716.67

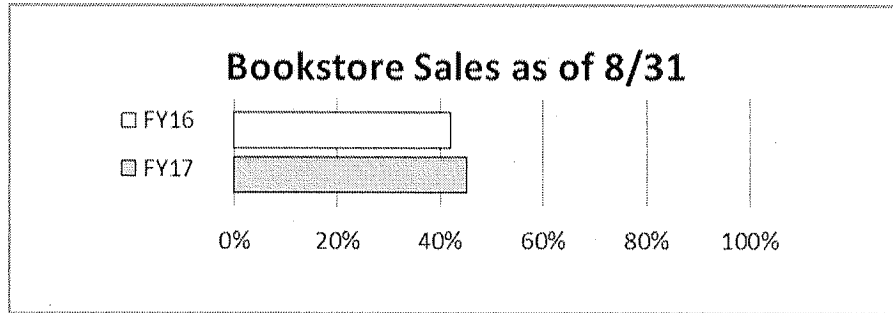
**AGENDA ITEM #X-A
SEPTEMBER 27, 2016
HIGHLAND COMMUNITY COLLEGE BOARD
FY17**

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

- As of August 31st, we are 16.6% of the way into FY17.
- The FY16 reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30th reports.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY16 results to FY17 results as of August 31st. The FY16 bar is the year-to-date results as of August 31, 2015 divided by the actual year end results for FY16. The FY17 bar is the year-to-date results for August 31, 2016 divided by the annual budgeted amount for FY17.



If the amount included in the permanent budget for Operating Fund tuition was included in the chart, the FY17 results as of August 31st are more in line with the FY16 results as of August 31st.



Bookstore sales are slightly higher at August 31, 2016 than at August 31, 2015 (\$37,000).

- The Liability, Protection, and Settlement Fund includes costs that support the College's Risk Management Plan. This fund accounts for property, liability insurance and worker's compensation policies. A quarterly billing for general liability insurance premium was paid in August. In previous years, the premium was an annual payment.

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE
 FY17

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended August 31, 2016

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$5,923,301	724,523	12.2%
Credit Hour Grants	648,393	-	0.0%
Equalization	28,355	-	0.0%
ICCB Career/Tech Education	58,713	-	0.0%
ICCB Performance	3,500	-	0.0%
CPP Replacement Tax	425,000	58,376	13.7%
Dept. of Educ.	5,944	-	0.0%
Other Federal Sources	29,597	-	0.0%
Tuition & Fees	5,655,000	2,761,985	48.8%
Sales & Services	40,950	2,994	7.3%
Facilities Revenue	92,784	12,079	13.0%
Interest on Investments	5,000	288	5.8%
Non-Govt. Gifts, Grants	830,131	-	0.0%
Miscellaneous	15,563	5,025	32.3%

Total Revenue	\$13,762,231	\$3,565,270	25.9%
<u>EXPENDITURES:</u>			
Salaries	\$8,857,634	\$1,227,292	13.9%
Employee Benefits	2,325,393	410,255	17.6%
Contractual Services	790,654	175,536	22.2%
Materials & Supplies	847,412	294,711	34.8%
Conference & Meeting	227,321	22,895	10.1%
Fixed Charges	45,036	21,177	47.0%
Debt Certificate Payment	439,132	-	0.0%
Utilities	627,251	602,875	96.1%
Capital Outlay	0	5,673	0.0%
Other Expenditures	393,386	156,021	39.7%
Transfers (In) Out	(185,847)	-	0.0%

Total Expenditures	\$14,367,372	\$2,916,435	20.3%
Excess of Revenues Over Expenditures	(\$605,141)	\$648,835	
Fund Balance 7/1/16	2,868,326	2,868,326	

Fund Balance 8/31/16	\$2,263,185	\$3,517,161	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$800,000	\$98,231	12.3%
	-----	-----	-----
Total Revenue	\$800,000	\$98,231	12.3%
EXPENDITURES:			

Contractual Services	73,418	-	100.0%
Materials & Supplies	9,835	32,000	325.4%
Capital Outlay	2,719,942	1,179,508	43.4%
Transfers Out	118,650	-	0.0%
	-----	-----	-----
Total Expenditures	\$2,921,845	\$1,211,508	41.5%
Excess of Revenues Over Expenditures	(\$2,121,845)	(\$1,113,277)	
Fund Balance 7/1/16	\$2,482,151	\$2,482,151	
	-----	-----	
Fund Balance 8/31/16	\$360,306	\$1,368,874	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$245,000	\$133,994	54.7%
Bookstore Sales	968,000	438,765	45.3%
Athletics	43,430	3,838	8.8%
Other	134,850	23,383	17.3%
-----	-----	-----	-----
Total Revenue	\$1,391,280	\$599,980	43.1%
EXPENDITURES:			

Salaries	\$284,533	\$35,010	12.3%
Employee Benefits	40,729	5,690	14.0%
Contractual Services	75,260	5,125	6.8%
Materials & Supplies	868,792	595,060	68.5%
Conference & Meeting	181,259	14,167	7.8%
Capital Outlay	700	1,845	263.6%
Fixed Charges	1,766	30	1.7%
Utilities	600	600	100.0%
Other Expenditures	15,356	718	4.7%
-----	-----	-----	-----
Total Expenditures	\$1,468,995	\$658,245	44.8%
Excess of Revenues Over Expenditures	(\$77,715)	(\$58,265)	
Fund Balance 7/1/16	\$110,400	\$110,400	
-----	-----	-----	
Fund Balance 8/31/16	\$32,685	\$52,135	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended August 31, 2016

<u>REVENUE:</u>	Tentative		
	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$133,329		0.0%
Adult Education	262,342		0.0%
Other Illinois Sources	101,268		0.0%
Department of Education	4,773,630		0.0%
Other Federal Sources	73,212		0.0%
Tuition & Fees	575,000	304,355	52.9%
Sales & Service Fees	23,100	28,852	124.9%
Interest	20,000	19,677	98.4%
Non-govt. Gifts, Grants	71,000	1,058	1.5%
Other	302,960	2,349	0.8%
	-----	-----	-----
Total Revenue	\$6,335,841	356,291	5.6%
<u>EXPENDITURES:</u>			
Salaries	\$948,465	\$138,093	14.6%
Employee Benefits	191,532	25,157	13.1%
Contractual Services	476,495	41,466	8.7%
Materials & Supplies	76,101	67,515	88.7%
Conference & Meeting	56,054	4,005	7.1%
Fixed Charges	24,848	375	1.5%
Utilities	4,152	-	0.0%
Capital Outlay	44,055	22,309	50.6%
Other Expenditures	54,783	16,820	30.7%
Financial Aid	4,384,831	-	0.0%
Transfers out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,261,316	\$315,740	5.0%
Excess of Expenditures Over Revenue	\$74,525	\$40,551	
Fund Balance 7/1/16	863,272	863,272	
	-----	-----	
Fund Balance 8/31/16	\$937,797	\$903,823	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17
 AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$5,408	12.3%
-----	-----	-----	-----
Total Revenue	\$44,000	\$5,408	12.3%
EXPENDITURES:			

Contractual Services	\$45,000	\$20,000	44.4%
-----	-----	-----	-----
Total Expenditures	\$45,000	\$20,000	44.4%
Excess of Revenues Over Expenditures	(\$1,000)	(\$14,592)	
Fund Balance 7/1/16	\$14,015	\$14,015	
-----	-----	-----	
Fund Balance 8/31/16	\$13,015	(\$577)	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,696,556	\$206,263	12.2%
Interest	-	-	100.0%
-----	-----	-----	-----
Total Revenue	\$1,696,556	\$206,263	12.2%
EXPENDITURES:			

Fixed Charges	\$1,705,013	\$0	0.0%
Other Expenditures	-	-	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,705,013	\$0	0.0%
Excess of Revenues Over Expenditures	(\$8,457)	\$206,263	
Fund Balance 7/1/16	\$998,170	\$998,170	
-----	-----	-----	
Fund Balance 8/31/16	\$989,713	\$1,204,433	

AGENDA ITEM #X-A
 SEPTEMBER 27, 2016
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY17

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$951,000	\$116,925	12.3%
-----	-----	-----	-----
Total Revenue	\$951,000	\$116,925	12.3%
EXPENDITURES:			

Salaries	\$273,215	\$48,867	17.9%
Employee Benefits	353,019	78,248	22.2%
Contractual Services	300,512	63,704	21.2%
Materials & Supplies	19,658	-	0.0%
Conference & Meetings	15,700	3,517	22.4%
Fixed Charges	222,331	149,998	67.5%
Utilities	6,822	2,052	30.1%
-----	-----	-----	-----
Total Expenditures	\$1,191,257	\$346,386	29.1%
Excess of Revenues			
Over Expenditures	(\$240,257)	(\$229,461)	
Fund Balance 7/1/16	\$495,340	\$495,340	
-----	-----	-----	
Fund Balance 8/31/16	\$255,083	\$265,879	