

**AGENDA ITEM #IX-C-2
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
STUDENT ADVISOR
(GRANT FUNDED)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Ms. Kerstin Curry as a full-time Student Advisor, Project Succeed beginning September 2, 2024, at an FY25 salary of \$46,336, plus appropriate fringe benefits. This is a full-time, exempt professional, grant-funded position and is within the FY25 budget. This position is dependent on continued grant funding.

BACKGROUND: Ms. Curry has been with Highland Community College as a Student Information Specialist since Spring 2021. In her current role, she assists students by providing account login information, answering enrollment and admission inquiries, and offering guidance on the course registration process. Additionally, she serves as the coordinator for the Curriculum, Advising, and Program Planning (CAPP) system, where she updates degrees and certificates in Banner for degree checks and audits, and processes course substitutions. Ms. Curry has also been the designated school official for international students, supporting them through the college application process, I-20 issuance, and school transfers. Prior to joining Highland Community College, Ms. Curry worked for several years in medical administration. She served as an Operations Leader in Specialty Clinics for FHN and held various roles at Advocate Medical Group (AMG). During her tenure at AMG, she held positions such as Coordinator of Practice Services and Occupational Health, Occupational Health Lead Scheduler, and Occupational Health Assistant.

Ms. Curry is currently pursuing a Bachelor of General Studies degree at Illinois State University, in Normal, Illinois, with an anticipated graduation of Spring 2025.

Her extensive experience in guiding, motivating, and assisting students throughout their educational journey makes her an invaluable asset at Highland Community College. Her motivated, efficient, and approachable demeanor fosters strong rapport with students. Ms. Curry's continued passion for supporting students in their educational paths positions her as an excellent addition to the Project Succeed Program.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
BUILDING “M” (MARVIN-BURT LIBERAL ARTS CENTER) PROJECT SUCCEED
RENOVATION PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Scandroli Construction of Rockford, IL of \$46,008.00 for the Building “M” (Marvin-Burt Liberal Arts Center) Project Succeed renovation project. This proposal is within the projected budget for the project.

BACKGROUND: This project will bring an updated and more inviting look and feel to the Project Succeed entrance and study room on the first floor of building M. Improvements include new full glass doors with sidelights and windows from the study room to the corridor, as well as added power and data outlets for student use. This project was derived from a vision that Project Succeed staff had to provide a more inviting and accommodating atmosphere for students that utilize their services.

This project is funded by and included in the approved 2022 bond funding.

The dollar amount of the proposal is below thresholds that would require a formal bid process.

BOARD ACTION: _____


REQUEST FOR PROPOSAL

Date:	7/22/2024
Project:	Highland Community College
RFP No.:	RFP #1 - Building M 1st floor Remodeling
Description:	Price is based on sheets RFP1 & RFP #2 dated 7/10/24
Architect:	Richard L. Johnson & Associates

I. WORK OF SUBCONTRACTORS

<u>Subcontractor Firm Name</u>	<u>Trade</u>	<u>Cost</u> <small>(attached breakdown)</small>	<u>Total</u>
Bertel Peterson	Drywall	\$ 4,379.00	\$ 4,379.00
Forest City Decorators	Painting	\$ 2,475.00	\$ 2,475.00
Cardinal Glass	Glass & Glazing	\$ 5,750.00	\$ 5,750.00
Security Builders	Doors/Frames	\$ 10,107.00	\$ 10,107.00
Helm Electric	Electrical	\$ 9,289.00	\$ 9,289.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
(A) Total of Work by Subcontractors			\$ 32,000.00
(B) GENERAL Contractor's Overhead on Sub-Contractor (5% of Line A)			\$ 1,600.00
(C) Sub-Total (Line (A) + (B))			\$ 33,600.00

	<u>Hard Cost</u>	<u>10% Markup</u>	<u>Total</u>
II. GENERAL CONTRACTORS WORK (from recap. worksheet)	\$ 11,280	\$ 1,128.00	\$ 12,408.00
(D) Total of Work by General Contractor			\$ 12,408.00
(E) Total of Work (General Contractor + Sub-Contractors) (Line (C) + (D))			\$ 46,008.00
(F) Bond (% of Line (E))		0.00%	\$ -
(G) Insurance (% of Line (E))		0.00%	\$ -

III. PROPOSAL

(H) Total Cost For the Work of this Bulletin (Line E + Line F + Line G)	\$ 46,008.00
(I) Time Extension - Additional days requested	10

Prepared and Submitted for Approval by:

 Scandrol Construction Co.
 Contractor

 Kevin Gugliuzza
 By

 07/22/24
 Date

**AGENDA ITEM #IX-D-2
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**USE OF AGENCY FUND
FOR SPORTS CENTER REPAIRS AND REPLACEMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the use of Agency funds for the cost of repairs to the Sports Center, including replacement of the air handler controller, removal and replacement of the boiler, and air conditioning repairs in an amount not to exceed \$33,499. Funds for this purpose are available through the Agency funds.

BACKGROUND: Several large expenditures for repairs and maintenance to the Sports Center have occurred throughout the fiscal year. The failure of the controller in the Sports Center automation system made it not possible to schedule lighting or heating/air conditioning. The boiler was replaced due to its age and issues such as leaking and corrosion. The air conditioner fan assembly needed to be replaced. This will be included in the FY24 financial transactions for the College. The YMCA Board of Directors has approved the expense.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-3
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

USE OF AGENCY FUND INTEREST

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the use of Agency funds interest in the amount of \$102,250 to replenish the Agency Fund reserve, which supports the cost of repairs to the Sports Center.

BACKGROUND: As part of the HCC – YMCA Agreement, the College and the YMCA contribute to a reserve fund, called the Agency Fund, on an annual basis. The funds are used to share the cost of major improvements and replacements to the building on a 50/50 allocation. Several large expenditures for repairs and maintenance to the Sports Center have occurred throughout the fiscal year, depleting the Agency Fund reserve. The interest earned on the Agency Funds has accumulated in a separate reserve and has amounted to \$102,250 over time. The Agreement allows for the interest to be shared equally by each party, meaning \$51,125 would be allocated to each. This allocation would replenish the Agency Fund reserve and be used as it has in the past, in keeping with the Agreement.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-4
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE AUXILIARY
ENTERPRISES FUND TO SUPPORT EXPENSES IN EXCESS OF REVENUES IN THE
AUXILIARY ENTERPRISES FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$60,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

BACKGROUND: The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations and activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. This transaction will be included in the College's fiscal year 2024 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-5
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE
RESTRICTED PURPOSES FUND TO SUPPORT SUMMERSET**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$60,291.45 to support Summerset.

BACKGROUND: The Summer 2023 and Summer 2024 Summerset productions had a net cost of \$33,878.10 and \$26,413.35, respectively. In FY25, the Summerset budget has been incorporated into the Operating funds. This transaction will be included in the College’s fiscal year 2024 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-6
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND
TO THE RESTRICTED PURPOSES FUND TO
SUPPORT THE ADULT EDUCATION PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$25,000 to support the Adult Education program.

BACKGROUND: Each fiscal year, to maintain eligibility for Adult Ed grant funding, the College supports the Adult Education programs in the amount of \$60,000. This transfer builds a reserve to support the College's required 25% match. This transaction will be included in the College's fiscal year 2024 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-7
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO
OPERATIONS AND MAINTENANCE, RESTRICTED FUND TO SUPPORT CAMPUS
DEFERRED MAINTENANCE, REPAIRS, OR IMPROVEMENTS**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$400,000 to support future campus deferred maintenance, repairs, or improvements.

BACKGROUND: The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations and to meet matching requirements for accessing State Capital Development Board and ICCB Deferred Maintenance funding opportunities. The recommended transfer of \$400,000 will supplement the fund balance and provide for future needs. This transaction will be included in the College’s fiscal year 2024 financial records.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-8
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM
WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$379,473.88 for FY24, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate Resolution directing the Treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION: _____

**BOARD OF TRUSTEES OF
HIGHLAND COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST
FROM WORKING CASH FUND TO EDUCATIONAL FUND
FOR GENERAL PURPOSES**

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the “District”) is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$379,473.88, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$379,473.88, from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this ____ day of August, 2024, by the following roll call vote upon the motion of _____, seconded by _____.

YES: _____

NO: _____

ABSENT: _____

Chair, Board of Trustees

Attest:

Secretary, Board of Trustees

**AGENDA ITEM #IX-D-9
AUGUST 27, 2024
HIGHLAND COMMUNITY COLLEGE BOARD**

**ACCEPTANCE OF PROPOSAL
BUILDING “H” (STUDENT/CONFERENCE CENTER)
EAST ENTRANCE REPAINTING PROJECT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes acceptance of the proposal from Gitz-Meier Remodeling Contractors, Inc. of Freeport, IL of \$39,667.14 for the Building “H” (Student/Conference Center) east entrance repainting project. This proposal is within the budget for campus painting projects.

BACKGROUND: This project includes the patching and painting of the ceilings and all walls within the east entry of building H. This work will be done in preparation for the installation of artwork that has been donated to the College through the HCC Foundation. The artwork has been carefully selected to create a visual representation of the landscape of Highland’s district for those who enter Building “H” from the campus entrance. The patching and painting of the area will refresh the space in preparation for the hanging of the artwork.

This project is funded by and included in the approved 2022 bond funding.

The dollar amount of the proposal is below thresholds that would require a formal bid process.

BOARD ACTION: _____

PROPOSAL



4497 South Park Road
 Freeport, IL 61032-9327
 (815) 235-9690 – FAX (815) 235-8814

Proposal Number #5459 Sheet Number: 1 of 2 Date: 8/6/2024

Proposal Submitted To:

Name: Highland Community College
 Address: 2998 W. Pearl City Road
 City: Freeport IL 61032
 Phone: 815.235.6121 ext 3501
 Phone:

Work To Be Performed At:

Job Name: Bldg H Stairway/Entrys
 Address:
 City:
 Job Phone:
 Contact Person: Kurt Simpson
 Date of Plans: July 30, 2024
 Architect:
 Title: Physical Plant Director

We propose to furnish and apply, in accordance with specifications herein mentioned, and subject to acceptance of this proposal within 15 days from the date hereof, the following specifications and scope of work:

BUILDING H STAIRWAY PAINTING

EAST STAIRWAY AND ENTRY – We will make minor ceiling repairs in the stairway/entry and we will paint the walls and ceiling in the stairway. We plan on covering the tile floors with plywood to prevent damage to the tile as we plan on using an electric man lift in the open area and we will be installing scaffolding on the stairs. This stairway/entry will not be usable by the general public during our work.

\$39,667.14

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **\$39,667.14**

GENERAL CONDITIONS ON THE 3rd AND 4th PAGES OF THIS PROPOSAL ARE HEREBY ACCEPTED AS A PART OF THIS CONTRACT.

YOU, THE CONSUMER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

Accepted, Yes _____ No _____ X

Signature _____ X

Signature _____ X

Date August 6, 2024 X

Respectfully submitted,



Per Stephen Gitz

Name: Stephen Gitz
Gitz-Meier Remodeling Contractors, Inc
RESTORx Northern Illinois