

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
November 21, 2017 – 4:00 p.m.
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: October 4, 2017 Audit & Finance Committee Meeting
 October 4, 2017 Special Meeting
 October 24, 2017 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Foundation Report
- VII. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- VIII. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Revised Policy: Policy on Definitions (Page 5)
 - 2. Second Reading – Revised Policy 3.22: Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities (Page 11)
 - 3. First Reading – New Policy Manual Appendix: Tenure Review Process (Page 13)
 - 4. First Reading – Revised Policy 3.10: Financial Aid “Standards of Satisfactory Academic Progress” (Page 16)
 - 5. Revised Job Description: Executive Assistant (Page 20)
 - 6. Revised Job Description: Director, Marketing and Community Relations (Page 23)
 - C. Personnel (None)
 - D. Financial
 - 1. Education and Building Fund Levy (Page 26)
 - 2. Insurance Levy (Page 29)
 - 3. Audit Levy (Page 32)

4. Social Security and Medicare Levy (Page 34)
5. Resolution Authorizing Project “Campus Wide Hazardous Sidewalk Replacement Project” and to Authorize Approval for a Health and Safety Levy (Page 36)
6. Resolution Authorizing Project “Air Quality and Building Materials Safety Testing” and to Authorize Approval for a Health and Safety Levy (Page 39)
7. Resolution Authorizing Project “Building F Room #10 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy (Page 42)
8. Payment of Bills and Agency Fund Report (Page 45)

IX. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 47)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

X. Old Business

XI. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

XII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity

XIII. New Business

XIV. Dates of Importance

- A. Next Regular Board Meeting – January 16, 2018 at 4:00 p.m. in the Robert J. Rimington Board Room (H-228)
- B. Next Quarterly Board Retreat – December 6, 2017 at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XV. Adjournment

**AGENDA ITEM #VII-C-I
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the Fall semester of 2017.

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

BOARD ACTION: _____

September				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Rick	Howarth			Alumni softball game umpire 9/2/17				\$ 60.00
Roger	Thinnes			Volleyball game 9/6/17 official				\$ 100.00
Rhonda	Arends			Business Institute instructor				\$ 1,214.00
Bryn	Buckwalter			Scorer's table 9/6/17 volleyball game				\$ 25.00
Bradley	Patterson			Volleyball game 9/6/17 official				\$ 100.00
Lamont	Hail			Hail's Coaching for National Positive Thinking Day program				\$ 225.00
Taylor	Rockwell			Community Drum Circle facilitation- International Peace Day 9/21/17				\$ 175.00
Roger	Garrett			Umpire 3 games 9/9/17				\$ 200.00
Jonathan	Wiggins			Umpire 3 games 9/9/17				\$ 200.00
Allison	Barr			Drawing Assistant	12.5		13	\$ 162.50
Bradley	Patterson			Volleyball game 9/15/17 official				\$ 100.00
Roger	Thinnes			Volleyball game 9/15/17 official				\$ 100.00
Bryn	Buckwalter			Scorer's table 9/15/17 volleyball game				\$ 20.00
Deborah	Lischwe			Demographics presentation for Stephenson Cty Ldrship Inst 9/20/17				\$ 350.00
Candace	Humphrey			Volleyball game 9/26/17 official				\$ 100.00
Amanda	Meier			Lifelong Learning instructor				\$ 140.00
John	Wasserstrass			Volleyball game 9/26/17 official				\$ 100.00
Robert	Dixon			Design Fine Arts fall calendar				\$ 481.50
Candace	Humphrey			Triangular volleyball game 9/30/17				\$ 300.00
Connie	Scott			Triangular volleyball game 9/30/17				\$ 300.00
Fall 2017								
Betty	Sorenson	3988	PHYD121BCC	Walk and Stretch	30		\$18.00	\$540.00
Brittany	Bollito			Part Time Forensics Coach				\$2,250.00
Kate	Perkins		ENGL121	Rhet & Comp I		1.9	\$1,256.45	\$2,387.26
Deb	Miller	3758	CED020ACC	Card Making	10		\$25.50	\$255.00
Deb	Miller	3760	CED020BCC	Card Making	10		\$25.50	\$255.00
Jim	Dole	3767	SPTP118ACC	Astronomy	8		\$25.00	\$200.00
Roberta	Andrews	3103	MATH059B	Pre-Algebra II		2	\$464.40	\$928.80
Roberta	Andrews		MATHE2	MAC Lab		2	\$464.40	\$928.80
Roberta	Andrews		MATHY3	MAC Lab		2	\$464.40	\$928.80
Nancy	Luepke	3154	MATH067B	Basic Algebra II		2	\$479.40	\$958.80
Nancy	Luepke		MATHG2	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATHM2	MAC Lab		2.5	\$479.40	\$1,198.50
Ellen	McGinnis		MATHB2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHC2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHD2	MAC Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATHE2	MAC Lab		2	\$479.40	\$958.80
Mark	Miller		MATHC2	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHD2	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHY5	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer	3196	MATH159B	Int. Algebra II		2	\$535.91	\$1,071.82
Kathleen	Sleezer		MATHA2	MAC Lab		2	\$535.91	\$1,071.82

				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Kathleen	Sleezer		MATHF2	MAC Lab		2	\$535.91	\$1,071.82	
Don	Tresemmer	3082	MATH058B	Basic Math		2	\$479.40	\$958.80	
Steve	Young		MATHF2	MAC Lab		2	\$535.91	\$1,071.82	
Steve	Young		MATHH2	MAC Lab		2	\$535.91	\$1,071.82	
Kyle	Knoll		Substitution for Jim Palmer						\$150.00
Kristin	Stinnett		Substitution for Jeff Robertson						\$300.00
Cheri	Heise		Success Center		TBD		\$22.37	TBD	
Daniel	Campbell		Success Center		TBD		\$24.31	TBD	
Terry	Feinberg	3786	PERS037ICC	Introducing Genealogy	4		\$35.00	\$140.00	
Lee	Dixon	3795	PERS011ACC	Facebook for Business	3		\$40.00	\$120.00	
Allen	Reed	3800	PERS037QCC	Intro to Beekeeping	6		\$20.00	\$120.00	
Shara	Ibalio	3809	DATP110FCC	Creating Doc in Word	6		\$25.00	\$150.00	
Michael	Staver	3854	PERS036QCC	French Cuisine	3		\$25.00	\$75.00	
Shara	Ibalio	3792	DATP110MCC	Using Cloud Storage	3		\$25.00	\$75.00	
Gary	Price	3784	PERS037GCC	Beg Genealogy	4		\$35.00	\$140.00	
Paul	Vehmeier		Theatre Technician/Set Building 9/5/17-10/7/17						\$2,000.00
Paul	Vehmeier		Theatre Technician/Set Building 10/16/17-11/18/17						\$2,000.00
Shelly	Morgan	3671	NURS191BXX	Portion of Fund of Nursing Lab		0.54	\$1,382.10	\$746.34	
Joseph	DeParasis	3439	EQUI147HB	Stable Mgmt II		2	\$535.91	\$750.27*	
Roger	Hicks	3274	WELD232N	Int Welding		3.8	\$479.40	\$1,821.72	
Bruce	Pittluck	3557	INFT133Y1A	Adv. Word		1	\$535.91	\$359.06*	
Bruce	Pittluck	3424	INFT141Y1	Int. Excel		1	\$535.91	\$535.91	
Melissa	Johnson	3409	ECE213Y1	Incl Evnro for Inf/Toddler		3	\$628.22	\$1,884.66	
Jeremy	Monigold	3428	INFT146Y1	Int Access		1	\$1,256.45	\$125.65*	
Jeremy	Monigold	3580	SPTP165A	Portion of 3D Printing		1	\$1,256.45	\$251.29*	
Aaron	Sargent	3580	SPTP165A	Portion of 3D Printing		1	\$1,256.45	\$251.29*	
Leanne	Grahame	3647	NURS091HXB	Nursing Asst Clincial	40		\$30.00	\$1,200.00	
Evan	Talbert	4056	WFD048C	BASSET				\$120.00	
Roger	Goodspeed	3777	SPTP160CCC	Beg Watercolor	16		\$37.50	\$600.00	
Shara	Ibalio	3790	PERS037KCC	Selling on eBay	6		\$25.00	\$150.00	
*Pro rated based on enrollment									
October				COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Other Assignments									
Barton	Macomber		Speaker's honorarium fee for September Leadership Forum meeting						\$ 400.00
Jacob	Olberding		Umpire for 9/23/17 & 9/30/17 baseball games						\$ 250.00
Jonathan	Wiggins		Umpire for 9/23/17 baseball game						\$ 125.00
Misty	Witt		Worked scorers table for 6 volleyball games in September						\$ 150.00
Adam	Carroll		Student Activities performance by Adam and Chris Carroll in Studio 136						\$ 750.00
Robert	Dixon		Various designs for HCC						\$ 1,042.00
Annette	Hartman		Lifelong Learning mailer design						\$ 300.00
Bradley	Patterson		Volleyball game 10/11/17 official						\$ 100.00
Roger	Thinnes		Volleyball game 10/11/17 official						\$ 100.00
Allison	Barr		Drawing Assistant		6		13	\$ 78.00	
Stephanie	Garner		Midterm Madness Massages						\$ 90.00

October				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kenji	Grahame		Sound for The Crucible					\$ 200.00
Dashaela	Runkle		Hair and makeup for The Crucible					\$ 200.00
Gregory	Sloane		Drawing Assistant		3		12	\$ 36.00
Damon	Thomas		Midterm Madness Massages					\$ 90.00
Bryn	Buckwalter		Worked clock at 10/11/17 volleyball game					\$ 20.00
Robert	Dixon		Created books for Facebook for Business CRN 3795					\$ 260.00
Connie	Scott		Volleyball game 10/17/17 official					\$ 100.00
Roger	Thinnes		Volleyball game 10/17/17 official					\$ 100.00
Bryn	Buckwalter		Worked 10/17/17 volleyball game					\$ 20.00
Kenji	Grahame		Sound for From Stage & Screen					\$ 100.00
Rick	Howarth		Umpire for 10/15/17 softball game					\$ 100.00
John	Reed		Umpire for 10/15/17 softball game					\$ 100.00
Richard	Andrews		Instrumentalist for From Stage & Screen					\$ 75.00
Camelot Costumes LLC			Labor for The Crucible					\$ 1,500.00
Claire	Cifonie		Accompanist for the HS Music Festival					\$ 50.00
Doug	Meyers		Self-defense training 10/4/17 - student activity					\$ 150.00
Ronda	Paulson		Catering for Leadership Institute meeting 10/18/17					\$ 515.00
Allison	Barr		Drawing Assistant		6		13	\$ 78.00
Gregory	Sloane		Drawing Assistant		3		12	\$ 36.00
John	Hartman		Piano tuning					\$ 65.00
Bradley	Patterson		Volleyball game 10/28/17 official					\$ 100.00
Roger	Thinnes		Volleyball game 10/28/17 official					\$ 100.00
Lauren	Birmingham		Worked softball camp June 2017					\$ 80.00
Bryn	Buckwalter		Worked scorer's table for 9/28/17 volleyball game					\$ 20.00
Misty	Witt		Worked scorer's table for October volleyball games					\$ 75.00
Robert	Dixon		Various graphic design projects					\$ 495.00
Doug	Meyers		Self-defense training 10/18/17 & 10/25/17 - student activity					\$ 300.00

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

**SECOND READING – REVISED POLICY
POLICY ON DEFINITIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy, Policy on Definitions, which is included in the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy provide updated categorizations of employment status, pay status, and employee classification. The categories have changed over time due to state and federal regulatory changes, the College's classification and compensation structure, and the College's personnel requirements.

No additions or revisions have been made since Trustees approved the first reading during the October 24, 2017, regular meeting.

BOARD ACTION: _____

POLICY ON DEFINITIONS

A. State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

B. Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

C. Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

D. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

1. Employment Status:

a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

c. Regular Part-time Employee (Benefit Eligible)

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for health and life insurance benefits, and generally work 12 months out of the year.

d. Regular Part-Time Employee

A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.

e. Part-Time Limited Employee

A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

f. Temporary Full-Time Employee

A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).

g. Temporary Part-Time Employee

A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.

h. Seasonal

Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

2. Pay Status:

a. Exempt

Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.

b. Non-exempt

Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:

a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

c. Non-exempt Salaried Professional

A non-exempt salaried professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. As a result, these employees are paid a consistent salary based on working 40 hours per week instead of being paid an hourly rate. These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. Classified

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. Student Worker

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at

HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

D. Regular Full-Time Employee

~~A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year.~~

E. Regular Part-Time Employee

~~A regular part-time employee is one who is employed at least 20 hours per week for nine months of the year or more.~~

F. Temporary Full-Time Employee

~~A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment.~~

G. Temporary Part Time Employee

~~A temporary part-time employee is one who works less than 20 hours per week or is hired for a temporary job and works less than full-time, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. This classification includes but is not limited to part-time faculty, and student employees.~~

H. Classified Employees

~~Classified personnel are all employees that would be considered non-exempt on the basis of the Federal hourly wage guidelines and subject to the provisions of the Fair Labor Standards Act (FLSA) governing overtime pay. Custodial and Maintenance members are covered by the current agreement between the Board of Trustees and the Custodial/Maintenance Union.~~

I. Administration

~~An Administrator is a full-time, exempt employee paid under administrative salary ranges I, II, III, IV or V. These employees are paid on a salaried basis not dependent upon hours worked.~~

J. Faculty

~~Faculty members are full-time employees covered by the current agreement between the Board of Trustees and the Faculty Senate.~~

K. Adjunct Faculty

~~The term Adjunct Faculty refers to faculty who teach more than 9 contact hours per semester up to a maximum of 13 contact hours per semester.~~

~~L. Part Time Faculty~~

~~The term Part Time Faculty refers to faculty who teach 9 contact hours per semester or less.~~

EM. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.

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

**SECOND READING – REVISED POLICY 3.22
DRUGS – POSSESSION, USE, SALE, OR EXCHANGE OF IN
HIGHLAND COMMUNITY COLLEGE FACILITIES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy, 3.22 Drugs – Possession, Use, Sale, or Exchange of in Highland Community College Facilities, which is included in Chapter III, Student, of the Policy Manual.

BACKGROUND: The proposed revisions to the attached policy were made after the policy was reviewed in response to a student concern. The proposed revisions provide clarification regarding the intent of the policy, which is to prohibit the illegal sale, illegal exchange, or illegal sharing of prescription drugs on campus or at a College sponsored event.

No additions or revisions have been made since Trustees approved the first reading during the October 24, 2017, regular meeting.

BOARD ACTION: _____

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (Reaffirmed 11/15/16)

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 illegal sale, illegal exchange, or illegal 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.

**AGENDA ITEM #VIII-B-3
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY MANUAL APPENDIX
TENURE REVIEW PROCESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached proposed new appendix, Tenure Review Process, for inclusion in the Appendix section of the Policy Manual.

BACKGROUND: The proposed new appendix was created with input from faculty and administration. The appendix is intended to provide a process for all faculty tenure committees. This will improve consistency in the process used, time line followed, evaluation factors utilized, and documentation created amongst the College's divisions when tenure committees are formed to consider a non-tenured faculty member for tenure.

BOARD ACTION: _____

**Highland Community College
Tenure Review Process
2017**

Notwithstanding the important charge given to hiring committees in selecting high-quality faculty to serve the college's educational mission, the work of tenure review committees—and the processes followed by such committees—is vital to the long-term success of Highland Community College. To that end, the following guidelines should be followed by all tenure committees.

1. Tenure committees should consist of tenured faculty members from the same department and from the same division as that of the tenure candidate whenever possible and practical; if extenuating circumstances make this difficult or impractical, then faculty membership from outside divisions should make sense (i.e., one's area(s) of expertise should directly pertain to the field of specialty of the tenure candidate). Doing so will help to ensure all faculty members can contribute meaningfully to the tenure review process. Division deans will not serve as members of these tenure committees. Tenure committees, whenever possible, shall be formed prior to the beginning of the semester that the tenure process is to begin. It will be the responsibility of the dean to initiate the process.
2. Any tenured faculty member who wishes to serve on a prospective tenure committee—in accordance with the guidelines set forth on page 21 of the Faculty Handbook—will be eligible to serve. (The language from the Faculty Handbook, page 21, appears as follows: “. . . a committee consisting of three tenured faculty members from the appropriate division”). As indicated above, preference will be given to those in the same department and division as the tenure candidate. If more than three faculty members wish to serve on a tenure committee, the division dean will determine the membership of the committee. Selection criteria shall include, but is not limited to, needs of the tenure candidate and strengths of the tenured faculty members to support the needs of the tenure candidate. Additionally, if a faculty member has served on a recent hiring committee or tenure committee within the department or division, they may be passed over for faculty who have not served recently. If less than three faculty wish to serve on a prospective tenure committee, the division dean will use the same selection criteria above to fill the remaining spots on a tenure committee.
3. One faculty member from this tenure committee shall serve as chair of the committee. The tenure committee will select the chair of the committee from its membership. Division deans will not serve as chair of these tenure committees.
4. Faculty tenure committees should address the tenure candidate's mastery of knowledge content, teaching and classroom effectiveness, and the rigor of course content and instruction, among other issues related to assessing and evaluating the candidate. This may also include the review of a portfolio submitted by the tenure candidate. Tenure committee members should also be willing to serve as

mentors to the candidate, offering guidance and constructive feedback throughout the tenure review process.

5. The tenure committee shall meet at least once a semester until a recommendation is submitted to the division dean. Each committee member should observe the tenure candidate at least once each semester until a recommendation is submitted to the division dean. The tenure committee and the division dean should reach a conclusion either for or against tenure independent of one another: Each division dean should conduct his or her own independent recommendation of tenure for the candidate, allowing the faculty committee to reach a separate recommendation. The faculty committee will submit its recommendation to the dean. The dean will forward his or her recommendation along with the faculty recommendation to the Executive Vice-President.
6. If a probationary period for the tenure candidate is recommended, rationale and a corrective action plan if required should be provided in writing to all relevant parties: the division dean, the tenure committee members, and the tenure candidate as required by Illinois Tenure Law.
7. If the Dean and/or Executive Vice-President disagrees with the faculty recommendation, a written rationale should be provided to the committee.
8. The division dean, in consultation with the tenure candidate and the faculty chair of the tenure review committee, shall be responsible for filling vacancies on the committee as soon as reasonably possible in the event of a retirement, resignation, sabbatical leave, or any other reason for said vacancy. Once a vacancy has been filled, the replacement committee member will serve until the completion of the tenure process.

**AGENDA ITEM #VIII-B-4
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – REVISED POLICY 3.10
FINANCIAL AID “STANDARDS OF SATISFACTORY ACADEMIC PROGRESS”

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a first reading the attached revised policy 3.10 Financial Aid “Standards of Satisfactory Academic Progress,” which is included in Chapter III, Student, of the Policy Manual.

BACKGROUND: The proposed revision to the attached policy was made after additional guidance from the Federal Department of Education was obtained. Grade changes are considered in the cumulative calculation of Satisfactory Academic Progress (SAP), however SAP status is not re-evaluated in the semester in which a grade is changed.

BOARD ACTION: _____

3.10 Financial Aid “Standards of Satisfactory Academic Progress” (Revised 11/15/16)

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.

**AGENDA ITEM #VIII-B-5
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION
EXECUTIVE ASSISTANT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Executive Assistant. This job description will remain at range 45 on the Highland Salary Range Table. This to be a non-exempt position.

BACKGROUND: A review of staffing requisitions occurs at College Core Cabinet meetings. At the October 2, 2017, Core Cabinet meeting, the Cabinet recommended that a full-time Executive Assistant position request be approved. This position has been on the requisition list since FY16. Previously the Administrative Assistant to the Marketing and Community Relations Director position was shared between the Director and the Vice President of Student Development and Support Services. In late 2015, the Assistant resigned and the position was left unfilled at the time of budget impasse. During that time, the Assistant to the High School Servant Leadership (HSSL) Coordinator was also impacted by the College's reduction in force. The Student Activities Coordinator job has remained unfilled for quite some time due to retention issues with a 10 hour per week position.

The job description is a shared generic job description for all Executive Assistant positions at Highland, with each position having separate Position Analysis Questionnaires outlining duties in detail. Since this is a generic job description, a summary of duties for this particular position is included in this section of the action item.

This position will support the Student Development Division of the College and the Vice President of Student Development and Support Services doing administrative tasks such as preparing meeting minutes, record keeping, correspondence, accessing student data, monitoring budgets, completing financial paperwork, and meeting preparation. In addition, this position will be responsible for supporting the HSSL program and assisting with the coordination of the student activities program. The position will also support the Marketing and Community Relations Department and Director by completing all of the financial documents, such as check requests and purchase orders, as well as providing minor support for the Institutional Research Department.

This Executive Assistant will play an important role in processing and maintaining confidential documents and making appointments for sensitive student concerns, such as code of conduct hearing appointments and documentation, student appeals, sex offender list monitoring, behavioral intervention team referrals and documentation, and requests for student behavioral records. Another important part of this position will be strategic plan support.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Executive Assistant*

GENERAL STATEMENT OF RESPONSIBILITIES: To manage the administrative affairs of a high level executive (Vice President, Executive Vice President or President) of the college.

PRINCIPAL DUTIES: (essential functions)

- Provides confidential secretarial support such as preparing correspondence and other written documents, receives phone calls, answers questions and routes messages; schedules and prepares for meetings, makes travel arrangements, takes and transcribes meeting minutes, processes mail, schedules appointments and keeps calendar.
- Prepares reports, maintains records, coordinates departmental activities, analyzes financial or project data, and makes recommendations.
- May be required to monitor department budgets; prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- Relieves the executive of designated administrative details and assumes limited authority without direct supervision in his or her absence.
- May have a special assignment such as Secretary to the Board of Trustees, or coordinating special programs such as student activities, employee benefits or international student programs.
- 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 and management.
 Knowledge of research techniques and processes, business English and report writing.
 Knowledge of records management principles.
 Knowledge of Open Meetings Act and Roberts Rules of Order.
 Knowledge of office equipment and computer hardware and software applications.

Skill in handling discreet and sensitive issues.

Skill in making important judgements about urgency of situations and concerns.

Skill in operating office equipment and computer hardware and software applications.

Skill in preparing reports, monitoring budgets, and interpreting policies and procedures.

Skill in establishing and maintaining effective relationships with co-workers and others.

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 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and three (3) years executive office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Various

Executive Vice President

APPOINTED BY: The position reporting to Vice Presidents are appointed by the President and the position reporting to the President is appointed by the Board of Trustees.

FLSA CLASSIFICATION: Exempt/Non-Exempt

CLASS CODE: 1112

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~10/24/06~~ 11/21/17 *Pending Board Approval

10/24/06

**AGENDA ITEM #VIII-B-6
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE**

**REVISED JOB DESCRIPTION
DIRECTOR, MARKETING AND COMMUNITY RELATIONS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Director, Marketing and Community Relations. It is also recommended that this position be placed at Range 65 on the Highland Salary Range Table. This position is an exempt administration position.

BACKGROUND: As a result of the resignation of Pete Willging, this job description is being amended at this time to bring the job responsibilities, knowledge, and skills up-to-date prior to advertising. This position is being advertised as a full-time position.

BOARD ACTION: _____

Highland Community College Position Description

TITLE: Director, Marketing & Community Relations*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direction and operational management for the College's marketing and community relations functions.

PRINCIPAL DUTIES: (essential functions)

- Develops and oversees implementation of the College's marketing and public relations plan, including media relations, marketing and community relations programs, office functions, and development of new strategies to effectively reach targeted audiences. Evaluates and revises the plan and associated activities.
- Promotes the college through the production of high quality marketing tools and news media development, including promotion of College partnerships.
- Provides direction and coordination for projects and publications from creative concept development to completion including but not limited to the College catalog, digital marketing strategy, regional publications, multi-media tools, brochures, web sites, and annual reports.
- Maintains and continuously improves the College's internal and external web sites.
- Maintains relationships with the news media and facilitates the development of news and feature items. ~~Develops~~ Acts as College spokesperson and develops strategies to manage crisis news and communication. Prepares employees for media interviews.
- ~~Develops an editorial calendar for College Focus and provides editorial oversight, writing and publishing.~~
- Works with College personnel in developing and overseeing marketing plans for programs and events.
- Directs department staff in marketing and public relations day-to-day activities.
- Interprets, implements and recommends new and revised policies and procedures.
- Ensures compliance with applicable federal and state laws, rules and regulations.
- Develops and monitors the annual budget and budget schedules for department.
- Communicates effectively with College employees to establish and maintain positive working relationships.
- Develops, coordinates and participates in outreach opportunities such as the social media presence, speaker's bureau, informational events, and recruiting activities. Interacts with industry peers and salespeople to evaluate tools and promotional opportunities.
- In accordance with the Risk Management Policy and Program:
 - Manages emergency closure and crisis communications with news media, on website and social media.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of principles and practices of marketing and public relations.

Knowledge of effective communication strategies including written and graphic presentations.

Knowledge of principles, practices and methods of management and supervision.

Knowledge of digital marketing and social media presence.

Knowledge of budget preparation, bid and purchasing procedures and expense control.

Knowledge of interpersonal skills using tact and diplomacy.

Skill in creating effective written and presentation materials.
Skill in effectively supervising, leading and delegating tasks and authority.
Skill in interacting with people of different social, economic and ethnic backgrounds.

KNOWLEDGE AND SKILLS REQUIRED CONTINUED:

Skill in reviewing and preparing narrative and statistical reports and records.
Skill in interpreting and applying rules, regulations, policies and procedures.
Skill in making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.
Skill in preparing budgets and monitoring the disbursement of funds.
Skill in communicating and mediating difficult situations.
Skill in maintaining confidentiality of information.
Skill in operating computer equipment and software applications.
Skill in development and maintenance of web sites.
Skill in establishing and maintaining effective relationships with co-workers and others.

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 20 pounds.

MINIMUM QUALIFICATIONS: Bachelor's degree in communications, marketing, management or a related field, Master's degree preferred and five (5) years marketing or public relations experience with two (2) years in a supervisory role.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Associate Vice President, Student Services

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 2430

JOB SERIES/FAMILY: General Administrative Series/Marketing & Community Relations Group

LAST REVISED: 11/21/17* Pending Board Approval

ADOPTED/REVISION HISTORY: 4/15/08

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

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$5,035,000 and building purposes taxes in the amount of \$1,355,000 for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY'18 and 50% for FY'19.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before the last Tuesday of December 2017, which falls on the 26th this year.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2017 TO BE COLLECTED IN THE YEAR 2018; AND THAT THE LEVY FOR THE YEAR 2017 BE ALLOCATED 50% FOR FY18 AND 50% FOR FY19.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and 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 was made conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, on September 13, 2017, 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 prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an 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 for the fiscal year beginning July 1, 2017, and ending June 30, 2018, was duly adopted by Resolution of said Board passed and in effect on September 13, 2017;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19, as a special tax for educational purposes the sum of \$5,035,000 not including fees or costs of collection;

Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for building purposes the sum of \$1,355,000 not including fees or costs of collection;

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before the last Tuesday in December 2017, that being the 26th day of December 2017.

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

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$900,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR INSURANCE PURPOSES**

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 21, 2017, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for insurance purposes the sum of \$900,000 not including fees or costs of collection.

The levy \$900,000 consists of levies as follows:

Unemployment Insurance	\$ 30,000
Workers' Compensation	68,180
Security/Safety Services	586,904
Legal Liability	<u>214,916</u>
 Total Levy	 <u>\$900,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability

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

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for audit purposes the sum of \$44,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

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

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 15, 2016, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2017 to be collected in the year 2018; and that the levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for Social Security and Medicare purposes the sum of \$135,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #VIII-D-5
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "CAMPUS-WIDE HAZARDOUS
SIDEWALK REPLACEMENT PROJECT" AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Campus-wide Hazardous Sidewalk Replacement and approves a levy of health and safety funds to finance the project.

BACKGROUND: Highland Community College has many areas of deteriorated sidewalk across campus, which create unsafe walkways and ADA accessibility issues. Some areas have cracked and broken, creating trip hazards, and other areas have heaved up or sunken to the point where water will pond on the walks creating a continual ice hazard in the winter. Replacing the sidewalks in these areas will eliminate trip hazards, level walkways, and restore accessibility.

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 2017 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 the total levy will amount to \$683,000, with the Campus-wide Hazardous Sidewalk Replacement project amounting to \$518,000. Two additional projects, Air Quality and Building Materials Safety and Building F Room #10 ADA Accessibility, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT "CAMPUS-WIDE HAZARDOUS
SIDEWALK REPLACEMENT" AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) 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 Campus-Wide Hazardous Sidewalk Replacement on campus, a project which will substantially upgrade the College's hazardous sidewalks; 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 Campus-wide Hazardous Sidewalk Replacement 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: To finance the Project, the Board of Trustees hereby 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 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$518,000 exclusive of fees or costs of collection.

SECTION 5: 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 6: Other than health and safety resolutions adopted by the Board at the meeting on November 21, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: 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 8: 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 _____, 2017.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #VIII-D-6
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

RESOLUTION AUTHORIZING PROJECT "AIR QUALITY AND BUILDING MATERIALS SAFETY TESTING" AND TO AUTHORIZE APPROVAL FOR A HEALTH AND SAFETY LEVY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Air Quality and Building Materials Safety Testing and approves a levy of health and safety funds to finance the project.

BACKGROUND: Highland Community College will perform tests for health risk contributors such as asbestos, lead based paint, mold, radon, particulate, and hazardous metals to determine indoor air quality in some buildings on campus. The results of the tests will be analyzed to determine if action is required to improve indoor air quality.

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 2017 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 the total levy will amount to \$683,000, with the Air Quality and Building Materials Safety project amounting to \$50,000. Two additional projects, Campus-wide Hazardous Sidewalk Replacement and Building F Room #10 ADA Accessibility are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT “AIR QUALITY AND BUILDING MATERIALS SAFETY TESTING” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) 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 Air Quality and Building Materials Testing on campus, a project which will test indoor air quality in some campus buildings; 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 Air Quality and Building Materials Testing 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: To finance the Project, the Board of Trustees hereby 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 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$50,000 exclusive of fees or costs of collection.

SECTION 5: 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 6: Other than health and safety resolutions adopted by the Board at the meeting on November 21, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: 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 8: 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 _____, 2017.

Chairman

ATTEST:

Secretary

AGENDA ITEM #VIII-D-7
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD

RESOLUTION AUTHORIZING PROJECT "BUILDING F ROOM #10 ADA
ACCESSIBILITY" AND TO AUTHORIZE APPROVAL FOR A HEALTH AND
SAFETY LEVY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Building F Room #10 ADA Accessibility and approves a levy of health and safety funds to finance the project.

BACKGROUND: Room number 10 in the Ferguson Fine Arts Center at Highland Community College was originally constructed in a tiered design to benefit vocal music classes and give the effect of choral risers. Recently, this design has begun to be an impediment for students with disabilities. There is currently a ramp along one edge of the room but it does not comply with ADA Standards. Leveling the floor in this room would achieve compliance with ADA standards.

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 2017 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 the total levy will amount to \$683,000, with the project Building F Room #10 ADA Accessibility amounting to \$115,000. Two additional projects, Campus-wide Hazardous Sidewalk Replacement and Air Quality and Building Materials Safety, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT “BUILDING F ROOM #10 ADA ACCESSIBILITY” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) 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 Building F Room #10 ADA Accessibility on campus, a project which will result in ADA compliance; 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 Building F Room #10 ADA Accessibility 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: To finance the Project, the Board of Trustees hereby 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 2017, collected in the year 2018; and to levy for the year 2017 be allocated 50% for FY18 and 50% for FY19 as a special tax for health and safety purposes in the amount not to exceed the sum of \$115,000 exclusive of fees or costs of collection.

SECTION 5: 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 6: Other than health and safety resolutions adopted by the Board at the meeting on November 21, 2017, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: 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 8: 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 _____, 2017.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #VIII-D-8
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the October 2017 bills, including Board travel.

RESOLUTION: Resolved that Jill Janssen, Treasurer, be and she is hereby authorized and directed to make payments or transfers of funds as reflected by warrants 327016 through 327742 amounting to \$924,367.44, Automated Clearing House (ACH) debits W0000442 through W0000445 amounting to \$6,809.17. Other Debits D0000072 amounting to \$63.65 and Electronic Refunds of \$185,741.80 with 3 adjustments of \$312.88 such warrants amounting to \$1,116,669.18. Transfers of funds for payroll amounted to \$543,703.41.

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

BOARD ACTION: _____

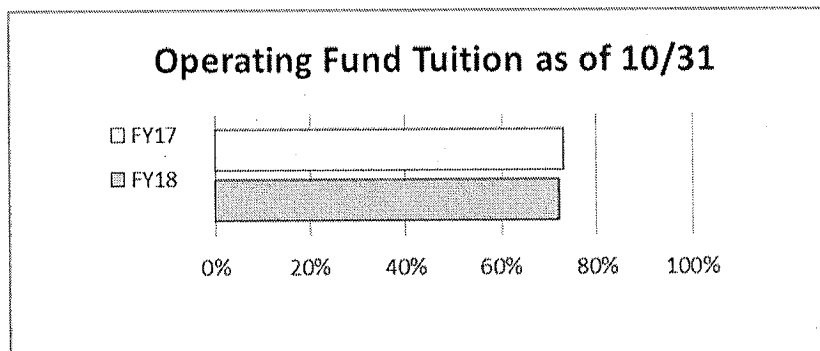
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, October 31, 2017**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$226,998.05	\$416.67	\$0.00	\$227,414.72
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,193.57	0.00	0.00	172,193.57
TOTAL ASSETS	\$419,760.88	\$416.67	\$0.00	\$420,177.55
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	79,612.92	416.67		80,029.59
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,426.35			96,426.35
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
TOTAL	\$419,760.88	\$416.67	\$0.00	\$420,177.55

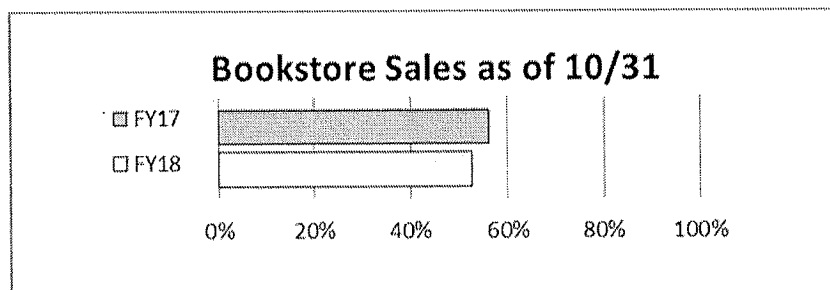
**AGENDA ITEM #IX-A
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18**

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

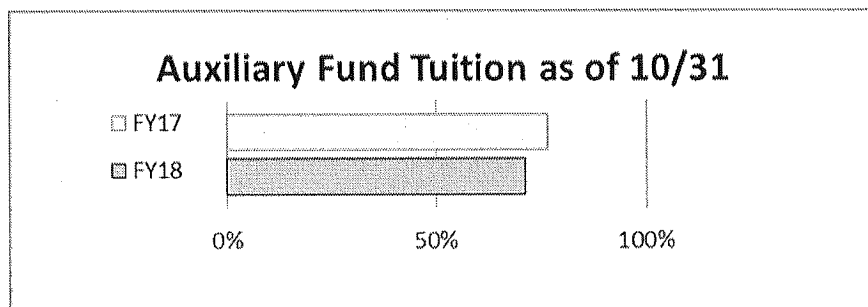
- As of October 31st, we are 33% of the way into FY18.
- The State has not made any additional payments for the FY17 allocation since July. The State owes the College \$897,908 for FY17 unrestricted Operating funds in unrestricted grants. Of the \$1,247,517 appropriated for FY18, \$459,120 has been received.
- **Current Results as of Month End:** The following charts show the comparison of the FY18 financial results for various items, as labeled, to FY17 results as of October 31st. The FY17 bar is the year-to-date results as of October 31, 2016, divided by the actual year end results for FY17. The FY18 bar is the year to date results for October 31, 2017, divided by the annual budgeted amount for FY18. The charts indicate that these revenue sources are in line with the amounts budgeted for the fiscal year.



Operating Funds tuition revenue appears to be about 1% lower than anticipated at this point in time. If Operating Funds tuition revenue is 1% lower than budgeted for the fiscal year that amounts to about \$54,000.



Bookstore sales appear to be about 3% lower than anticipated at this point in time. Based on a review of revenue, inventory levels and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.



Auxiliary Fund tuition revenue appears to be 5% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 5% lower than budgeted for the fiscal year that amounts to about \$16,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the spring 2018 semester, variances from budget will be analyzed.

AGENDA ITEM #IX-A
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE
FY18

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended October 31, 2017

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$2,436,924	40.4%
Credit Hour Grants	1,084,350	442,452	40.8%
Equalization	50,000	16,667	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	50,114	15.0%
Dept. of Educ.	6,000	666	11.1%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	3,901,296	72.0%
Sales & Services	39,250	18,812	47.9%
Facilities Revenue	108,876	24,466	22.5%
Interest on Investments	8,000	3,730	46.6%
Non-Govt. Gifts, Grants	889,398	-	0.0%
Miscellaneous	16,489	20,520	124.4%
	-----	-----	
Total Revenue	\$14,128,087	\$6,915,647	48.9%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$2,628,548	29.6%
Employee Benefits	2,324,610	752,169	32.4%
Contractual Services	805,650	259,210	32.2%
Materials & Supplies	926,435	338,878	36.6%
Conference & Meeting	282,618	64,412	22.8%
Fixed Charges	57,612	29,685	51.5%
Debt Certificate Payment	439,431	-	0.0%
Utilities	659,741	411,505	62.4%
Capital Outlay	-	1,776	100.0%
Other Expenditures	447,484	231,945	51.8%
Transfers (In) Out	105,119	-	0.0%
	-----	-----	
Total Expenditures	\$14,928,441	\$4,718,128	31.6%
Excess of Revenues Over Expenditures	(\$800,354)	\$2,197,519	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 10/31/17	\$3,079,855	\$6,077,728	

AGENDA ITEM #IX-A
 NOVEMBER 21, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$741,500	\$325,312	43.9%
Interest on Investments	-	-	0.0%
Other	-	-	0.0%

Total Revenue	\$741,500	\$325,312	100.0%
EXPENDITURES:			

Contractual Services	125,698	18,074	14.4%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,974,653	407,572	20.6%
Transfers Out	-	-	0.0%

Total Expenditures	\$2,109,346	\$425,646	20.2%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$100,334)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	

Fund Balance 10/31/17	\$515,007	\$1,782,519	

AGENDA ITEM #IX-A
NOVEMBER 21, 2017
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$224,922	71.4%
Bookstore Sales	834,000	439,934	52.7%
Athletics	42,460	8,511	20.0%
Other	121,100	79,361	65.5%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$752,728	57.3%
EXPENDITURES:			

Salaries	\$302,850	\$82,086	27.1%
Employee Benefits	33,489	11,039	33.0%
Contractual Services	86,770	20,393	23.5%
Materials & Supplies	816,562	403,031	49.4%
Conference & Meeting	182,965	51,275	28.0%
Fixed Charges	5,470	95	1.7%
Utilities	600	600	100.0%
Capital Outlay	500	-	0.0%
Other Expenditures	15,016	9,855	65.6%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,309,222	\$578,374	44.2%
Excess of Revenues			
Over Expenditures	\$3,338	\$174,354	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 10/31/17	\$6,400	\$177,416	

AGENDA ITEM #IX-A
 NOVEMBER 21, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$0	0.0%
Adult Education	273,927	149,090	54.4%
Other Illinois Sources	56,394	-	0.0%
Department of Education	4,422,960	368,980	8.3%
Other Federal Sources	34,443	11,719	34.0%
Tuition & Fees	575,000	408,821	71.1%
Sales & Service Fees	26,510	25,234	95.2%
Interest	18,581	18,581	100.0%
Non-govt. Gifts, Grants	23,400	50	0.2%
Other	304,785	105,871	34.7%
	-----	-----	-----
Total Revenue	\$5,842,727	1,088,346	18.6%
<u>EXPENDITURES:</u>			
Salaries	\$871,765	\$310,801	35.7%
Employee Benefits	181,984	56,347	31.0%
Contractual Services	588,030	78,750	13.4%
Materials & Supplies	85,982	73,787	85.8%
Conference & Meeting	55,760	10,721	19.2%
Fixed Charges	24,221	300	1.2%
Utilities	4,152		0.0%
Capital Outlay	31,299	2,112	6.7%
Other Expenditures	43,703	6,397	14.6%
Financial Aid	4,042,939	320,524	7.9%
Transfers out	13,881	-	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$859,739	14.5%
Excess of Expenditures Over Revenue	(\$100,989)	\$228,607	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 10/31/17	\$800,274	\$1,129,870	

AGENDA ITEM #IX-A
 NOVEMBER 21, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$17,917	40.7%
	-----	-----	-----
Total Revenue	\$44,000	\$17,917	40.7%
EXPENDITURES:			

Contractual Services	\$46,000	\$46,000	100.0%
	-----	-----	-----
Total Expenditures	\$46,000	\$46,000	100.0%
Excess of Revenues Over Expenditures	(\$2,000)	(\$28,083)	
Fund Balance 7/1/17	\$13,048	\$13,048	
	-----	-----	
Fund Balance 10/31/17	\$11,048	(\$15,035)	

AGENDA ITEM #IX-A
 NOVEMBER 21, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,694,688	\$682,819	40.3%
	-----	-----	-----
Total Revenue	\$1,694,688	\$682,819	40.3%
EXPENDITURES:			

Fixed Charges	\$1,680,721	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$1,680,721	\$0	0.0%
Excess of Revenues Over Expenditures	\$13,967	\$682,819	
Fund Balance 7/1/17	\$964,572	\$964,572	
	-----	-----	
Fund Balance 10/31/17	\$978,539	\$1,647,391	

AGENDA ITEM #IX-A
 NOVEMBER 21, 2017
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$386,681	38.9%
-----	-----	-----	-----
Total Revenue	\$993,000	\$386,681	38.9%
EXPENDITURES:			

Salaries	\$285,461	\$93,536	32.8%
Employee Benefits	347,553	147,990	42.6%
Contractual Services	296,012	222,003	75.0%
Materials & Supplies	11,900	3,480	29.2%
Conference & Meetings	13,200	325.00	2.5%
Fixed Charges	214,916	213,496	99.3%
Utilities	6,822	2,723	39.9%
-----	-----	-----	-----
Total Expenditures	\$1,175,864	\$683,553	58.1%
Excess of Revenues Over Expenditures	(\$182,864)	(\$296,872)	
Fund Balance 7/1/17	\$386,040	\$386,040	
-----	-----	-----	
Fund Balance 10/31/17	\$203,176	\$89,168	