

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

April 11, 2018 – 8:00 a.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: March 7, 2018 Board Retreat
 March 7, 2018 Audit & Finance Committee Meeting
 March 20, 2018 Regular Meeting
- IV. Comments from Outgoing Student Trustee
- V. Seating of Newly Elected Student Trustee
- VI. Public Comments
- VII. Introductions
- VIII. Student Focus: American Chemical Society Conference Presentation
- IX. Budget Report
- X. Presentation on Potential Solar Array Project
- XI. Foundation Report
- XII. Consent Items
 - A. Academic (None)
 - B. Administration
 1. Request for Illinois Community College Board (ICCB) Status of “Recognition Continued” (Page 1)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- XIII. Main Motions
 - A. Academic
 1. College*NOW* Agreement Between Highland Community College and Durand School District #322 (Page 6)
 - B. Administration
 1. New Job Description: Director, International Preservation Studies Center (Page 9)

- C. Personnel (None)
- D. Financial
 - 1. Agreement with Rock Gate Capital DBA 160 Driving Academy for Tractor-Trailer Driver Training Program (Page 12)
 - 2. CurricUNET Annual Hosting and Technical Support Agreement (Page 19)
 - 3. Acceptance of Bid for Protection, Health, and Safety Project: Fire Alarm Replacement (Handout)
 - 4. Submission of Facilities Master Plan to the Illinois Community College Board (Page 24)
 - 5. Payment of Bills and Agency Fund Report (Page 36)

XIV. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 38)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XV. OLD BUSINESS

- A. Faculty Senate Report

XVI. CLOSED SESSION

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

XVII. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
 - 1. Appointment: Director, International Preservation Studies Center (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XVIII. New Business

XIX. Dates of Importance

- A. Next Regular Board Meeting – May 15, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Ceremonial Signing of RN to BSN Agreement with Columbia College – May 15, 2018, at 3:15 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- C. Honors Convocation – May 17, 2018, at 7:00 p.m. in the Ferguson Fine Arts Center
- D. Commencement – May 19, 2018, at 10:00 a.m. in the Courtyard between the Marvin-Burt Liberal Arts Center, Dorothy and RC Clock Technology Center, and the Ray and Betty Stamm Health Science Nursing Wing
- E. Next Quarterly Board Retreat – June 6, 2018, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XX. Adjournment

AGENDA ITEM #XII-B-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

REQUEST FOR ILLINOIS COMMUNITY COLLEGE BOARD (ICCB)
STATUS OF "RECOGNITION CONTINUED"

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees requests the Illinois Community College Board to assign a Status of "Recognition Continued" to District #519.

BACKGROUND: Every five years the College must submit a letter requesting Status of Recognition according to the Illinois Community College Board Recognition Manual. Every five years each community college in the state is reviewed by the Illinois Community College Board. The review involves the submission of a self-evaluation document related to the College's compliance with selected recognition standards and a subsequent audit of College records regarding instruction, finances, personnel, and student services.

BOARD ACTION: _____

**AGENDA ITEM #XII-C-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload and other assignments be approved for the Spring semester of 2018.

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: _____

Miscellaneous								
Spring 2018				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Jenna	Rancingay			Part-time Instruction Supervision D/C				\$75.00
Juliet	Moderow			Part-time Instruction Supervision D/C				\$75.00
David	Esch			Part-time Instruction Supervision D/C				\$75.00
Shara	Ibalio	6847	PERS037QCC	Learn Your Smartphone	2		\$25.00	\$50.00
Shara	Ibalio	6846	PERS037PCC	Learn Your Smartphone	2		\$25.00	\$50.00
Allen	Reed	6908	PERS035VCC	Black Hawk War	5		\$20.00	\$100.00
Cassie	Mekeel	6650	NURS091HBB	Portion of BNA		3	\$1,256.45	\$3,769.35
						2.48	\$1,382.10	\$3,427.61
Leanne	Grahame	7160	NURS091ISX	Nursing Asst Lab	5		\$30.00	\$150.00
Steve	Mihina			Part-time Instruction Supervision D/C				\$75.00
Juliet	Moderow			Part-time Instruction Supervision D/C				\$75.00
Gordon	Dammann	6878	SPTP120ACC	Basic Look at Civil War	8		\$40.00	\$320.00
Shara	Ibalio	6845	DATP110FCC	Word Intro	6		\$25.00	TBD
Shara	Ibalio	6848	PERS037RCC	Learn Your Smartphone	2		\$25.00	\$50.00
Shara	Ibalio	6849	PERS037SCC	Learn Your Smartphone	1.5		\$25.00	\$37.50
Michael	Staver	6883	PERS035CCC	Tapas Cooking	3		\$25.50	\$76.50
Roberta	Andrews	6157	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
Kathleen	Sleezer		MATHF2	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer		MATHA2	MAC Lab		2	\$535.91	\$1,071.82
Kathleen	Sleezer	6329	MATH159B	Int Algebra II		2	\$535.91	\$1,071.82
Nancy	Luepke		MATHG2	MAC Lab		2	\$479.40	\$958.80
Nancy	Luepke		MATHM2	MAC Lab		2.5	\$479.40	\$1,198.50
Nancy	Luepke	6228	MATH067B	Basic Algebra		2	\$479.40	\$958.80
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		MATHY5	MAC Lab		2	\$535.91	\$1,071.82
Mark	Miller		MATHC2	MAC Lab		2	\$535.91	\$1,071.82
Steve	Young		MATHH2	MAC Lab		2	\$535.91	\$1,071.82
Don	Tresemmer	6136	MATH058B	Pre-Algebra I		2	\$479.40	\$958.80
Evan	Talbert			Part-time Instruction Supervision D/C				\$75.00
Roger	Hicks	6266	WELD232N	Int Welding		3.8	\$479.40	\$1,821.72
Jeremy	Monigold	6436	INFT146Y1	Int Access		1	\$1,256.45	\$376.94*
Jeremy	Monigold	6437	INFT147Y1	Adv Access		2	\$1,382.10	\$276.42*
Bruce	Pittluck	6430	INFT140A	Beg Excel		1	\$535.91	\$444.81*
Bruce	Pittluck	6428	INFT141Y1	Int Excel		1	\$535.91	\$535.91
Aaron	Sargent	6626	OCED290DC	Work Pl Exp MTEC		2	\$1,507.74	\$301.55*
Cliff	Klenke	7184	WFD048G	Solder Requalification				\$314.12
*Pro rated based on enrollment								

FIRST	LAST	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	TOTAL SALARY	
Other Assignments							
Dale	Brady	Region IV Tournament 3/1/18 4:00 game				\$ 150.00	
Edward	Draper	Region IV Tournament 3/1/18 4:00 game				\$ 150.00	
Todd	Gilmore	Region IV Tournament 3/1/18 8:00 game				\$ 150.00	
Jake	Kilberg	Region IV Tournament 3/1/18 6:00 game				\$ 150.00	
Don	King	Region IV Tournament 3/1/18 6:00 game				\$ 150.00	
Fritz	Larsen	Region IV Tournament 3/1/18 8:00 game				\$ 150.00	
Lynell	Mitchell	Region IV Tournament 3/1/18 8:00 game				\$ 150.00	
Michael	Pfeil	Region IV Tournament 3/1/18 4:00 game				\$ 150.00	
Gene	Rayford	Region IV Tournament 3/1/18 6:00 game				\$ 150.00	
Edward	Schaffer	Stats for 3 tournament basketball games 3/1/18					\$ 120.00
Rod	Anderson	Region IV Tournament 3/3/18 6:00 game				\$ 150.00	
Mau	Cason	Region IV Tournament 3/3/18 8:00 game				\$ 150.00	
Bradley	Curtis	Security guard Region IV tournament 3/1/18 3pm-11pm					\$ 200.00
Bradley	Curtis	Security guard Region IV tournament 3/3/18 12pm-11pm					\$ 275.00
Bradley	Curtis	Security guard Region IV tournament 3/5/18 4pm-10:30pm					\$ 162.50
Dan	Fisher	Region IV Tournament 3/3/18 3:00 game				\$ 150.00	
Jaime	Hare	Security guard Region IV tournament 3/3/18 12pm-5pm					\$ 125.00
John	Hodel	Region IV Tournament 3/3/18 8:00 game				\$ 150.00	
Nick	LoCicero	Region IV Tournament 3/3/18 1:00 game				\$ 150.00	
Christopher	Mays	Region IV Tournament 3/3/18 8:00 game				\$ 150.00	
Derrick	McCullough	Region IV Tournament 3/3/18 3:00 game				\$ 150.00	
Paul	Novak	Region IV Tournament 3/3/18 3:00 game				\$ 150.00	
Jonah	Piper	Security guard Region IV tournament 3/3/18 5pm-11pm					\$ 150.00
Jeff	Slattengren	Stats for Region IV tournament basketball games 3/3/18 & 3/5/18					\$ 240.00
Dorran	Stewart	Region IV Tournament 3/3/18 1:00 game				\$ 150.00	
Tom	Knight	Region IV Tournament 3/5/18 7:30 game				\$ 150.00	
John	Mariani	Region IV Tournament 3/5/18 5:00 game				\$ 150.00	
Rhonda	Mont	Region IV Tournament 3/5/18 5:00 game				\$ 150.00	
Scott	Tierney	Region IV Tournament 3/5/18 7:30 game				\$ 150.00	
Andrew	Williams	Region IV Tournament 3/5/18 7:30 game				\$ 150.00	
Amy	Wright	Choreographer for Sense and Sensibility					\$ 500.00
Victoria	Landron	Region IV Tournament 3/3/18 1:00 game				\$ 150.00	
Leanne	Surmin	Region IV Tournament 3/5/18 5:00 game				\$ 150.00	
Dean	Buckwalter	Worked scorer's table for 9 Region IV tournament games					\$ 360.00
Kim	Grimes	Worked scorer's table for 9 Region IV tournament games					\$ 360.00
Jeff	Slattengren	Stats for 3/10/18 men's basketball game				\$ 40.00	
Misty	Witt	Worked scorer's table for 9 Region IV tournament games					\$ 360.00
Dale	Dunn	Official 3/10/18 for district championship game					\$ 527.00
Brian	Fitzgerald	Official 3/10/18 for district championship game					\$ 385.00
Tom	Knight	Official 3/10/18 for district championship game					\$ 356.00
Julie	Lee	Team pictures for men's/women's basketball, softball					\$ 195.00
Ciarah	Mitchell	Filmed 18 women's basketball games and 2 men's basketball games					\$ 200.00
Kim	Ramirez	Medical coding course second installment					\$ 4,830.00
Dean	Buckwalter	Worked scorer's table 3/10/18 men's basketball game					\$ 40.00
Kim	Grimes	Worked scorer's table 3/10/18 men's basketball game					\$ 40.00
Misty	Witt	Worked scorer's table 3/10/18 men's basketball game					\$ 40.00

			COURSE	CLOCK	CREDIT	TOTAL
FIRST	LAST	SUBJECT	TITLE	HRS	HRS	SALARY
Robert	Dixon	Graphic design work for Job Fair, Boyer, Library poetry poster, growl towel, bookmarks, Dual Credit fact cards, Top 10% card, Spring calendar updates				\$ 9,517.50
Bradley	Curtis	Security guard Region IV basketball tournament 3/10/18 6pm-10pm				\$ 100.00
Mateo	Diaz	Worked backstage for Sense & Sensibility				\$ 310.00
John	Hartman	Piano tuning				\$ 65.00
Jonah	Piper	Security guard Region IV basketball tournament 3/10/18 6pm-10pm				\$ 100.00
Toby	Causby	Professional fees - Professional Development Day 3/20/18				\$ 3,000.00
John	Reed	Softball assignor fee				\$ 120.00
Camelot Costumes LLC		Labor for Sense & Sensibility				\$ 1,500.00
Jada	Bolden	Filming and stats for 11 men's and 13 women's basketball games				\$ 240.00
Peter	Jimenez	Region IV Tournament 3/3/18 game				\$ 150.00

AGENDA ITEM #XIII-A-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND DURAND SCHOOL DISTRICT #322

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreement for qualified students attending Durand High School (DHS).

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The College is renewing annual agreements with the nine participating high schools. The terms of the agreement for DHS reflect a rate increase. Rates have remained consistent since the program began in 2012. The previous rate no longer covers the cost of participation for these students. For 2018 – 2019, Durand High School will pay half of the cost of CollegeNOW participation (\$1,425) per semester and the remaining charges will be the responsibility of the student and his/her parent or guardian.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2018 – 2019 Academic Year (FY'19)
Durand School District #322 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course in the Summer Semester.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- Students may enroll in a full load (approximately 18) general education and elective credit hours applying to AA and AS degrees under CollegeNOW for the 2018 Fall Semester.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Durand High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2018, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay \$1425 toward the Fall Semester 2018 charges. The student will present this letter to the College cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.

**AGENDA ITEM #XIII-B-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE**

**NEW JOB DESCRIPTION
DIRECTOR, INTERNATIONAL PRESERVATION STUDIES CENTER**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached new job description for Director, International Preservation Studies Center with placement at range 53 on the Highland Salary Range Table. This is a full-time, exempt professional position.

BACKGROUND: At the March 20, 2018, Board meeting, the Board of Trustees approved the Asset Purchase Agreement for acquisition of the International Preservation Studies Center (IPSC) program. In mid-December 2017, the College employed the Center's former executive director as a temporary consultant due to the urgent need to begin recruiting students and to begin getting commitments from instructors to start classes following this acquisition. This new Director, International Preservation Studies Center position will report to the Dean of Humanities, Social Sciences, and Fine Arts and will provide overall coordination of the program and direction of the day-to-day operations.

BOARD ACTION: _____

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Director, International Preservation Studies Center (IPSC)*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide coordination and direction for the International Preservations Studies Center at Highland Community College.

PRINCIPAL DUTIES: (essential functions)

- Communicates college and program mission, vision, strategy, and policies to IPSC instructors.
- Actively participates in and seeks opportunities to develop and promote new and existing program courses as required to remain responsive to the needs of the pertinent fields of study and learning.
- Recruits, screens, and evaluates the work performance of contracted program instructors.
- Consults with the Dean, Humanities, Social Sciences, and Fine Arts if issues arise with performance of contracted program instructors.
- Oversees the development of program class schedules and program teaching assignments and efficiently distributes instructional loads.
- Consults with the Dean, Humanities, Social Sciences, and Fine Arts about the annual budget and makes recommendations for the purchase of supplies, materials, and equipment.
- Represents program instructors to the administration.
- Represents IPSC at relevant local, national, and international events.
- Seeks out possible grant possibilities, and if appropriate, prepares and submits grant applications, and administers grant awards.
- Regularly communicates with instructors to ensure proper preparation for upcoming courses including ordering and/or preparing necessary materials and supplies, preparing A/V requirements, and updating or creating the course binder.
- Schedules and coordinates set up of classrooms in accordance with instructor's request and take-down of all equipment and supplies to proper storage locations when class is over.
- Communicates with students via email, phone, and written correspondence regarding program information requests.
- Coordinates the writing, publishing, and distribution of the IPSC annual Course Schedule.
- Oversees and processes student registration and ensures that student tuition payments are received and applied.
- Regularly posts on program social media accounts.
- Regularly maintains program website.
- Coordinates with the bookstore to order branded merchandise for the program.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of practices in the administration of instructional programs and related support activities.

Knowledge of curriculum, programs, and staff development.

Knowledge of technology used in teaching and learning.

KNOWLEDGE AND SKILLS REQUIRED CONTINUED:

Knowledge of grant administration techniques, budget preparation, and expenditure control.

Skill in communicating effectively in writing and verbally (in both small and large group settings).

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects, and demands.

Skill in developing short and long-range goals for enrollment and retention, including assisting in marketing and developing new program courses and continuing to promote existing program courses.

Skill in researching and writing grants and other operational reports.

Skill in identifying problems, evaluating alternatives, and implementing effective solutions.

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

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS: The physical requires of this job are light work. Exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.

MINIMUM QUALIFICATIONS: Master's degree in Museum Studies or a related field and five (5) years experience in preservation, collections care, museum leadership OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check

REPORTS TO: Dean, Humanities, Social Sciences, and Fine Arts

APPOINTED BY: Board of Trustees

FLSA CLASSIFICATION:

CLASS CODE:

JOB SERIES/FAMILY:

ADOPTED: 4/11/18* Pending Board Approval

**AGENDA ITEM #XIII-D-1
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE**

**AGREEMENT WITH ROCK GATE CAPITAL
D.B.A. 160 DRIVING ACADEMY
FOR TRACTOR-TRAILER DRIVER TRAINING PROGRAM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes administration to enter into a formal agreement with Rock Gate Capital, DBA 160 Driving Academy of Glencoe, Illinois, for the tractor-trailer driver training program. Under the agreement, the College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program (“Full Payment Students”). From January 1 to December 31 annually, the College will pay the Firm as follows: \$4,695.00 less the following fees per student for each enrollment milestone:

Each Calendar Year Student Enrollment	HCC Revenue Per Student
1 to 80	13% of \$4,695.00 or \$610.35 per student
Over 80	15% of \$4,695.00 \$704.25 per student

In addition, the firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student arrives at his designated employer. Full-time Highland Agriculture students shall be entitled to a \$500 discount, half of which (\$250) will be waived by 160 Driving Academy, the other half (\$250) will be deducted from the College’s share of total tuition.

This agreement shall begin on July 1, 2017, and continue through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019, with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

BACKGROUND: Through this agreement, 160 Driving Academy will provide the personnel and equipment, as well as the recruitment, instruction, marketing and job placement services for a tractor-trailer driver training program located on the Highland Community College campus. The company has 12 other locations in Illinois, as well as locations in Wisconsin, Indiana, Missouri, Ohio, and Michigan.

Concerns raised in October 2017 regarding the use of fiscal year versus calendar year have been addressed in the agreement, as well as having a reduced rate for Highland’s Ag students taking the training.

BOARD ACTION: _____

**160 Driving Academy & Highland Community College
Driver Training School Agreement**

This is a Driver Training School Agreement ("Agreement") made this 15th day of May, 2017, by and between Highland Community College (hereinafter referred to as the "College") and Rock Gate Capital, LLC dba 160 Driving Academy, Evanston, IL (hereinafter referred to as the "Firm").

RECITALS

WHEREAS, the Firm is engaged in the business of recruiting, training and placing qualified commercial truck drivers into the trucking industry; and

WHEREAS, the College maintains a permanent facility for the purpose of providing post-high school education,

NOW, THEREFORE, inconsideration of the mutual covenants and consideration set forth herein, the parties hereto agree as follows:

SECTION ONE

Community College Partnership Concept

The Firm and College have agreed to a Community College Partnership Concept as outlined within this agreement. The College agrees to provide a training facility as outlined within this agreement. The Firm agrees to provide comprehensive training services as outlined within this Agreement. The overall concept is to produce a system that allows the Firm to recruit, train, and place a larger quantity of qualified, safety-oriented graduates into productive driving careers within the trucking industry.

SECTION TWO

Firm's Obligations

2.1 **Marketing.** The Firm agrees to use its best efforts to recruit qualified driver training candidates using various advertising, information seminars, and direct contact to grow the program. The Firm agrees to obtain the approval of the College prior to the commencement of any advertising for marketing purposes. The College agrees to market to all of its constituents through its mailings, course catalogue and on-site advertising materials.

2.2 **Financing.** The Firm agrees to actively participate and assist in candidates' tuition financing, including but not limited to Personal financing (savings, home refinance, etc.), credit card, Workforce Investment Act (WIA) and third-party financing for qualified individuals.

2.3 **Course Offering.** The Firm agrees to provide a four or eight week, one hundred sixty (160) hour training course, as determined by the College, developed to prepare students for the Illinois Secretary of State Class A CDL pre-trip, skills and road tests, and ultimately for an entry level position in the trucking industry.

2.4 **Course Prerequisites.** The Firm will ensure all prospective students in the driver training program will have completed all required drug screenings and Department of Transportation physicals prior to the class start date.

2.5 **Firm's Employees.** The Firm's employees who perform services for the College under this Agreement shall also be bound by the provisions of this Agreement. The Firm's employees are solely employees of the Firm and have no accrued or expected employment or benefit rights through the College. At the request of the College, the Firm shall provide adequate evidence that such persons are employees of the Firm and have proper licenses, experience and other necessary qualifications to perform the services required under this Agreement.

2.6 **Harassment Training.** The Firm's employees, if any, who perform services for the College under this Agreement shall undergo at the College's request, sensitivity, diversity, and sexual harassment awareness training prior to performing any services for the College under this Agreement.

2.7 **Insurance.** The Firm will maintain a single limit \$1,000,000 policy, full workers' compensation statutory coverage, and provide a certificate of insurance naming the College as an additional insured on its policies. The Firm waives any rights to recovery from the College for any injuries that the Firm and/or its employees may sustain while performing services under this Agreement and that are a result of the negligence of the Firm or its employees.

2.8 **Indemnification.** The Firm agrees to indemnify and hold harmless the College from any and all liability of any kind or nature whatsoever for any claims, lawsuits or other adverse actions or activities by employees, students or third parties of any nature whatsoever that relate in any way to the Firm's provision of this program, course offering and anything associated therewith.

2.9 **Administrative Requirement.** The Firm and its instructors will comply with all College program admission requirements, grading, grade recording policies and financial aid preapproval procedures in a timely manner. The on-site branch manager will serve as liaison between the Firm and the College.

2.10 **Full Payment Students.** The College will charge and collect \$4,695.00 per student for those students who are not part of the 160 Dedicated Program ("Full Payment Students"). From JXO\ 1 to - XQH annually. Starting each July 1 and for the next 12 months, the College will pay the Firm as follows:

1. The first 80 students enrolled (students 1 to 80) \$4,695.00 less 13% or \$4,08. per student
2. For every student over 80 students \$4,695.00 less 15% or \$399. per student

2.11 **Dedicated Students.** The College recognizes that the firm can recruit and enroll students on behalf of the Firm's trucking company partners ("Dedicated Students"). The College will account in any reasonable manner it wishes for students who are part of the 160's Dedicated Program. The Firm will pay a fee of \$250.00 per Dedicated Student each calendar year to the College after the student is employed by his designated employer.

2.12 **Agriculture Students.** Full-time Highland Agriculture students shall be entitled to a \$500 discount, half of which (\$250) will be waived by 160 Driving Academy, the other half (\$250) will be deducted from the College's share of total tuition.

SECTION THREE

College Obligations

3.1 Facilities. The College agrees to provide training facilities as follows:

3.1.1 **Classroom.** A minimum of 300 square feet of classroom space; heating and ventilating adequate to maintain a comfortable room temperature for students and instructors; adequate lighting system so as to provide sufficient lighting for the students and instructors; sufficient seating facilities and writing surfaces for students; blackboards or other forms of illustrative devices which are visible from all seating areas; and adequate fire extinguishers in operable condition (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code).

3.1.2 **General Office.** Dedicated telephone line with call waiting and/or call rollover to electronic voice mailbox; access to a fax line and access to fax machine; access to copy machine; access to adequate office supplies (pens, pencils, paper, etc.); office furniture (desk, lockable filing cabinet, etc.); and personal computer with dedicated internet access.

3.1.3 **Yard.** Access to a training yard to handle student classes regardless of size, with lighting sufficient to support night instruction to facilitate skills training (as required pursuant to Section 6-406(c) of the Illinois Drivers Licensing Law of the Illinois Vehicle Code). College agrees to provide a protective shed and a portable toilet in the training yard area as well as snow removal services.

3.1.4 **Signage.** The College will provide all signage required for this training. The College will provide available space for the Firm's signage. Signage must be reasonably visible to the general public from outside the classroom facility. Signage must satisfy State of Illinois requirements as well as being acceptable to the Firm and to the College in size and appearance.

3.2 **Full Pay Tuition.** College agrees to remit to the Firm all tuition on behalf of all Full Pay Tuition students enrolled in this driver training program (less College's share of tuition as outlined above in paragraph 2.10). Payment will be invoiced as of the end of the first week of training and is payable upon receipt of invoice by the College. Payments will be made directly to the Firm or via ACH payment to its approved financial institution. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the Firm shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the Firm has not yet been paid.

3.2.1 **Dedicated Tuition.** Firm agrees to remit to the College \$250.00 for Dedicated tuition on behalf of all students enrolled in this Dedicated training program (as outlined above in paragraph 2.11). Payment will be submitted immediately upon student's employment at Dedicated student's employer. Payments will be made directly to the College. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that the College shall be entitled to payments for periods or partial periods of services that occurred prior to the date of termination and for which the College has not yet been paid.

3.3 **Facility Maintenance Expenses.** College agrees to cover all expenses incurred for its own facility maintenance, taxes, building insurance and related utilities. Damages or expenses incurred due to the negligence of the Firm, staff or students will be the responsibility of the Firm.

SECTION FOUR

Joint Obligations

4.1 **Confidentiality.** College recognizes that the prices, costs, future plans, business affairs, promotion techniques, technical information, customer lists, teaching methods, and other similar proprietary business information related to the services provided by the Firm (hereinafter collectively referred to as the "Information") are valuable, special and unique assets of the Firm. Accordingly, the College agrees that it will not at any time or in any manner, either directly or indirectly, use any Information for the College's own benefit, or divulge, disclose or communicate in any manner any Information to any third party without the prior written consent of the Firm. The College will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement and, in addition to any other remedy, will entitle the Firm to obtain temporary and permanent injunctive relief against any actual or threatened breach of this paragraph without being required to post bond or, if bond cannot be waived, without providing any security thereon. The Firm agrees to treat proprietary information of the College in an identical manner and the College shall also be entitled to the benefits of injunctive relief for any actual or threatened violation by the Firm. The confidentiality provisions of this Agreement shall remain in full force and effect for a period of two (2) years after the termination of this Agreement.

4.2 **Return of Records.** Upon termination of this Agreement, each party will deliver to the other party all records, notes, data, memoranda, models, equipment, and Information of any nature that are in such party's possession or control which are the property or Information of the other party.

4.3 **Independent Contractor.** The Firm is, and the parties intend it to be, an independent contractor regarding the Services provided and no partnership of the parties is intended to be created by this agreement.

SECTION FIVE

Termination

This Agreement is effective on the 1st day of July, 2017 and continues through June 30, 2019. This Agreement may be renewed for two years after June 30, 2019 with the express written consent of both parties. This Agreement may be terminated by either party for the insolvency of the other, upon mutual consent or upon default of any term of this Agreement not corrected within fifteen (15) days of written notice of said default.

**SECTION SIX
Miscellaneous**

6.1 **Entire Agreement.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement between the parties whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

6.2 **Governing Law and Enforcement.** This Agreement shall be construed in accordance with the laws of the State of Illinois. If any provision of this Agreement shall be held to be invalid and unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

6.2 **Waiver Limitations.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated below.

FIRM: Rock Gate Capital, LLC

COLLEGE: Highland Community College

BY: _____
Signature of Firm's Representative Date

BY: _____
Signature of College's Representative Date

Name of Firm's Representative

Name of College Representative

**AGENDA ITEM #XIII-D-2
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICUNET ANNUAL HOSTING AND TECHNICAL
SUPPORT AGREEMENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the CurricUNET Annual Hosting and Technical Support Agreement through June 30, 2021 at an annual cost as follows:

Year One	Year Two	Year Three
Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>
*Total Annual Fee \$10,000	*Total Annual Fee \$10,000	*Total Annual Fee \$10,000

*Fees payable for the services set forth in Paragraph 2. *Above amounts are subject to a 10% increase in each annual period.*

BACKGROUND: This contract is for a three year extension, from July 1, 2018 through June 30, 2021. CurricUNET is our syllabi storage software that is connected to ICCB for submission of changes, additions, withdrawals.

BOARD ACTION: _____



HIGHLAND COMMUNITY COLLEGE
CURRICUNET ANNUAL HOSTING
AND TECHNICAL SUPPORT AGREEMENT

THIS AGREEMENT for Annual Hosting, Maintenance and Support of the CurriUNET system is effective April 1, 2018 (the "Agreement") by and between CurriQūnet, a division of Nevada Contractors Registry, Inc. a Nevada Corporation, ("CurriQūnet") and **Highland Community College** (hereinafter referred to as "Client") is entered into by mutual agreement of the undersigned parties for the continuation of hosting and support services for the CurriUNET System, as specified below. CurriQūnet and Client are collectively referred to herein as the "Parties". The terms of this Agreement will control in the event of a conflict between the terms hereof and those of any previous agreement for hosting and support services.

1. **TERM:** The Parties agree that the Annual Hosting, Maintenance and Support Agreement is hereby entered into for a **Three (3)** year term beginning on **July 1, 2018** and ending on **June 30, 2021**. Upon the expiration of the Term, this agreement will automatically renew for one or more terms of 36 months each (each will be deemed a "Renewal Term") unless terminated as set forth herein. After the expiration of the Term and prior to the commencement of a Renewal Term, CurriQūnet will be entitled to make adjustments to fees payable (Not To Exceed 10% for each renewal period).

If Client elects to terminate its use of CurriUNET at the end of the Term or any Renewal Term, Client will provide CurriQūnet with written notice of such intent not less than ninety (90) days prior to the expiration of such Term or Renewal Term. If such notice of non-renewal is not received, it is agreed that this agreement will be automatically renewed as provided herein.

2. **SERVICES:** CurriQūnet will continue to provide Client with ongoing system hosting, Technical support. CurriQūnet will provide up to a total of 40 hours of technical support services (the "Annual Allowance"), for the costs as provided in Section 3, in each twelve (12) month period after the effective date of the contract for system hosting, maintenance and client support services. Any configuration or modification services exceeding the current version release features and said Annual Allowance will be added to this Agreement through written addendum and billed to Client at CurriQūnet's currently published Ad hoc Professional Services rate or other rate as provided by addendum.

3. FEES FOR SERVICE AND TERMS OF PAYMENT: Client will pay certain fees for the services specified in herein. These fees are set forth as follows:

Year One	Year Two	Year Three
Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>	Hosting Maintenance and Technical Support: <u>\$10,000</u>
*Total Annual Fee \$10,000	*Total Annual Fee \$10,000	*Total Annual Fee \$10,000

*Fees payable for the services set forth in Paragraph 2. *Above amounts are subject to a 10% increase in each annual period.*

Client will be billed at least 30 days prior to each annual support period. Payment for these services will be a single, non-refundable, annual payment due on the first day of each Annual Hosting, Maintenance and Support period of this Agreement as described above.

4. OWNERSHIP OF INTELLECTUAL PROPERTY. To clarify and confirm the rights and responsibilities of the Parties relating to the CurriQUNET system and the intellectual property therein, the Parties acknowledge and agree as follows:

(a) Intellectual Property Rights. Client acknowledges and agrees that CurriQūnet owns and has rights in and to those patents or patentable technologies, software designs and schematics, algorithms, source codes, source listings, specifications, copyrights and copyrightable materials, design documents and information, copies of source or object codes or other documentation of any type, which comprise the CurriQUNET system. The foregoing is referred to collectively herein as "CurriQūnet Intellectual Property". Client acknowledges and agrees that nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant Client any right, title, or interest in or to CurriQūnet's Intellectual Property.

Furthermore, Client acknowledges and agrees that it will not in any way, directly or indirectly through any third party, alter, modify, reverse engineer, or copy the CurriQūnet Intellectual Property, or any component thereof, without the express written consent of a duly authorized executive officer of CurriQūnet. Furthermore, the Parties acknowledge that during the course of performance of this Agreement, CurriQūnet will render services to Client that may result in the creation of new technologies, discoveries, concepts, ideas, inventions, innovations, improvements, developments, methods, designs, analyses, drawings, reports, patent applications, and copyrightable work (whether or not including any confidential information) which relate to CurriQūnet's CurriQUNET system or the services rendered to Client (the "Future IP"). The Parties acknowledge and agree that such Future IP will be deemed developed by and owned exclusively by CurriQūnet, and will be deemed licensed hereunder for use by Client. In the event it is determined for any reason that ownership of said Future IP resides with Client, then Client hereby grants to CurriQūnet an unrestricted, non-exclusive, perpetual license to use said Future IP at no cost to CurriQūnet.

(b) Use of CurriQūnet Marks. Client acknowledges that CurriQūnet owns and has rights in and to certain trademarks, logos, website materials, and marketing materials (the "CurriQūnet Marks") that may be made available for use by Client under this Agreement. Client expressly acknowledges and agrees that nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant Client any right, title, or interest in or to

CurriQūnet's Marks. Client further acknowledges that it has no right to use, distribute, or otherwise reproduce such CurriQūnet Marks without the express written consent of CurriQūnet.

(c) Use of Client Marks. CurriQūnet acknowledges that Client owns, and retains ownership of all Marks owned by Client, including any trademarks, logos, website materials, and marketing materials (the "Client Marks"). CurriQūnet further acknowledges that it has no right to use, distribute, or otherwise reproduce such Client Marks without the express written consent of the Client, except that Client expressly agrees that CurriQūnet may use the Client Marks in a manner which indicates that Client is a client of CurriQūnet. Nothing in this Agreement or in the performance thereof, or that might otherwise be implied by law, will operate to grant CurriQūnet any right, title, or interest in or to Client's Marks.

(d) Nondisclosure; Use of Confidential Information. For purposes of this Agreement, "Confidential Information" will mean this Agreement and all proprietary information, data, trade secrets, business information and other information of any kind whatsoever which a Party ("Discloser") discloses, in writing, orally or visually, to the other Party ("Recipient") or to which Recipient obtains access in connection with the negotiation and performance of this Agreement, and which relates to (i) the Discloser; (ii) is designated by the Discloser to be proprietary or confidential in nature; and (iii) is not in the public domain. As used herein, the Parties acknowledge and agree that curriculum data, consisting of approved course outlines and program materials, voluntarily collected through or via the CurricUNET System will not be deemed Confidential Information hereunder. Rather, each of the Parties will be entitled to collate, summarize or otherwise use and distribute such curriculum data including to third parties.

The Recipient of Confidential Information agrees not to use any such Confidential Information received from the Discloser thereof for its own use, directly or indirectly, or for any purpose other than as expressly allowed under this Agreement. The Recipient will not disclose or permit disclosure of any Confidential Information to third parties without the prior consent of an authorized officer or director of the Discloser. The Recipient will take reasonable measures to protect the secrecy of and avoid disclosure or use of Confidential Information in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this Agreement to have any such information. Such measures will include, but not be limited to, the highest degree of care that the Recipient utilizes to protect its own confidential information of a similar nature, which will be no less than reasonable care. The Recipient will notify the Discloser in writing of any actual or suspected misuse, misappropriation or unauthorized disclosure of Confidential Information which may come to the Recipient's attention.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in the names as of the date first written above.

Client

CURRIQUNET

By (Signature)

By (Signature)

Printed Name

Nancy J. Howard
Printed Name

Title

VP, Product Delivery and Support Services
Title

Address

1600 John Adams Pkwy, Suite 200
Address

City, State, Zip Code

Idaho Falls, Idaho 83401
City, State, Zip Code

Date

Date

**AGENDA ITEM #XIII-D-4
APRIL 11, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**SUBMISSION OF FACILITIES MASTER PLAN TO THE
ILLINOIS COMMUNITY COLLEGE BOARD**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the submission of an updated Facilities Master Plan to the Illinois Community College Board.

BACKGROUND: All community colleges in Illinois are required to have a Facilities Master Plan on file with the Illinois Community College Board. The purpose of the plan is to apprise the ICCB of any possible primary site construction, secondary site acquisition, or acquisition of new land. The plan is to be updated as plans change or prior to an ICCB Recognition Report review. Any such construction or acquisition planned by the College must be reflected in the Master Plan in order to receive consideration for approval by the ICCB.

BOARD ACTION: _____

Highland Community College

Facilities Master Plan

April 2018

Contents

Section 1.....	3
Introduction	3
Section 2.....	4
Land Usage	4
Adequacy of Land	5
Recommendations.....	5
Section 3.....	6
Roads and Grounds	6
Driveways	6
Parking	6
Sidewalks	6
Recommendations.....	6
Section 4.....	7
Building Structures	7
Adequacy of Building Structures	7
Recommendations.....	8
Section 5.....	9
Summary	9
HCC District Map.....	10

HCC Campus Boundary Map..... 11

Section 1

Introduction

The purpose of this document is to record a physical facilities design vision for the next five to ten years for Highland Community College.

Section 1 introduces the plan. Sections 2 through 4 discuss needs for different types of space at the College, both indoors and out. Section 5 summarizes the recommendations that are made throughout the plan.

Section 2

Land Usage

The Highland campus is located in a mostly rural agricultural area on the west edge of Freeport along Pearl City Road. The College district encompasses 1,640 square miles and includes portions of Stephenson, Carroll, Jo Daviess, and Ogle counties in northwest Illinois.

The campus covers approximately 140 acres. The buildings on the Campus are as follows:

Building Name	Occupied	Purpose
Building "A"	2003	Athletic Field Storage
Building "E"	2009	Agriculture/Technology
Building "F"	1974	Fine Arts
Building "G"	1970	Recycling/Storage
Building "H"	1993	Admin/Conf. & Student Center
Building "I"	2001	Child Care Center
Building "M"	1971	Liberal Arts
Building "N"	1971	Natural Science
Building "N" Addition	2009	Nursing
Building "N"-Greenhouse	2011	Greenhouse
Building "R"	1985	GED/RSVP/Cont. Ed.
Building "S"	1980	Sports
Building "T"	1973	Business & Technology Center
Building "U"	2003	Grounds Storage
Building "V"	1978	Automotive Storage
Building "W"	1970	Maintenance Offices/Shop
Building "X"	1970	Shop/Storage
Building "Y"	1970	Office/Storage
Building "Z"	1985	Storage

Portions of the campus have been developed into prairie plots, athletic fields and storm water retention pond.

Adequacy of Land

The College owns sufficient land for its purposes and has no plans to acquire additional land.

Recommendations

None

Section 3

Roads and Grounds

Driveways

Vehicles access the campus by way of three entrances; Kiwanis Drive and Pearl City Road are the main entrances and the third is for receiving off of Pearl City Road. A loop road encircles the campus. Lighting along this road was updated in 2010 to LED lighting for energy efficiency and safety.

Parking

There is more than sufficient parking space on campus to meet demand with a sufficient number of accessible spaces in each lot to comply with current ADA standards. All lots are reasonably close to buildings. Well-placed sidewalks currently access each lot. Lots on campus are in good condition. Lighting in the parking lots was updated in 2010 to motion-detected bi-level LED lighting for energy efficiency and safety.

Sidewalks

Sidewalks are for the most part appropriately placed. It has been an ongoing effort to replace old damaged and unsafe sidewalks as the need arises. The college is currently in a cycle of replacing the most hazardous areas of sidewalks equating to approximately 10% of the total sidewalk space on campus.

Lighting for all of the sidewalks and building overhangs was updated in 2015 to LED lighting for energy efficiency and safety.

Recommendations

Driveways: Repaving driveways as needed through the use of the "Loop Road Fund".

Parking: Repaving lots as the need arises. Funds for repaving of parking lots are not available at this time.

Sidewalks: The College will continue address sidewalk replacement as needed.

Section 4

Building Structures

Adequacy of Building Structures

The Campus buildings are listed below along with comments in regards to condition:

Building Name	Condition	Comments
Building "A"	Good	Adequate for needs
Building "E"	Excellent	Agriculture laboratory space is needed
Building "F"	Good	Storage for stage props and costumes is limited
Building "G"	Good	Storage for excess equipment and supplies is limited and over capacity
Building "H"	Good	Adequate for needs
Building "I"	Good	Adequate for needs
Building "M"	Good	Lecture hall modernization is required
Building "N"	Good	Laboratories are outdated
Building "N" Wing	Excellent	Nursing laboratory space is limited
Building "R"	Good	Space is limited and at capacity
Building "S"	Fair	Storage space is limited, updating of facilities is needed
Building "T"	Good	Adequate for needs
Building "U"	Good	Adequate for needs

Building "V"	Good	Adequate for needs
Building "W"	Good	Adequate for needs
Building "X"	Fair	Adequate for needs
Building "Z"	Good	Adequate for needs
Building "Y"	Fair	Adequate for needs

Building HVAC Control

- The College is currently completing a project that updates the Building Automation System across campus for a more consistent and comfortable indoor environment.

Emergency Notification System

- The College is currently completing a project that replaces the outdated "Emergency Call Boxes" with emergency telephones and campus telephones on a full VOIP system with one-touch emergency notification and an immediate notification of the Campus Emergency Operations Team in the event of an emergency.

Fire Alarm System

- The College is currently beginning a project that will replace the existing fire alarm system with a new, more reliable, and more consistent system. Many of the components of our current system are original to the 1970's.

Recommendations

- Continue to evaluate condition of buildings and usability of space to prioritize needs.

Section 5

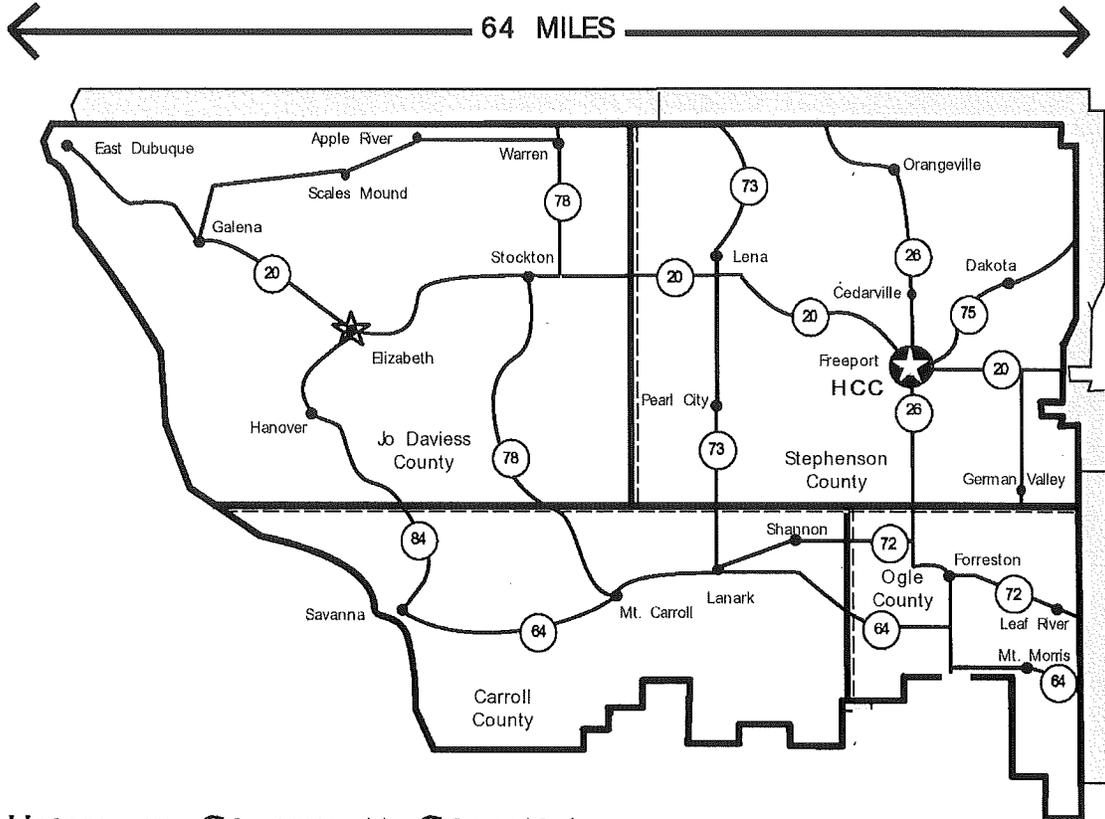
Summary

Though our current facilities are operational and for the most part adequate in size, the infrastructure and functionality of many spaces are aging, outdated, and not optimal for Students, Staff, and Faculty.

The College continues to look at ways to make more efficient use of our current facilities through re-organization of space to better fit the needs of our Students.

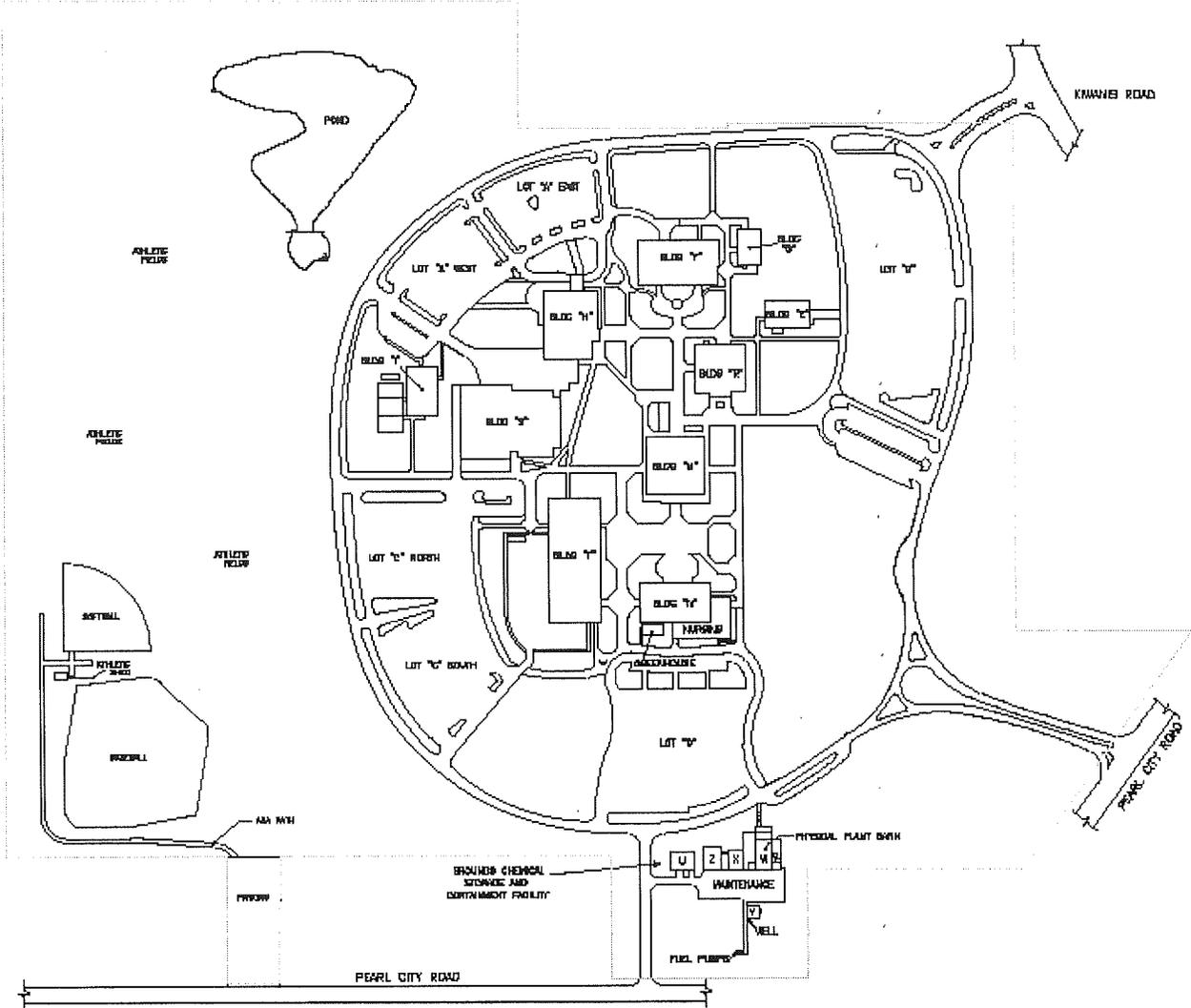
The College continues to evaluate needs and prioritize improvements utilizing any available and appropriate funding sources including operating funds, bond sales, and Protection, Health & Safety levies.

HCC District Map



 **HIGHLAND COMMUNITY COLLEGE**
DISTRICT #519

HCC Campus Boundary Map



**AGENDA ITEM #XIII-D-5
APRIL 11, 2018
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 March 2018 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 329228 through 329929 amounting to \$811,710.70, Automated Clearing House (ACH) debits W0000463 through W0000467 amounting to \$8,208.92, Other Debits D0000077 amounting to \$16.59, and Electronic Refunds of \$40,926.80, with 11 adjustments of \$1,254.63, such warrants amounting to \$859,608.38. Transfers of funds for payroll amounted to \$818,154.14.

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

BOARD ACTION: _____

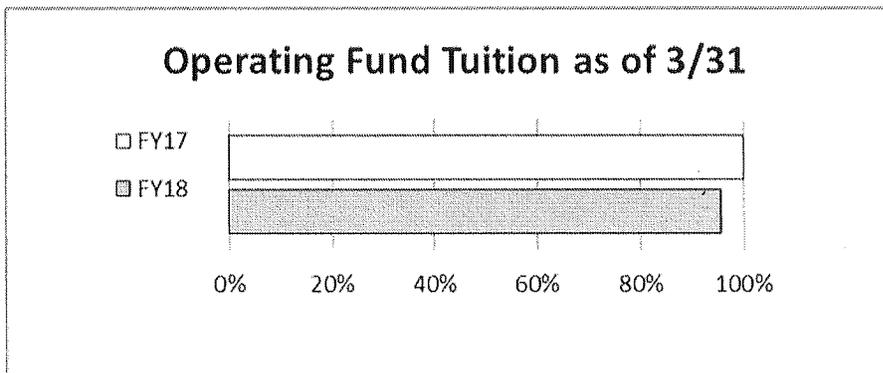
**HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, March 31, 2018**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$229,498.07	\$416.67	\$0.00	\$229,914.74
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,462.35	0.00	0.00	172,462.35
TOTAL ASSETS	\$422,529.68	\$416.67	\$0.00	\$422,946.35
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	82,112.94	416.67		82,529.61
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,695.13			96,695.13
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
TOTAL	\$422,529.68	\$416.67	\$0.00	\$422,946.35

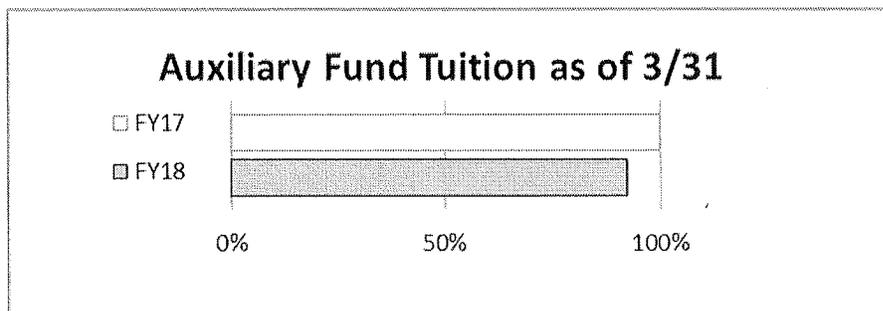
**AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18**

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

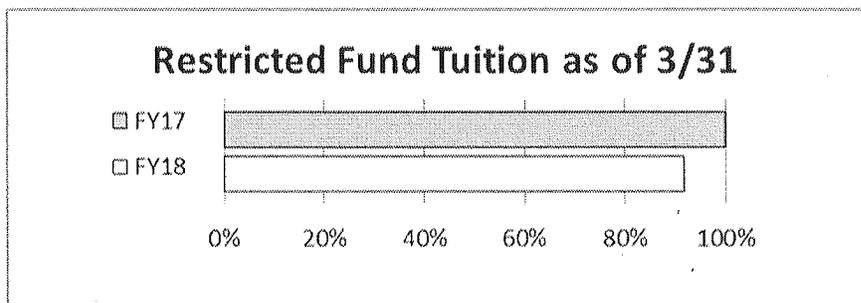
- As of March 31st, we are 75% of the way into FY18.
- **Current Results as of Month End:** The following charts show the comparison of the FY18 financial results for various items, as labeled, to FY17 results as of March 31st. The FY17 bar is the year-to-date results as of March 31, 2017, divided by the actual year end results for FY17. The FY18 bar is the year-to-date results for March 31, 2018, divided by the annual budgeted amount for FY18. The FY18 reports were completed earlier than normal in the month due to the change in the April Board meeting date. This timing difference may account for some of the variance in the comparison of FY17 to FY18.



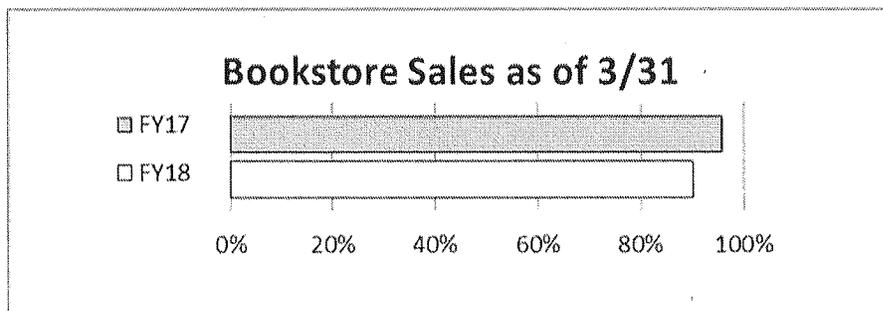
Operating Fund tuition revenue appears to be about 4% lower than anticipated at this point in time. If tuition revenue is 4% lower than budgeted for the fiscal year, that amounts to about \$216,000.



Auxiliary Fund tuition revenue appears to be about 8% lower than anticipated at this point in time. If auxiliary fund tuition revenue is 8% lower than budgeted for the fiscal year, that amounts to about \$25,000.



Restricted Fund tuition revenue appears to be about 8% lower than anticipated at this point in time. If restricted fund tuition revenue is 8% lower than budgeted for the fiscal year, that amounts to \$46,000.



Bookstore sales appear to be about 6% 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.

- During early April, meetings with budget managers are being held to discuss the FY19 budget building process. In addition, information shared with me by budget managers will be compiled and used in developing a year-end projection.

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE
 FY18

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

<u>REVENUE:</u>	Budget	Year- to-Date	Percent
Local Taxes	\$6,034,298	\$3,003,419	49.8%
Credit Hour Grants	1,084,350	923,308	85.1%
Equalization	50,000	33,333	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	142,019	42.6%
Dept. of Educ.	6,000	13,059	217.7%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	5,181,394	95.7%
Sales & Services	39,250	36,900	94.0%
Facilities Revenue	108,876	64,792	59.5%
Interest on Investments	8,000	19,217	240.2%
Non-Govt. Gifts, Grants	889,398	679,866	76.4%
Miscellaneous	16,489	40,470	245.4%
	-----	-----	-----
Total Revenue	\$14,128,087	\$10,137,777	71.8%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$5,856,059	65.9%
Employee Benefits	2,324,610	2,006,720	86.3%
Contractual Services	805,650	465,682	57.8%
Materials & Supplies	926,435	585,225	63.2%
Conference & Meeting	282,618	126,462	44.7%
Fixed Charges	57,612	36,583	63.5%
Debt Certificate Payment	439,431	410,866	93.5%
Utilities	659,741	584,017	88.5%
Capital Outlay	-	28,611	0.0%
Other Expenditures	447,484	227,699	50.9%
Transfers (In) Out	105,119	-	0.0%
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Total Expenditures	\$14,928,441	\$10,327,924	69.2%
Excess of Revenues Over Expenditures	(\$800,354)	(\$190,147)	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 3/31/18	\$3,079,855	\$3,690,062	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$741,500	\$400,935	54.1%
Interest on Investments	-	1,943	0.0%
Other	-	-	0.0%
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Total Revenue	\$741,500	\$402,878	100.0%
EXPENDITURES:			

Contractual Services	125,698	26,479	21.1%
Materials & Supplies	8,995	40	0.4%
Capital Outlay	1,974,653	421,941	21.4%
Transfers Out	-	-	0.0%
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Total Expenditures	\$2,109,346	\$448,460	21.3%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$45,582)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
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Fund Balance 3/31/18	\$515,007	\$1,837,271	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

AUXILIARY ENTERPRISE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Tuition and Fees	\$315,000	\$291,328	92.5%
Bookstore Sales	834,000	751,410	90.1%
Athletics	42,460	26,793	63.1%
Other	121,100	191,182	157.9%
	-----	-----	-----
Total Revenue	\$1,312,560	\$1,260,713	96.0%
EXPENDITURES:			

Salaries	\$302,850	\$183,975	60.7%
Employee Benefits	33,489	27,187	81.2%
Contractual Services	86,770	59,817	68.9%
Materials & Supplies	816,562	666,451	81.6%
Conference & Meeting	182,965	123,145	67.3%
Fixed Charges	5,470	429	7.8%
Utilities	600	600	100.0%
Capital Outlay	500	602	120.4%
Other Expenditures	15,016	26,111	173.9%
Transfers	(135,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,309,222	\$1,088,317	83.1%
Excess of Revenues Over Expenditures	\$3,338	\$172,396	
Fund Balance 7/1/17	\$3,062	\$3,062	
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Fund Balance 3/31/18	\$6,400	\$175,458	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$33,735	31.6%
Adult Education	273,927	149,090	54.4%
Other Illinois Sources	56,394	39,145	69.4%
Department of Education	4,422,960	2,722,063	61.5%
Other Federal Sources	34,443	23,878	69.3%
Tuition & Fees	575,000	526,854	91.6%
Sales & Service Fees	26,510	25,534	96.3%
Interest	18,581	19,458	104.7%
Non-govt. Gifts, Grants	23,400	220	0.9%
Other	304,785	184,635	60.6%
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Total Revenue	\$5,842,727	3,724,612	63.7%
<u>EXPENDITURES:</u>			
Salaries	\$871,765	\$639,667	73.4%
Employee Benefits	181,984	125,333	68.9%
Contractual Services	588,030	185,174	31.5%
Materials & Supplies	85,982	113,864	132.4%
Conference & Meeting	55,760	24,075	43.2%
Fixed Charges	24,221	300	1.2%
Utilities	4,152	-	0.0%
Capital Outlay	31,299	33,918	108.4%
Other Expenditures	43,703	22,183	50.8%
Financial Aid	4,042,939	2,459,122	60.8%
Transfers out	13,881	-	0.0%
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Total Expenditures	\$5,943,716	\$3,603,636	60.6%
Excess of Expenditures Over Revenue	(\$100,989)	\$120,976	
Fund Balance 7/1/17	901,263	901,263	
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Fund Balance 3/31/18	\$800,274	\$1,022,239	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18
 AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,000	\$22,082	50.2%
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Total Revenue	\$44,000	\$22,082	50.2%
EXPENDITURES:			

Contractual Services	\$46,000	\$46,000	100.0%
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Total Expenditures	\$46,000	\$46,000	100.0%
Excess of Revenues Over Expenditures	(\$2,000)	(\$23,918)	
Fund Balance 7/1/17	\$13,048	\$13,048	
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Fund Balance 3/31/18	\$11,048	(\$10,870)	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

BOND AND INTEREST FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,694,688	\$841,549	49.7%
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Total Revenue	\$1,694,688	\$841,549	49.7%
EXPENDITURES:			

Fixed Charges	\$1,680,721	\$1,615,528	96.1%
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Total Expenditures	\$1,680,721	\$1,615,528	96.1%
Excess of Revenues Over Expenditures	\$13,967	(\$773,979)	
Fund Balance 7/1/17	\$964,572	\$964,572	
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Fund Balance 3/31/18	\$978,539	\$190,593	

AGENDA ITEM #XIV-A
 APRIL 11, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended March 31, 2018

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$993,000	\$476,570	48.0%
Other	0	5,074	100.0%
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Total Revenue	\$993,000	\$481,644	48.5%
EXPENDITURES:			

Salaries	\$285,461	\$204,108	71.5%
Employee Benefits	347,553	235,853	67.9%
Contractual Services	296,012	261,275	88.3%
Materials & Supplies	11,900	12,814	107.7%
Conference & Meetings	13,200	325	2.5%
Fixed Charges	214,916	215,321	100.2%
Utilities	6,822	3,934	57.7%
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Total Expenditures	\$1,175,864	\$933,630	79.4%
Excess of Revenues Over Expenditures	(\$182,864)	(\$451,986)	
Fund Balance 7/1/17	\$386,040	\$386,040	
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Fund Balance 3/31/18	\$203,176	(\$65,946)	