

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting

May 15, 2018

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center  
Freeport, Illinois

**3:15 p.m. Ceremonial Signing of RN to BSN Agreement with Columbia College of Missouri**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: April 11, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Student Focus: Forensics Team and Men's Bowling Team
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- X. Main Motions
  - A. Academic
    1. Highland Community College and Northern Illinois University Degree Completion Agreement for Hospitality Management (Page 8)
  - B. Administration
    1. First Reading – Revised Policy 5.14: Inventory (Page 8)
    2. First Reading – Revised and Unchanged Policies: Policy Manual Chapter I – Board of Trustees (Page 10)

C. Personnel

1. Revised Job Description: Digital Media and Creative Specialist (Page 44)
2. Revised Job Description: Vice President, Business, Technology and Community Programs (Page 47)
3. Appointment: Nursing Instructor (Handout)

D. Financial

1. Agreement with Rock Gate Capital D.B.A. 160 Driving Academy for Tractor-Trailer Driver Training Program (Page 51)
2. Maintenance and Services Agreement Renewal and Lease Contract for Copier Equipment, Service, Support and PaperCut Printing Software Licenses (Page 58)
3. Payment of Bills and Agency Fund Report (Page 67)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 69)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

**XII. OLD BUSINESS**

- A. Faculty Senate Report

**XIII. 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

**XIV. 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: Vice President, Business, Technology and Community Programs (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

1. Differential: Director of Mass Communication Position (Handout)
2. Differential: Assessment Mentor Position (Handout)

XV. New Business

XVI. Dates of Importance

- A. Leadership Institute Recognition Dinner and Ceremony – May 16, 2018, at 6:30 p.m. – Student/Conference Center room H-201
- B. Honors Convocation – May 17, 2018, at 7:00 p.m. in the Ferguson Fine Arts Center
- C. 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
- D. Adult Education Program 45<sup>th</sup> Spring Recognition Ceremony – May 23, 2018, at 6:00 p.m. – Community Services Center (Building R) Middle Lobby
- 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.)
- F. Next Regular Board Meeting – June 19, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

XVII. Adjournment

**AGENDA ITEM IX-C-1  
MAY 15, 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 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
Mark	Kloeping	6871	PERS036MCC	Shield Metal Welding	2.5		\$25.00	\$62.50
Mark	Kloeping	6872	PERS036NCC	Intro to Mig Welding	2.5		\$25.00	\$62.50
Jeremy	Monigold	6924	PERS035ZCC	Keeping Your Computer Clean	2		\$25.00	\$50.00
Mark	Peterson	6858	PERS036ACC	Assassination of Garfield	2		\$25.00	\$50.00
Mark	Peterson	6859	PERS036BCC	Assassination of Garfield	2		\$25.00	\$50.00
Mark	Peterson	6862	PERS036FCC	Assassination of Lincoln	2		\$25.00	\$50.00
Mark	Peterson	6863	PERS036GCC	Assassinatin of Lincoln	2		\$25.00	\$50.00
Michael	Staver	6884	PERS036ECC	Italian Cuisine II	3		\$25.50	\$76.50
Gary	Price	6838	PERS037MCC	Intro to Genealogy	4		\$35.00	\$140.00
Michael	Staver	6887	PERS035HCC	Mexican Cuisine	3		\$25.50	\$76.50
Pete	Norman		Golf Coach					\$1,256.45
Wes	Bertram		Intramural Director					\$500.00
Aaron	Burke		Golf Coach					\$1,256.45
Elias	Patras	6875	PERS036OCC	Inner Voice Intro	1		\$15.00	\$15.00
Elias	Patras	6873	SPTP160ACC	Tapping your Inner Voice	10		\$22.00	\$220.00
Mark	Peterson	6860	PERS036CCC	Assassination of Kennedy	2		\$25.00	\$50.00
Michael	Staver	6888	PERS035ICC	Tamales	3		\$25.50	\$76.50
Steve	Mihina		Part-time Instruction Supervision D/C					\$75.00
Shara	Ibalio	6850	DATP110GCC	Computer Security	1.5		\$25.00	\$37.50
Shelly	Morgan	6651	NURS091BHX	Nursing Asst Clinical		0.4	\$1,256.45	\$50.26
						2.66	\$1,382.10	\$3,726.65
Kay	Sperry	6652	NURS091XBH	Portion of Nursing Asst Clinical		0.51	\$1,256.45	\$653.36
						0.83	\$1,382.10	\$1,147.15
Cassie	Mekeel	6652	NURS091XBH	Portion of Nursing Asst Clinical		0.52	\$1,382.10	\$718.70
						0.83	\$1,507.74	\$1,251.43
Dagny	Brandt		Summerset Assistance					\$800.00
Jeremy	Monigold	6920	PERS035VCC	3D Printing	2		\$25	\$50
Shara	Ibalio	6844	DATP110ECC	Excel Intoduction	3		\$25	\$75.00
David	Esch		Assessment Mentor			1.02	\$1,256.45	\$1,281.58
						0.98	\$1,382.10	\$1,354.46
Michael	Staver	6889	PERS035JCC	French Cuisine II	3		\$25.50	\$76.50
Jim	Yeager		Pre-Production, Principal Photography & Post-Production for Business Institute/Foresight Financial Work project					\$300.00
Margie	Kochsmier		NURS294AX/AXX	Portion of Health&Illness III	16		\$38.00	\$608.00
Evan	Talbert	7256	WFD048H	BASSET				\$120.00
Michael	Staver	6890	PERS035KCC	Vietnamese/Thai Cuisine	3		\$25.50	\$76.50
Mark	Peterson	6864	PERS036HCC	Trip to Sydney	2		\$25.00	\$50.00
Shara	Ibalio	6840	DATP110BCC	Using Cloud Storage	3		\$25.00	\$75.00
Christine	Sanders		Assessment Mentor			2	\$1,382.10	\$2,764.20
Paul	Rabideau		Dual Credit Observation					\$75.00
Jennifer	Roser		Dual Credit Observation					\$75.00
Jennifer	Roser		Dev/Eval of Written Proficiency Exam					\$100.00
Kathy	Heid	1272	PHYD121ACC	Walk & Stretch	30		\$18.00	\$540.00
Kristin	Stinnette		Substitution for Jim Palmer					\$150.00
Corey	Pulfrey		Substitution for Jeff Robertson					\$150.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Rick	Howarth			Umpire for 3/25/18 softball game				\$ 120.00
John	Reed			Umpire for 3/25/18 softball game				\$ 120.00
Robert	Dixon			Graphic design work for ForeSight				\$ 1,345.00
Frank	Young			Umpire for 3/27/18 softball game				\$ 120.00
John	Reed			Umpire for 3/27/18 softball game				\$ 120.00
Burdette	Odell			Umpire for 3/29/18 softball game				\$ 120.00
Frank	Young			Umpire for 3/29/18 softball game				\$ 120.00
Eric	Olson			Umpire for 4/17/18 baseball game				\$ 180.00
Chris	Head			Region IV Tournament 3/1/18 game				\$ 150.00
Laura	Caswell			Instrumentalist for Spring 2018 Choral concert				\$ 75.00
Kenji	Grahame			Sound for Spring 2018 Choral concert				\$ 125.00
Lou Ann	McMillion			Instrumentalist for Spring 2018 Choral concert				\$ 100.00
Dashaela	Runkle			Hair and makeup for Sense & Sensibility				\$ 200.00
Donald	Wuebbles			Boyer Colloquium honorarium				\$ 1,000.00
Tim	Seward			Umpire for 4/11/18 baseball game				\$ 180.00
Philip	Pupillo			Umpire for 4/11/18 baseball game				\$ 180.00
Laura	Caswell			Accompanist for Chamber Singers for Spring semester				\$ 250.00
Dylan	Daws			Instrumentalist for Spring 2018 Choral concert				\$ 75.00
Michele	Deck			Faculty development training session 5/7/18				\$ 3,000.00
Tammy	Abell			Presenter for Support Staff retreat 4/6/18				\$ 900.00
John	Hartman			Piano tuning				\$ 130.00
Gary	Bidzinski			Umpire for 4/2/18 baseball game				\$ 180.00
Burdette	Odell			Umpire for 4/17/18 softball game				\$ 120.00
Eric	Olson			Umpire for 4/17/18 baseball game				\$ 180.00
Kurt	Suhr			Umpire for 4/2/18 baseball game				\$ 180.00
Frank	Young			Umpire for 4/17/18 softball game				\$ 120.00
Todd	Gilmore			Umpire for 4/19/18 baseball game				\$ 180.00
Philip	Pupillo			Umpire for 4/19/18 baseball game				\$ 180.00
John	Reed			Umpire for 4/19/18 softball game				\$ 120.00
Camelot Costumes LLC				Play practice "How I Learned to Drive"				\$ 100.00
Forrest	Miller			Umpire for 4/21/18 baseball game				\$ 180.00
Eric	Olson			Umpire for 4/21/18 baseball game				\$ 180.00
Peter	Edwards			Umpire for 4/24/18 softball game				\$ 120.00
Frank	Young			Umpire for 4/24/18 softball game				\$ 120.00
Patrick	Beckman			Played in Royal Scots performance				\$ 400.00
Kenji	Grahame			Sound for Royal Scots & Big Band performance				\$ 100.00
Miles	Manthey			Sound for Youth Choir performance 4/30/18				\$ 100.00
Richard	Andrews			Played in Royal Scots performance				\$ 200.00
Abby	Merriman			Lifelong Learning instructor				\$ 190.00
Douglas	Meyers			Self defense training 10/11/17				\$ 150.00
Dashaela	Runkle			Hair and makeup for the play "How I Learned to Drive"				\$ 100.00
Thomas	Stecher			Business Institute instructor - Foresight Financial training				\$ 7,615.00

AGENDA ITEM #X-A-1  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND NORTHERN ILLINOIS UNIVERSITY  
DEGREE COMPLETION AGREEMENT FOR HOSPITALITY MANAGEMENT

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached degree completion agreement for Hospitality Management to support the seamless transition of Highland students completing their Associate of Applied Science degree program at Highland to Northern Illinois University for completion of a Bachelor of Science (B.S.) in Hospitality and Tourism Management.

**BACKGROUND:** This agreement is the result of discussions between Hospitality instructor Evan Talbert and representatives of Northern Illinois University.

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



NORTHERN ILLINOIS UNIVERSITY

## College of Health and Human Sciences

### ***Bachelor of Science (B.S.) in Hospitality and Tourism Management – Degree Completion***

***and***

### ***Highland Community College- Associate in Applied Science (A.A.S) in Hospitality Management<sup>1</sup>***

Northern Illinois University (NIU)'s Bachelor of Science in Hospitality and Tourism Management program prepares you for exciting careers in a global industry. You'll gain the most up-to-date knowledge of hotel operations, food service, meeting and event management, as well as learn the skills you'll need to work in the industry's complex business environment.

The degree completion emphasis is off-campus/online and is designed uniquely for hospitality professionals. Applicants must have completed an Associate in Applied Science (A.A.S.) degree in hospitality management, restaurant management, culinary arts or a related degree and have a cumulative grade point average of at least a 2.0.

	Highland required course	NIU Articulation	NIU Requirement satisfied
<b>AAS Hospitality Management:</b> HCC program requirements and applicability toward NIU general education and major requirements  (29 Credit hours)	ACCT 105 (3)	Elective	Elective toward 120 credits
	ACCT 213 (4)	ACCY 206 – Introductory Financial Accounting	Major
	ACCT 214 (4)	ACCY 207– Introductory Cost Management	Elective toward 120 credits
	BUS 121 (3)	MGMT 101 – Introduction to Business and Entrepreneurship	Major – (substitution for MGMT 333)
	BUSN 125 (3)	Elective	Elective toward 120 credits
	ECON 112 (3)	ECON 260 – Principles of Microeconomics	GE-Society and Culture and Major
	ENGL 121 (3)	ENG 103 – Rhetoric and Composition I	GE-Foundational Studies
	INFT 180 (3)	OMIS 259 – Introduction to Business Information Systems	GE-Nature and Technology
	SPCH 191 (3)	COMS 100 – Fundamentals of Oral Communication	GE-Foundational studies

<sup>1</sup> Articulation Plan based on course work required for the AAS Hospitality Management at Highland in the 2017-18 catalog and the B.S. in Hospitality and Tourism Management – Degree completion emphasis in the 2017-2018 catalog and on the Current NIU Articulation Handbook: <https://www.niu.edu/admissions/pdf/articulation-tables/highland.pdf>. Curricular changes will necessitate an update in the articulation plan.



<b>Additional Highland courses to meet NIU general education and/or major requirements:</b> can be completed concurrently while taking NIU courses          (31 credit hours)	BUSN 229 (3)	MGMT 217	Major
	BUSN 246 (3)	Elective	Major (Substitution for MKTG 280)
	ENGL 122 (3)	ENGL 203 – Rhetoric and Composition II	GE-Foundational Studies
	Humanities (6)	Select course to meet NIU Creativity and Critical Analysis Requirement (see Articulation Handbook – link below)	GE– Knowledge Domain
	MATH 171 <sup>2</sup> (4)	MATH 210 – Finite Mathematics	GE-Foundational Studies and Major
	MATH 177 <sup>2</sup> (3)	STAT 208 – Basic Statistics	GE-Foundational Studies and Major
	PSYC 161 (3)	PSYC 102 – Introduction to Psychology	GE-Knowledge Domain and Major
	Science (3)	Select course to meet NIU Nature and Technology Requirement (see Articulation Handbook – link below)	GE-Knowledge Domain
	Additional General Education (3)	Select course to meet NIU Knowledge Domain Requirement (see Articulation Handbook – link below)	GE-Knowledge Domain
<b>Proficiency Credits</b>  (30 credit hours)	AAS Hospitality Management graduates are eligible proficiency in HOSP 202, HOSP 302, HOSP 303, HOSP 304, HOSP 316, HOSP 319, HOSP 320, HOSP 413, HOSP 418, and HOSP 425. These proficiency credits will be held in escrow and be awarded during the last semester prior to degree completion		
<b>Hospitality and Tourism Management major classes to be taken through NIU</b>  NIU courses are offered online at least once a year          (31 credit hours)	<b>NIU Course Number</b>	<b>NIU Course Title</b>	
	HOSP 301 (2)	Career Planning in the Hospitality Industry	
	HOSP 314 (3)	Hospitality Facility Management	
	HOSP 315 (3)	Casino and Gaming Management	
	HOSP 411 (3)	Yield Management in the Hospitality Industry	
	HOSP 417 (3)	Trade Show and Exhibition Management	
	HOSP 426 (3)	Strategic Management in the Hospitality Industry	
	HOSP 430 (3)	Data Analysis for the Hospitality Industry	
	HOSP 491 (1)	Leadership Seminar in Hospitality and Tourism	
	HOSP 492 (2)	Distinguished Speaker Series	
HOSP 495 (8)	Internship in Hospitality Management		

<sup>2</sup> Students will need to earn a "C" or better in MATH 171 or MATH 177 to meet NIU's Quantitative Literacy requirement

**Admission to the Baccalaureate Completion Program**

- Admission to NIU as a regular degree seeking student – refer to Office of Admissions for application deadlines for regular university admission: <http://www.niu.edu/apply/index.shtml>
- Completed AAS in Hospitality Management

For further information:

Lan Li

Coordinator of Hospitality and Tourism Management

School of Family and Consumer Sciences

Northern Illinois University

815-753-6385

[lanli@niu.edu](mailto:lanli@niu.edu)

**Academic Advising**

All NIU students must meet university graduation and general education (GE) requirements. Hospitality and Tourism Management – degree completion students work with an advisor to identify GE deficiencies and monitor progress toward completion of these and other university graduation requirements (i.e. 120 total credit hours with at least 31 hours from NIU.)

Approved 3/8/17

Updated 8/28/17

**AGENDA ITEM #X-B-1  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY 5.14  
INVENTORY**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for a first reading the attached revised policy 5.14 Inventory, which is included in Chapter V, Finance, of the Policy Manual.

**BACKGROUND:** The proposed revision to the attached policy is recommended in order to comply with the requirements of the Governmental Accounting and Transparency Act (GATA). The College must be compliant with GATA in order to maintain eligibility for state funding. Eligibility is verified through an annual internal control questionnaire completed by the College, with corrective actions being identified. The College's procedures related to inventory and fixed assets were identified as needing strengthening by GATA.

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

5.14 Inventory (Revised 1/19/16)

A periodic inventory will be taken of Highland Community College property with a purchase price over \$2,500. A system of inventory control that is compliance with state and federal regulations shall be established and maintained by the Accounting Department.

**AGENDA ITEM #X-B-2**  
**MAY 15, 2018**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED AND UNCHANGED POLICIES**  
**POLICY MANUAL CHAPTER I: BOARD OF TRUSTEES**

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

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

<b><u>Policy #</u></b>	<b><u>Change</u></b>
1.04	Grammatical change.
1.15	Grammatical change.
1.19	Updated for consistency with other policies.

All other policies within Chapter I remain unchanged, with Board reaffirmation recommended.

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

CHAPTER I  
BOARD OF TRUSTEES  
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<u>Page &amp; Policy No.</u>	<u>Description</u>
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1.05	Adopting, Rescinding and Revising Board Policies
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1.08	Duties and Responsibilities of Board Officers
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1.27	Bookstore-Purchase by Current Board Members

1.00 Legal Names and Titles (Reaffirmed ~~12/18/12~~)

- A. The College was established in accordance with the Illinois Public Community College Act (110 ILCS 805/3).
- B. The legal name of the College shall be "Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll."
- C. The Board of the College is a body politic and corporate by the name "Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois" and by that name may sue and be sued in any courts and places where judicial proceedings are had (110 ILCS 805/3-11).
- D. The institutional name of the College shall be "Highland Community College."

| 1.01 College Motto (Reaffirmed ~~12/18/12~~)

The official motto of the College shall be "Serving Northwestern Illinois."



1.02 College Colors (Reaffirmed ~~12/18/12~~)

The official colors of the College shall be orange, dark brown, white, and dark blue.

1.03 College Mission, Vision and Core Values (Reaffirmed ~~12/18/12~~)

- A. Mission  
The mission statement for Highland Community College shall be “Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.”
  
- B. Vision  
The vision statement shall be “Highland Community College partners with learners in successfully shaping their futures.”
  
- C. Core Values  
The Core Values of the College shall be integrity, compassion, and respect.

1.04 Authority of the College Board and Transaction of Business (Revised Reaffirmed  
12/18/12)

The Board of Trustees of Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and the State of Illinois derives its authority from the Illinois Public Community College Act (H.B. 17610) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

The Board may exercise all powers consistent with the Illinois Public Community College Act that may be a requisite or proper for the maintenance, operation and development of the College within the rules and regulations of the Illinois Community College Board.

Board members have authority only when acting as a Board of Trustees legally in session. The Board will not be bound in any way by any statement or action on the part of any individual Board member or employee, except when such statement or action is in pursuance of specific instruction by the Board of Trustees.

The Board of Trustees shall transact all business at legal meetings of the Board. When the Board is not in session, all business of the College shall be transacted through the Office of the President or the President's designee.

1.05 Adopting, Rescinding, and Revising Board Policies (Reaffirmed ~~12/18/12~~)

The following procedures shall be observed by the Board to adopt, rescind, or revise Board policies and regulations.

- A. All policies of the Board shall be adopted, rescinded, or revised by a majority of a quorum present at the next regular or special meeting of the Board. All policies shall be presented for a first and second reading at separate meetings of the Board, unless a majority of a quorum votes to waive the second reading of the policy.
- B. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations, and rules of the preceding Board and continues them in effect until such policies, regulations, and rules are amended or rescinded.
- C. Unless otherwise stated to the contrary, all policies and regulations adopted by the Highland Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- D. The Board of Trustees empowers the College Policy Review Committee to make the following changes without formal Board approval upon a vote of the majority of the full membership of the Policy Review Committee, so long as such changes do not have any substantive effect on the policy or its applicability:
  - (i) changes in position titles;
  - (ii) changes in policy number systems and/or policy names; or
  - (iii) minor changes in wording of a policy that do not affect the meaning or intent of the policy.

Additionally, in the event of change of statutory citation, the statutory citation may be changed provided no substantive change in law or policy is reflected by the change in citation.

1.06 Duties and Responsibilities of the Board (Reaffirmed Revised 2/21/17)

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. To advance the mission of the College by encouraging ongoing assessment of student learning and institutional effectiveness.
- B. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
- C. To select, appoint, and establish the salary and conditions of employment of the President of the College, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- D. The Board shall appoint and fix the salaries of administrative and professional personnel and all faculty, following Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).
- E. To determine the broad general policies yearly for governing the College, and to present to the President the short-term and long-term direction for the College.
- F. To approve the annual budget.
- G. To give prior approval for contracts with a duration of more than 3 years or an amount of more than \$25,000. Copies of Board approved contracts will be kept on file by the VP Administrative Services.
- H. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- I. To approve rates of compensation for faculty, administrative, and professional full-time and/or part-time employees.
- J. To act upon recommendations of the President on site and physical plant development and utilization.
- K. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds, and equipment.
- L. To act upon competitive bids for supplies and equipment in excess of \$25,000, and for construction/repairs in excess of \$50,000. All vendors shall have affirmative action and OSHA programs.
- M. To approve curricular offerings of the College upon the recommendation of the President.

- N. To determine the academic term of the College, within the rules and regulations of the State Board, and to approve the Academic Calendar of the College. Days within the term designated for the purpose of enrollment, testing, orientation or examination of students and all days on which scheduled classes are held shall be considered as days of student attendance.
- O. To consider communications and requests from citizens and organizations within the district on matters of policy.
- P. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.
- Q. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
- R. To establish and/or approve citizens advisory committees as needed.
- S. To serve as a Board of final appeal with the College for students, faculty, and staff of the College and citizens of the district who may have grievances in matters in which they have jurisdiction concerning the College district.
- T. To appoint a treasurer to serve at the Board's pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18).
- U. To designate depositories for College funds.
- V. To establish an instrument for presidential evaluation based on the Board's plans, goals, and objectives for the College and leadership qualities.
- W. To evaluate the Board's activities, responsibilities, and ethics in accordance with Policy 1.23.
- X. To agree that oral or written communications to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that oral or written communications to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
- Y. To employ legal counsel for the College.
- Z. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act (110 ILCS 805/3-22.1)

- AA. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

1.07 Trustee Election and Vacancies (Reaffirmed Revised 12/18/12)

The election of members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the College district, for at least one year immediately preceding the election. Change of residency from the district by any member constitutes a resignation from and creates a vacancy on the Board. (110 ILCS 805/3-7).

- A. The College Board shall consist of seven members, publicly elected at the time and in the manner provided in the Illinois Public Community College Act (110 ILCS 805/3-7 through 3-7.10).
- B. In addition to the seven elected members of the Board, one student member will be elected annually by the student body not more than three weeks nor less than one week prior to the regularly scheduled April Board meeting in accordance with established procedures conducted by the Student Senate. The student member will be seated in April. The student member's vote is advisory only.
- C. Vacancies on the Board will be filled based on the established procedure and in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).



1.071 Student Trustee (Reaffirmed Revised 12/18/12)

In accordance with 110 ILCS 805/3-7.24 of the Illinois Public Community College Act, the Highland Community College Board of Trustees shall have one non-voting member who is a student enrolled in Highland Community College under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student election.

The Highland Community College Board and administration believe that a student who fulfills the obligations of Student Trustee must be academically invested in the College. Therefore, students eligible to run for Student Trustee must

- A. be enrolled in a minimum of 12 credit hours at the time of selection, and must maintain a minimum of 12 credit hours throughout the term, with the exception of the summer semester.
- B. maintain a minimum GPA of 2.5.
- C. be able to demonstrate an understanding of the role of the Student Trustee.
- D. agree to fulfill all the responsibilities of his or her respective office as outlined in the Student Senate Bylaws and fulfill the obligation of the full term of one academic year.
- E. be in good standing at the College with no history of any Student Code of Conduct violations resulting in sanctions during their academic career at the College.

The student member shall serve a term of one year beginning on April 15 of each year. A Student Trustee may not serve more than two terms. The non-voting student member shall have all of the privileges of membership, including the right to make and second motions and to attend Closed Sessions. While 110 ILCS 805/3-7.24 does not give the Student Trustee the right to vote, it is the policy of the Highland Community College Board of Trustees to allow the Student Trustee an advisory vote.

All travel by the Student Trustee must be approved in advance by the President of the College.

1.08 Duties and Responsibilities of Board Officers (Reaffirmed ~~12/18/12~~)

- A. Chair: The Chair shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board.
- B. Vice Chair: The Vice Chair shall serve in the Chair's absence.
- C. Secretary: The Secretary of the Board shall perform the usual duties pertaining to his or her office. If he or she is absent from any meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed Recording Secretary. The Secretary attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.
- D. Treasurer: The Board shall appoint a Treasurer for the District who shall not be a member of the Board. The Board shall execute a bond as prescribed in the Illinois Community College Act (110 ILCS 805/3-19).

1.09 Removal of Officers (Reaffirmed ~~12/18/12~~)

Any officer of the Board may be removed from office for cause by a vote of two-thirds (5) of the Board of Trustees.

1.10 Compensation and Expenses (Reaffirmed ~~12/18/12~~)

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-7).

1.11 Organization and Meetings of the Board (Reaffirmed ~~12/18/12~~)

After the April election in each odd numbered year, organization of the Board shall be in accordance with the provisions of the Illinois Public Community College Act (110 ILCS 805/3-8).

At the organizational meeting, the Chair of the Board or, in his or her absence, the President of the College shall convene the new Board and conduct the election for Chair, Vice Chair, and Secretary. The Board shall proceed with its organization under the newly elected Board officials (110 ILCS 805/3-8).

Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year (110 ILCS 805/3-8).

If a change is made in regular meeting dates or locations, at least 10 calendar days' notice of such change shall be given by publication in a newspaper of general circulation in the area. Notice of such change shall also be supplied to those news media which have filed an annual request for notice (5 ILCS 120/2.03).

1.12 Special Meetings of the Board (Reaffirmed ~~12/18/12~~)

Special meetings of the Board may be called by the Chair of the Board, a Committee Chair, or by three members of the Board by giving public notice thereof in writing, stating the time, place, and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.

1.13 Meetings Open to the Public (Reaffirmed ~~12/18/12~~)

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended. All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02.

1.14 Board Meeting Agenda (Reaffirmed ~~12/18/12~~)

The Executive Assistant to the President/Board of Trustees will prepare the agenda for meetings of the Board of Trustees after conferring with the President and Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.

Any member of the Board of Trustees, employee, organization, or individual wishing an item to be placed on the Board Agenda shall make the request in writing to the President of the College at least 10 working days prior to the day of the Board meeting. The President shall notify the Chair of the Board who shall have the power to accept or deny the request.

The Board shall provide an opportunity for groups or individuals to appear before the Board. In order to establish an orderly procedure for such audiences, any individual or group wishing to appear before the Board shall contact the President of the College, informing him or her of the nature of the request to be presented. In the event that the nature of the request cannot be resolved by the President, the President shall, with consent of the Chair of the Board, assign a time on the agenda for such groups or individuals to appear before the Board. All such requests must be made in writing at least 10 working days prior to the day of the Board meeting in order that the President may inform the Board of the matter to be presented, and obtain any information needed for the Board's consideration.

Trustees will be furnished with copies of the agenda for regular meetings with any available supporting materials at least 48 hours prior to each regular meeting. Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.

Announcements of meetings and closed sessions are covered by the Illinois Compiled Statutes. Copies of the agenda for each meeting of the Board will be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.



### 1.15 Conduct of Meetings (Revised ~~12/18/12~~)

In accordance with Public Act 096-1473, any person shall be permitted an opportunity to address the Board under the rules established and recorded by the Board.

The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees.

Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.

The order of business will be determined at the time the agenda is prepared and will include an opportunity for public comments (limited to three minutes per person). Presentation of items of business shall follow the agenda, unless varied by the Chair.

The voting order for roll call votes shall be established by seniority at each meeting. Each succeeding roll call vote shall be called beginning with the second name called in the previous roll call vote. If there is need for a roll call on an amended motion, it will also be on a rotating basis. When two or more members within a group have equal seniority, the order of their vote shall be alphabetical by last name. If an individual is appointed to fill a vacancy on the Board, that person shall have the least seniority. The Student Trustee shall always be called last.

A voice vote shall be taken on all measures before the Board except a roll call vote shall be taken when the measure concerns the following:

- A. Expenditure of money
- B. Adoption of Board resolutions
- C. Establishment, change or suspension of Board policy
- D. Adoption of the budget
- E. Approval to enter Closed Session, pursuant to the Illinois Open Meetings Act
- F. Approval of Closed Session minutes being opened to the public
- G. Dissolution of a Board committee, at the recommendation of the Chair of the Board

A roll call vote may also be taken upon the request of any Board member or the College President.

A majority of the full voting membership of the Board shall constitute a quorum. For all meetings of the Board, a quorum of members must be physically present at the location of the meeting. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. No action of such Board shall be invalidated by reason of any vacancies on such Board, or by reason of any failure to select the non-voting Student Trustee (110 ILCS 805/3-9).

1.16 Record of Meetings (Reaffirmed ~~12/18/12~~)

A record of all meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording will be kept.

Written minutes of the Board meetings will be set forth in the Minute Book of the Board, and the Minute Book will be kept by the Secretary as a permanent official record of Board action and will be open for public inspection in accordance with the Freedom of Information Act.

Written minutes shall include, but will not be limited to, the date, time and place of the meeting; the members of the Board recorded as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and the name of the Trustee making a motion, the name of the Trustee seconding it, and the vote. A Trustee may state reasons for a vote and request these be recorded in the minutes at the time of the vote. The Board shall approve the minutes of its open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 calendar days after the approval of minutes by the Board (5 ILCS 120/2.06). The College shall post the minutes of a regular meeting of the Board open to the public on the College's website within 10 days after the approval of the minutes by the Board. Any minutes of meetings open to the public posted on the College's website shall remain posted on the website for at least 60 days after their initial posting.

The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- A. The Board approves the destruction of a particular recording; and
- B. The Board approves minutes of the closed meeting that meet the written requirements of 5 ILCS 120/2.06.

1.17 Appointments of the Board (Reaffirmed ~~12/18/12~~)

- A. The Board shall appoint a Secretary to perform the duties pertaining to this office. If the Secretary is absent from the meeting or refuses to perform his or her duties, a member of the Board shall be appointed secretary pro tempore and a non-member of the Board shall be appointed recording secretary (110 ILCS 805/3-10).
- B. The Board shall appoint a treasurer to serve at its pleasure. The treasurer shall not be a member of the Board (110 ILCS 805/3-18). Before entering into the duties of the office, the treasurer shall execute a bond as prescribed in the Illinois Public Community College Act (110 ILCS 805/3-19). No part of any State or other District funds may be paid to any treasurer or other person authorized to receive it unless the treasurer has filed the bond as required herein.
- C. The College's attorney(s) shall be the general counsel and legal advisor to the Board and to the College President. The attorney(s) shall have charge of litigation referred by the President or the President's designee. The President will have authority to seek specialized legal services from attorneys other than the College's attorney(s).
- D. A Board member may be appointed Parliamentarian. In the absence of such an appointment, the Secretary shall serve in this capacity. The rules of parliamentary procedure comprised in the latest edition of Roberts Rules of Order shall be the parliamentary authority for the Board in its deliberations.
- E. Two Board members shall be appointed in January to review minutes of closed meetings and audiotapes in accordance with the Open Meetings Act, Public Act 85-1355. The two appointed Board members shall individually review all closed meetings and audio recordings on a periodic basis, but not less than semi-annually and will report their findings at a meeting of the full Board. At the meeting of the full Board a determination shall be made, and reported in open session, that 1) the need for confidentiality still exists as to all or part of those minutes or 2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board will also make a determination as to the destruction of verbatim audio recordings. The recordings may be destroyed 18 months after the completion of the meeting recorded but only after 1) the Board approves the destruction of a particular recording; and 2) the Board approves the minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act (ILCS 120.2.06).

1.18 Committees of the Board (Reaffirmed ~~12/18/12~~)

The Board shall have standing committees as deemed appropriate by the Board Chair. The standing committees may include, but will not be limited to, an Audit Committee. Other committees may be appointed by the Chair when necessary. A chair of each Board committee shall be appointed by the Chair of the Board and will serve at the Board Chair's discretion. In the absence of specific authority from the Board, no committee shall be empowered to act on behalf of the Board. Special committees shall make their recommendations to the Board for action. A committee may be dissolved at the direction of the Board Chair by a roll call vote of a majority of a quorum of the full Board at a regular meeting. The Chair of the Board shall make all committee assignments.

1.19 Employment of Administrative and Professional Personnel, and Faculty and Consultants

(Revised ~~Revised 12/18/12~~)

The Board shall appoint and fix the salary of the President of the College, who shall be the executive officer of the Board in accordance with the Illinois Public Community College Act (110 ILCS 805/3-26). The Board shall also appoint and fix the salaries of other administrative and professional personnel and all faculty. In making these appointments and fixing these salaries, the Board will follow Policy 4.031 – Non-discrimination (110 ILCS 805/3-26).

~~The Board may, from time to time, employ consultants as shall be necessary to inform, aid, and advise the Board in specialized and technical areas. The President shall have the authority to employ consultants when deemed advisable and shall report the use thereof at the next Board meeting if the cost exceeds \$5,000. Consultants hired by the College to assist in training for area business and industry, the cost of which will be reimbursed by the business, need not be reported.~~

1.20 Board Action on Legislative Issues (Reaffirmed ~~12/18/12~~)

The Board of Trustees will only take a position advocating or opposing a local, State, or national legislative issue, if the vote to do so will have a direct impact on the Highland Community College district.

1.21 Board Orientation (Reaffirmed/vised 12/18/12)

Within one month of seating, the new Board member will be provided with a policy manual. The Chair, President, and Executive Assistant to the President/Board Secretary will meet to provide orientation of new Trustees and to review Trustee orientation materials. The orientation will include an opportunity for a tour of the facilities and staff introductions.

1.22 Evaluation of the President (Reaffirmed ~~12/18/12~~)

At least once each year, the Board shall evaluate the President.



1.23 Board Self-Evaluation (Reaffirmed ~~vised~~ 2/20/18)

The Board shall conduct a self-evaluation in ~~odd~~-even numbered calendar years, which shall include, but not be limited to, the consideration of each member's capacity to fulfill the duties of office.

1.24 Public Information (Reaffirmed ~~12/18/12~~)

Except where access is prohibited by law or exceptions under the relevant statute or law are appropriate, College records and documents shall be made available as required by the Freedom of Information Act (FOIA) or other applicable laws. The Board of Trustees will designate a Freedom of Information Act Officer(s). Requests for information shall be made in writing to the Secretary of the Board. The Secretary of the Board shall log the request and forward it to a Freedom of Information Act Officer, who shall have the primary responsibility to carry out the requirements of the law and the regulations, in accordance with the Freedom of Information Act.

In accordance with the Illinois Compiled Statutes 5 ILCS 140, any person denied access to inspect or copy any public record may appeal the denial to the Office of the Illinois Public Access Counselor.

1.25 Board Ethics (Reaffirmed ~~12/18/12~~)

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

- A. **Authority.** Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting.
- B. **Conduct.** Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on solving problems rather than placing blame; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's Core Values of Integrity, Compassion, and Respect.
- C. **Decision-making.** Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on accurate information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interest of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.
- D. **Conflict of Interest.** Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.
- E. **Ethics.** Trustees will abide by the State Officials and Employees Ethics Act.

- F. Confidentiality. Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.
- G. Compliance with Law. Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance or nonfeasance in office.

1.26 Education and Development (Reaffirmed ~~12/18/12~~)

It is the philosophy of the Board to encourage and fund continuing education and staff development for elected Board members. This should be accomplished by Board participation in regional, State and national workshops and meetings.

1.27 Bookstore-Purchase by Current Board Members (Reaffirmed Adopted 2/18/14)

Current Board members may purchase textbooks for use by themselves, their spouse or Civil Union partner, or their dependents (as defined in Policy 4.223) at a discount off retail price equal to the markup (not to exceed 20%).

Current Board members may purchase clothing and gift items at a 20 percent discount. The discount on technology and software products will be determined by the bookstore on an item by item basis. There will be no discounts on the following items: meal cards, computer math software licenses, magazine subscriptions, and transit passes.

No discounts will be applied to sale items unless specified by the bookstore manager.

The Board member eligible for the discount must be present when the discounted purchase is made.

AGENDA ITEM #X-C-1  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE

**REVISED JOB DESCRIPTION**  
**DIGITAL MEDIA AND CREATIVE SPECIALIST**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Digital Media and Creative Specialist with placement remaining at range 42 on the Highland Salary Range Table. This is a non-exempt support staff position and is included in the FY18 College budget.

**BACKGROUND:** This position has been updated to reflect responsibilities needed currently and into the future. The Marketing/Graphic Design Specialist position has been vacant since April 2017 following Lee Dixon's resignation. The Director of Marketing and Community Relations position was vacated a few months later with the resignation of Pete Willging. The College moved ahead with filling the Director position first so the new Director would have the ability to review and update the responsibilities of the Marketing/Graphic Design Specialist position in what would be appropriate for current and future needs in the department.

This position will serve as the webmaster for the College website and will be responsible for daily content creation and the maintenance for various digital platforms, including social media outlets. The Specialist will execute, track and report performance of digital media campaigns. As a creative graphic designer, the position will create literature, advertising and marketing executions. This is being advertised as a full-time position.

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

## Highland Community College Position Description

**TITLE:** ~~Marketing/Graphic Design~~ Digital Media and Creative Specialist\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** ~~To assist in the planning and deployment of marketing, recruiting, and public relations efforts. Designs and creates promotional materials for internal activities, Fine Arts productions, and special events. Responsible for the day-to-day content creation and maintenance for various digital platforms; serves as the webmaster for the College website. Uses graphic design skills to create literature, advertising and marketing executions.~~

**PRINCIPAL DUTIES: (essential functions)**

- ~~Assists in coordinating and implementing marketing communication projects with responsibilities that include digital media, graphic design advertising, public relations, special events management, and creating brand awareness.~~
- ~~Optimizes the College's marketing messages for use in various media outlets, including electronic communication and social media, to maximize the exposure of each message.~~
- ~~Assists in design and maintenance of the HCC website to optimize web experiences.~~
- ~~Continually explores for new content and ways to drive more traffic to websites and social media platforms. Keeps on top of new and emerging trends, guidelines and best practices.~~
- ~~Designs digital advertising utilizing Search Engine Optimization (SEO), Conversion Rate Optimization, ad words, boosted posts, retargeting and geofencing.~~
- ~~Coordinates with campus community to communicate and create internal messages and promote college events.~~
- ~~Coordinates, creates and designs promotional activities and materials for all College departments.~~
- ~~Assists in determining the visual message and visual image of department or college publications; plans all aspects of the production of overall and individual page layouts at both pre-press state and in-house printing, as well as sizing and insertion of digital ads.~~
- ~~Partners with key stakeholders to understand their marketing needs and help improve the effectiveness and usability of their content.~~
- ~~Develops ideas for illustrating materials and publications including the selection, integration and manipulation of photos and illustrations. Consults with internal staff and external parties regarding design, media, and associated cost.~~
- ~~Practices brand standards while creating literature, advertising, digital art, posters, etc.~~
- ~~Creates website and social media analytic reports, extracts information, and shares insights and recommendations based on data.~~
- ~~Assists in design and maintenance of the HCC websites, both public and internal.~~
- ~~Assists with events and activities as needed at events to handle marketing needs (signage, audio/visual requirements, registration, and set-up/breakdown) as required. Serves on campus committees and work groups.~~
- ~~Occasional evening and/or weekend hours required.~~
- ~~Performs other duties as assigned.~~

**KNOWLEDGE AND SKILLS REQUIRED:**

~~Knowledge of recent marketing, advertising, social media and communications principles and trends, including social media trends.~~

Adopted 3/20/1990

\*Digital Media and Creative Specialist/Marketing/Graphic Design Spec



Knowledge of graphic design principles, practices and processes.  
Knowledge of graphic design publishing programs and applications.  
Knowledge of office equipment and computer hardware and software applications.  
Knowledge ~~in~~ of web-content management software.  
Knowledge of website accessibility.  
Knowledge in creating both live feed and pre-recorded video.  
~~Knowledge of equipment and materials used in graphic design.~~  
Knowledge of customer service techniques.  
Knowledge of utilizing data to make informed decisions.

Skill in organizing, prioritizing multiple projects and meeting deadlines.  
Skill in website performance, maintenance and digital performance software.  
Skill in operating computers, scanners, cameras, printers and other graphic design and production equipment.  
Skill in using brand standards and social media for marketing promotions.  
~~Skill in marketing programs, ideas and new processes.~~  
Skill in contributing to and assisting in the implementation of marketing, public relations and online strategies in a team environment.  
Skill in designing, writing and proofing publications and promotional materials with accuracy and attention to detail.  
Skill in communicating verbally and in writing.  
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

**PHYSICAL REQUIREMENTS/ACTIVITIES:** The physical requirements of this position 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. 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-Associate's degree in marketing, public relations, communications, graphic design or a related field, with a bachelor's degree preferred, and two to three (2-3) years in graphic design, web-content management, digital media and social media content management or similar work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** None.

**REPORTS TO:** Director, Marketing & Community Relations

**APPOINTED BY:** President.

**FLSA CLASSIFICATION:** Non-Exempt

**CLASS CODE:** 2412

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

**LAST REVISED:** ~~07/15/14~~ 05/15/18 **\*[Pending Board Approval]**

**AGENDA ITEM #X-C-2**  
**MAY 15, 2018**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED JOB DESCRIPTION**  
**VICE PRESIDENT, BUSINESS, TECHNOLOGY AND COMMUNITY PROGRAMS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Vice President, Business, Technology and Community Programs. This continues to be an exempt administrative position with placement at range 75 on the Highland Salary Range Table at this time.

**BACKGROUND:** The Dean of Business and Technology position is being updated at this time to reflect the additional responsibilities of management of Lifelong Learning and Facilities. The current Dean of Business and Technology, Scott Anderson, has had management over the Business Institute for many years. Management of Facilities was switched to Mr. Anderson a couple of years ago. Mr. Anderson is now taking on full oversight of Lifelong Learning. It is necessary to change his title due to his work being expanded to oversee several departments in the organization.

The Dean, Business & Technology position was at Range 73 on the Highland Salary Range Table. In looking at the appropriate salary range placement for the Vice President, Business, Technology and Community Programs position, the current placement of the Vice President, Student Development and Support Services was taken into account and the fact that the College is currently conducting a classification and compensation study of the support staff, professional, and administrative positions. The Vice President, Student Development and Support Services position was not reviewed by the Compensation and Classification Review Team (CCRT) when changed from Associate VP, Student Services, so the salary range placement remains at the Associate VP Student level. Based on the review, the CCRT recommended that the Vice President, Business, Technology and Community Programs position be classified as exempt administrative (executive level) and placed at the same salary range level as the Vice President of Student Development and Support Services, which is Range 75. Following results of the market study, the CCRT will relook at this position placement, using other Vice President positions' recommended placements as benchmarks for this unique position.

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

## Highland Community College Position Description

**TITLE:** Dean, Business & Technology Vice President, Business, Technology and Community Programs\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide direction and leadership for the programs within the areas of the Business and Technology Programs, Lifelong Learning, Business Institute, and Facilities.

**PRINCIPAL DUTIES: (essential functions)**

- Development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- ~~Directs and coordinates all aspects of the Vocational/Technical education related to program and curriculum development, funding options, grants and state and federal requirements.~~
- ~~Prepares and manages the annual budgets for assigned areas. Approves budgets and expenditures, and allocates resources as necessary.~~
- ~~Represents the College at various meetings on and off campus.~~
- ~~Directs and coordinates all aspects of the Business Institute programs.~~
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division, other supervised areas and individuals.
- Participates in developing class schedules, making teaching assignments and efficiently distributing teaching loads for Business and Technology and Lifelong Learning.
- Develops partnerships with internal constituents and external organizations to better serve the students and local community.
- Participates in assessment of student learning AQIP, and other projects as assigned.
- ~~Preparing and managing the annual budget and makes recommendations for the purchase of supplies, materials and equipment.~~
- Supervises and evaluates departments within assigned areas; oversees the supervision and evaluation of all employees within Business and Technology, Lifelong Learning, Business Institute and Facilities.
- ~~Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.~~
- Participates in collective bargaining if requested.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Provides oversight of Facilities.
- Directs and coordinates all aspects of the Lifelong Learning and Business Institute programs.
- Leads new program development in assigned areas.
- Interprets administrative policies to faculty and staff and represents division faculty and staff members in assigned areas to the administration.
- In accordance with the Risk Management Policy and Program:
  - Review student complaints.
  - Oversee and monitor instructor and student travel.

Perform safety assessments of Business and Technology classrooms and equipment.  
Procure and oversee the use of program materials and supplies necessary to maintain campus safety.

Coordinate weather related school closings.

Perform MSDS review as assigned.

Review student conduct and intervention.

- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

### **KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

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

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

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

Knowledge of research and analysis techniques and strategies.

~~Knowledge of courses and programs offered by the College.~~

Knowledge of training needs of local business and industry.

Knowledge of personnel management and supervisory principles and practices.

Skill in operating a computer and software applications.

Skill in communicating effectively orally and in writing.

~~Skill in assessing community needs and developing responsive programs.~~

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

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

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in resolving conflicts.

Skill in researching and writing grants and other operational reports.

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

Skill in preparing reports, developing and 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/ACTIVITIES:** The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. 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:** Master's degree in vocational education, business education, administrative or a related field and five (5) years teaching experience in a business or technical

field, along with some non-academic work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** ~~None.~~ Valid driver's license.

**SECURITY SENSITIVE POSITION:** ~~May require~~ Requires a criminal background check.

**REPORTS TO:** ~~Vice-President, Academic Services~~ Executive Vice President

**APPOINTED BY:** Board of Trustees.

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** ~~64456315~~

**JOB SERIES/FAMILY:** ~~Administrative Series/Academic~~ Executive Group

**LAST REVISED:** ~~7/21/09~~ 04/11/18 \*Pending Board Approval

**AGENDA ITEM #X-D-1  
MAY 15, 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 takes from the table and 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 July 1 and for the next 12 months, 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"). 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 \$4,084.65 per student
2. For every student over 80 students \$4,695.00 less 15% or \$3990.75 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 fiscal year (July 1 to June 30) 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 #X-D-2  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**MAINTENANCE AND SERVICES AGREEMENT RENEWAL  
AND LEASE CONTRACT FOR COPIER EQUIPMENT, SERVICE, SUPPORT AND  
PAPERCUT PRINTING SOFTWARE LICENSES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the 60-month maintenance and services agreement renewal and municipal lease contract with Marco Technologies LLC for copier equipment, service, support, and PaperCut printing software licenses at a total minimum cost of \$188,700, plus per page overages outlined in the attached contract.

**BACKGROUND:** Highland maintains a fleet of multifunction devices (MFDs, aka copiers), currently comprised of seven Cannon MFDs and 12 Ricoh MFDs. The Cannon MFDs have reached 10 years old and are at the end of their useful life. Also, Highland has a longstanding relationship with Marco Technologies (previously Nexus Office Systems, Inc.) for copiers and service since 1999.

This lease contract will replace seven Canon MFDs and two Ricoh MFDs with new Konica Bizhub MFDs. The MFDs have been equipped to meet the needs of users, and all will have the ability to securely scan documents. The two Ricoh MFDs will be reallocated for student use, which will give them the ability to copy and scan (new features) and print at a lower cost than the printer currently available to them. The maintenance and service contract includes all repairs, supplies, regular maintenance, and software upgrades for the nine new Konica MFPs and our 12 existing Ricoh MFDs.

Even with reallocating the two Ricohs for student use, our annual lease payment will only increase \$252 per year to \$22,800 per year. On the maintenance and services contract, Highland's costs will actually be reduced by \$4,500 per year to \$14,940 per year plus overages. This is due to replacing the 10 year old units with brand new copiers.

The effort to reduce the amount of printing at Highland has also been successful. During the last equipment replacement cycle in 2013, Highland also implemented PaperCut, which is a software application that is able to record the number of pages printed and charge students/departments for their prints. With the use of PaperCut and centralizing our printing to the MFDs, the College has been able to reduce our print volume from 3.6 million pages in FY12 to 2.01 million pages in FY17.

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



Lease Agreement

APPLICATION NO.  
1350654

AGREEMENT NO.  
1350654

Straight Lease Phone: 800.892.8548 | Fax: 800.847.3087

The words User, Lessee, you and your refer to Customer. The words Owner, Lessor, we, us and our refer to Marco Technologies LLC.

**CUSTOMER INFORMATION**

FULL LEGAL NAME Highland Community College			STREET ADDRESS 2998 W Pearl City Rd	
CITY Freeport	STATE IL	ZIP 61032	PHONE (815) 599-3424	FAX (815) 599-3635
BILLING NAME (IF DIFFERENT FROM ABOVE)			BILLING STREET ADDRESS	
CITY	STATE	ZIP	E-MAIL	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

**EQUIPMENT DESCRIPTION**

- MAKE/MODEL/ACCESSORIES
1. KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
  2. KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
  3. KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
  4. KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
  5. KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY
  6. KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY
  7. KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
  8. KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
  9. KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
  - 10.

**FREQUENCY OF MINIMUM PAYMENT**

Please Check One:  Monthly  Quarterly  Semi-Annually  Annually *(If no box is checked, frequency will be Monthly)*

**TERM AND PAYMENT INFORMATION**

60 Payments\* of \$ \$1,900.00 \*plus applicable taxes

**END OF TERM OPTIONS**

You may choose one of the following options within the area you check and initial at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. If no box is checked and initialed, then Fair Market Value will be your end of lease option. Leases with \$1.00 purchase options will not be renewed. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use.

- 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, \_\_\_\_\_ Customer's Initials  
or 3) Return the Equipment per paragraph 3.
- 1) Purchase the Equipment for \$1.00. \_\_\_\_\_ Customer's Initials

**THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.**

**LESSOR ACCEPTANCE**

Marco Technologies LLC			
LESSOR	SIGNATURE	TITLE	DATED

**PRIVACY AND INFORMATION SECURITY**

You acknowledge that the Equipment you have received may be equipped with a hard drive that may store personal and confidential information ("PCI") and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment.

Highland Community College		TITLE
CUSTOMER (as referenced above)	SIGNATURE	DATED

**CUSTOMER ACCEPTANCE**

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

Highland Community College		TITLE
CUSTOMER (as referenced above)	SIGNATURE	DATED

FEDERAL TAX I.D # \_\_\_\_\_ PRINT NAME \_\_\_\_\_

**1 AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessories incorporated therein or attached thereto (the "Equipment") and/or agree that you have requested that we finance certain licensed software and services for you ("Financed Items"), which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement which is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. All other modifications to the Agreement must be in writing signed by each party. This Agreement becomes valid upon execution by us and will begin on the date the Equipment is delivered to you, as stated in the packing list, or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 12-month term(s) unless you (a) provide us written notice between 90 and 150 days (before the end of any term) that you want to purchase or return the Equipment and (b) you timely return the Equipment in accordance with paragraph 3 of this Agreement. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

**2. RENT, TAXES AND FEES:** You agree to pay the amounts payable under the terms of this Agreement (each, a "Payment") when due, plus any applicable sales, use and property taxes. If more than one Minimum Payment is listed on the first page or on the attached Schedule(s), you agree that you are obligated to pay the sum of the Minimum Payments. The Minimum Payment will be adjusted proportionately upward or downward, as necessary, to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You cannot pay off this Agreement or return the Equipment prior to the end of the term without our consent. If we consent, we may charge you, in addition to the other amounts owed, an early termination fee equal to 5% of the price of the Equipment. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.

**3 MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** Unless you have a \$1 out purchase option, we are the owner of the Equipment and have sole title to the Equipment (excluding Financed Items). We do not own any software that is included with the Financed Items and cannot transfer any interest in such software to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. At your expense, you agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you agree to return all but not less than all of the Equipment (excluding Financed Items) and all related manuals and use and maintenance records to a location we specify, at your expense, in retail resalable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1).

**4. COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk of loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain general public liability insurance acceptable to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum. We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. No such loss or destruction of or damage to the Equipment will relieve you from your payment obligations under this Agreement. If the Equipment is destroyed and we have not otherwise agreed in writing, at our election, you will either repair or replace the damaged/destroyed Equipment with comparable equipment acceptable to us, or pay to us (a) all past due amounts and (b) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.

**5 ASSIGNMENT: YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** We may sell, assign, or transfer our rights under this Agreement, in whole or in part, without notice. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else.

**6. DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay the Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge equal to: 1) the greater of 5% of the Payment which is late or \$20.00 or 2) if less, the maximum charge allowed by law. If you are ever in default, at our option, we may require that you pay 1) all past due amounts, and 2) all remaining Payments for the unexpired term, plus our booked residual (both discounted at 2%). We may recover interest on any unpaid amount, from the due date, at the rate of 18% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) at your expense, return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In the event of any dispute or enforcement of our rights under this Agreement, you agree to pay our reasonable attorneys' fees (including those incurred before or at trial, on appeal or in any other proceeding), actual court costs, any other collection costs and repossession costs. The net proceeds of the sale of any Equipment, if any, will be credited against the amounts you owe us under this Agreement. **WE WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-507 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.

**7. INSPECTIONS AND REPORTS:** We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair. You agree to provide updated annual and/or quarterly financial statements to us upon request.

**8. MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement.

**9 WARRANTY DISCLAIMERS: YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU ARE UNCONDITIONALLY OBLIGATED TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.**

**10. LAW, JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the state of our principal place of business or, if we assign this Agreement, our assignee, and adjudicated in a federal or state court in such state. You consent to jurisdiction and venue in such state and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**



## STATE AND LOCAL GOVERNMENT ADDENDUM

AGREEMENT NO.

Phone: 800.892.8548 | Fax: 800.847.3087

Addendum to Agreement \_\_\_\_\_, between \_\_\_\_\_ Highland Community College  
as Customer and Marco Technologies LLC, as Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

**REPRESENTATIONS AND WARRANTIES OF CUSTOMER:** You hereby represent and warrant to us that: (a) you have been duly authorized by the Constitution and laws of the applicable jurisdiction and by a resolution of your governing body to execute and deliver the Agreement and to carry out its obligations hereunder; (b) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of the Agreement; (c) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (d) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use; and your need for the Equipment is not expected to diminish during the term of the Agreement; (e) you have funds available to pay contracted Payments until the end of your current appropriation period, and you intend to request funds to make contracted Payments in each appropriation period, from now until the end of the term of this Agreement; and (f) your exact legal name is as set forth on page one of the Agreement.

**NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make contracted Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed, this Agreement shall terminate and you shall not be obligated to make contracted Payments under the Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which contracted Payments have been appropriated, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of contracted Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after your failure to appropriate funds sufficient for the payment of the contracted Payments or (to the extent required by applicable law) this Agreement is not renewed, but failure to provide such notice shall not operate to extend the Agreement term or result in any liability to you.

**TITLE TO THE EQUIPMENT:** If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by adding the following language:

Any provision in the Agreement stating that the Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: "This Agreement will renew for month-to-month terms unless you purchase or return the Equipment (according to the conditions herein) or send us written notice at least 30 days (before the end of any term) that you do not want it renewed."

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: "We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent."

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under

NOTE: A FACSIMILE, ELECTRONIC OR SCANNED VERSION OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.



Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from the Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of the Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (a) you do not pay any Payment or other sum due to us under the Agreement when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement, (b) you make or have made any false statement or misrepresentation to us, (c) you dissolve, terminate your existence or file bankruptcy, or (d) there has been a material adverse change in your financial, business or operating condition."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

**CUSTOMER ACCEPTANCE**

**Marco Technologies LLC**

LESSOR

Highland Community College

CUSTOMER

X

SIGNATURE

X

SIGNATURE

TITLE

DATE

TITLE

DATE

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Delivery & Acceptance Certificate

APPLICATION NO.  
1350654

Phone: 800.892.8548 | Fax: 800.847.3087

This Certificate is delivered to and for the benefit of Lessor/Secured Party and pertains to the below-described Equipment and/or Financed Items which are the subject of the above-referenced Agreement between **Marco Technologies LLC** as Lessor/Secured Party and the undersigned as Customer. The words you and your refer to Customer. The words we, us and our refer to Lessor/Secured Party.

You certify and acknowledge that all of the Equipment and Financed Items described in the Agreement (as applicable): 1) have been received, installed and inspected, and 2) are fully operational and unconditionally accepted. Further, all terms and conditions of the above-referenced Agreement have been reviewed and acknowledged. Upon your signing below, your promises in the Agreement will be irrevocable and unconditional in all respects.

**EQUIPMENT DESCRIPTION**

MAKE/MODEL/ACCESSORIES	SERIAL NO.	STARTING METER - COLOR	STARTING METER - B&W
1 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
2 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
3 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
4 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
5 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY			
6 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY			
7 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
8 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
9 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
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**CUSTOMER ACCEPTANCE**

Highland Community College  
CUSTOMER

X  
SIGNATURE

TITLE

ACCEPTANCE DATE

NOTE: A FACSIMILE, ELECTRONIC OR SCANNED VERSION OF THIS DOCUMENT WITH SIGNATURE SHALL BE CONSIDERED BE AN ORIGINAL. CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.



**Equipment Maintenance Agreement**

PO #

CONTRACT #

Sales Representative: Raymond Shaw

Meter Reading Contact Person: PETER FINK peter.fink@highland.edu

Phone: 800.892.8548 | Fax: 800.847.3087

**Equipment Maintenance Agreement**

The words you and your refer to the customer. The words Owner, we, us and our refer to Marco Technologies LLC. Every attempt has been made to eliminate confusing language and create a simple, easy-to-read document.

**CUSTOMER INFORMATION**

FULL LEGAL NAME Highland Community College			STREET ADDRESS 2998 W Pearl City Rd	
CITY Freeport	STATE IL	ZIP 61032	PHONE (815) 599-3424	FAX (815) 599-3635
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				ACCOUNT # HC1136

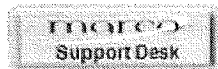
**EQUIPMENT WITH CONSOLIDATED MINIMUMS**

MAKE/MODEL/ACCESSORIES	SERIAL #	Starting Meter Color	Starting Meter B&W
1 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
2 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
3 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
4 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY			
5 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY			
6 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY			
7 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
8 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
9 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER			
10 STAPLES INCLUDED			

Minimum Payment\* \$ 1,245.00      Color Print Allowance 2,083      Excess Color Print Charge\* \$ 0.055200  
 B&W Print Allowance 125,000      Excess B&W Print Charge\* \$ 0.008700

\*plus applicable taxes

**MARCO SUPPORT DESK** (By selecting "YES" you agree that the Marco Support Desk Monthly Fee will be added to this Agreement's monthly invoice.)



Do you wish to enroll in the Marco Support Desk for equipment listed herein?  
 Yes OR  No

Marco Support Desk Device Monthly Fees		
1 - 5 Devices: \$10	6 - 15 Devices: \$20	16+ Devices: \$30

If enrolled, the equipment on this Agreement will qualify for Marco Support Desk. If no box is checked, then you have elected to waive Marco Support Desk coverage for equipment listed herein.

**FREQUENCY OF MINIMUM PAYMENT**      **METER READING FREQUENCY**

Please Check One:  Monthly  Quarterly  Semi-Annually  Annually      Please Check One:  Monthly  Quarterly  Semi-Annually  Annually  
 (If no box is checked, frequency will be Monthly)

**TERM AND PAYMENT SCHEDULE**      **SUPPLIES COVERAGE LEVELS**

Term in Months 60      The contract payment ("Minimum Payment") period is monthly unless otherwise indicated.  
 Start Date \_\_\_\_\_

Please Check One:  All Inclusive  HP OEM  No Supplies Included  
 (If no box is checked, no supplies will be included)      (Billed at Standard Pricing)

(See Page 2 for details on Coverage Levels)

**THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.**

**MARCO ACCEPTANCE**

Marco Technologies LLC OWNER	 SIGNATURE	 TITLE	 DATED
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**PRIVACY AND INFORMATION SECURITY**

You acknowledge that the Equipment you have received may be equipped with a hard drive that may store personal and confidential information ("PCI") and you understand the privacy and information security risks associated with PCI that may be stored on your Equipment. You agree to be responsible for safeguarding any PCI and you agree to indemnify and hold Marco Technologies LLC harmless from any loss, misappropriation or breach of the PCI that may be stored on your Equipment

Highland Community College CUSTOMER (as referenced above)	X SIGNATURE	TITLE DATED
--	----------------	----------------

**CUSTOMER ACCEPTANCE**

By signing below, you certify to Owner that you have received, read, and agree to all terms and conditions on this page and on the second page of this two-page Agreement

Highland Community College CUSTOMER (as referenced above)	X SIGNATURE	TITLE DATED
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**1. AGREEMENT:** You agree to all of the terms and conditions contained in this maintenance agreement and any schedule incorporating the terms of this agreement which together are a complete statement of our agreement regarding the listed Equipment ("Agreement"). Marco agrees to provide maintenance on the equipment specified in this Agreement at the address specified. This Agreement may be modified only by written agreement and not by course of performance. This Agreement will begin on the start date and will continue from that day for the number of consecutive years shown. The term will be extended automatically for successive 12 month periods unless you send us written notice, no less than 30 days before the end of any term of your intent to cancel. Marco may also cancel this agreement at any time subject to a 30 day notice. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others.

**2. PAYMENTS:** Payments are required to be made based on the frequency indicated on the front of this Agreement and based on the rates currently in effect plus any applicable sales tax, use tax, or property tax. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. Marco reserves the right to delay or hold service if your account with us is delinquent. If for any reason, your check is returned for nonpayment, a NSF charge will be assessed.

**3. MAINTENANCE AND SUPPLIES:** The charges established by this Agreement include payment for maintenance and travel charges during normal business hours (8:00 a.m. - 5:00 p.m. Monday through Friday); inspection, adjustment, parts replacement (worn or broken through normal use), drums and cleaning material required for the proper operation. All service calls will be responded to by factory authorized technicians within eight working hours of the time a call is placed. Parts or labor for repairs made necessary by accident, negligence, theft, vandalism, lightning, loss of power or current fluctuation, fire, water or other casualty, repairs made necessary by service performed by personnel other than those of Marco, are excluded from this agreement. Service performed at the specific request of the customer which commences outside normal working hours or extends more than one hour past the close of the normal work day will be charged at published rates for labor and expense but without charge for parts covered by this Agreement. Paper, staples and MICR cartridges must be separately purchased by you. Device network support on connected Equipment is not included and will be billable at the current hourly rate, at your expense. Changes to your network including but not limited to different or upgraded network operating systems that require reconfiguring your imager are not included in this agreement. Supplies for units may or may not be included in this Agreement. If necessary, the service and supply portion of this Agreement may be assigned. This agreement is based on the industry standard and the manufacturer estimated yield for black toner and developer is based on an average per page coverage of 6% and for color toner and developer is based on an average per page coverage of 20%. In the event that your black toner and developer exceeds the 6% per page coverage standard and/or your color toner and developer exceeds the 20% per page coverage, Marco Technologies LLC in its sole discretion reserves the right to amend this contract in order to adjust for any increased toner and developer usage in excess of the industry standard. Toner, developer and/or drums for facsimiles are not covered by this agreement. We may charge you a monthly Supply Freight Fee to help offset our costs of delivering supplies to you. Should any of the equipment included in this Agreement be traded in for a new device from Marco during the life of this Agreement, the unused balance of copies on the old equipment will be prorated and allocated toward maintenance of the new machine(s).

**4. WARRANTIES:** WE MAKE NO WARRANTY EXPRESS OR IMPLIED, INCLUDING THAT THE EQUIPMENT IS FIT FOR A PARTICULAR PURPOSE. YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. Notwithstanding any other terms and conditions of the Agreement, you agree that as to software only: a) We have not had, do not have, nor will have any title to such software, b) You have executed or will execute a separate software license agreement and we are not a party to and have no responsibilities whatsoever in regard to such license agreement, c) You have selected such software and WE MAKE NO WARRANTIES OF MERCHANTABILITY, DATA ACCURACY, SYSTEM INTEGRATION OR FITNESS FOR USE AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR THE FUNCTION OR NATURE OF SUCH SOFTWARE

**5. LOCATION OF EQUIPMENT:** You will keep and use the Equipment the address shown above and you agree to notify us of any movement of equipment covered under this Agreement.

**6. INDEMNITY:** We are not responsible for any loss or injuries caused by the installation or use of the Equipment. You agree to hold us harmless and reimburse us for loss and to defend us against any claim for losses or injury caused by the Equipment.

**7. LIMITATION OF LIABILITY:** In no event shall Marco be liable for any damages caused by the customer's failure to perform customer's responsibilities under this contract. Marco will not be responsible to customers for any lost profits or consequential damages, even if Marco has been advised of the possibility of such damages. Marco will perform repairs consistent with usual and customary practices in the industry. In the event the customer established that Marco failed to make repairs consistent with this standard, customer's sole remedy shall be limited to a refund of amounts paid to Marco for the repairs; in no event shall the amount of any refund exceed the damages actually incurred by the customer. Marco's liability in regards to parts supplied shall be limited to any warranty expressly agreed to in a purchase agreement for such parts or supplies. There shall be no warranty for parts or supplies unless a purchase agreement is executed in writing and the purchase agreement explicitly provides such warranty. Marco will not be held responsible for any damage to software or customer information.

**8. TAXES AND FEES:** You agree to pay when due all taxes (including personal property tax, fines and penalties) and fees relating to this Agreement or the Equipment. If we pay any of the above for you, you agree to reimburse us and to pay us a processing fee for each payment we make on your behalf.

**9. ASSIGNMENT:** YOU HAVE NO RIGHT TO SELL, TRANSFER, OR ASSIGN THIS AGREEMENT. We may sell, assign, or transfer this Agreement without notice.

**10. DEFAULT AND REMEDIES:** If you do not pay any payment or other sum due to us or any other party in connection with this Agreement when due or if you break any of your promises in the Agreement or any other Agreement with us, you will be in default. If any part of a payment is late, you agree to pay a late charge of up to 15% of the payment which is late or if less, the maximum charge allowed by law. If you are ever in default, we can terminate or cancel this Agreement immediately and require that you pay the unpaid balance of this Agreement. We may also use any of the remedies available to us under the Uniform Commercial Code as enacted in the State of Minnesota or its Assignee or any other law. If we refer this Agreement to an attorney for collection, you agree to pay our reasonable attorney's fees and actual court costs. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR ANY DEFAULT BY US UNDER THIS AGREEMENT. You agree that any delay or failure to enforce our rights under this Agreement does not prevent us from enforcing any rights at a later time. It is further agreed that your rights and remedies are governed exclusively by this Agreement and you waive customer's rights under Article 2A (80B-522) of the UCC.

**11. CONSENT TO LAW, JURISDICTION, AND VENUE:** This Agreement and any schedule or supplement shall be governed by the Internal laws for the State of Minnesota. IF THIS AGREEMENT IS ASSIGNED, YOU AGREE THAT ANY DISPUTE ARISING UNDER OR RELATED TO THIS AGREEMENT WILL BE ADJUDICATED IN THE FEDERAL OR STATE COURT WHERE THE ASSIGNEE'S CORPORATE HEADQUARTERS ARE LOCATED AND WILL BE GOVERNED BY THE LAWS OF THAT STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN THAT COURT AND WAIVE ANY RIGHT TO TRANSFER VENUE. EACH PARTY WAIVES ANY RIGHT TO A TRIAL BY JURY.

**12. OVERAGES AND COST ADJUSTMENTS:** You agree to comply with any billing procedures designated by us, including notifying us of the meter reading at the end of overage billing cycle. If we are unable to gather a meter reading from you using your preferred method of collection after 3 attempts, you will be assessed a \$3 fee per device per overage billing cycle to collect your reads. At the end of the first year of the Agreement, and with each successive period, not to exceed 12 months, we may increase the base usage charge per print and the excess print charge per print by a maximum of 15% of the existing charge.

**13. SUPPLIES LEVEL COVERAGE INFORMATION:** All Inclusive is defined as all colors (cyan, magenta, yellow and black) of toners, developers, drums and drum kits are included. B&W Inclusive is defined as only black toners, black developers, black drums and black drum kits are included. Cyan, magenta and yellow toners, developers, drums and drum kits are not included. No Supplies Included is defined as all toners, developers, drums and drum kits being excluded.

#### FOR MUNICIPALITIES ONLY

**14-A. CUSTOMER COVENANTS:** You covenant and warrant that (1) you have, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the payments scheduled to come due and to meet its other obligations under the Agreement and such funds have not been expended for other purposes; and (2) that there is no action, suit, proceeding or investigation pending, or threatened in any court or other tribunal or competent jurisdiction, state or federal or before any public board or body, which in any way would (a) restrain or enjoin the delivery of the Agreement or the ability of you to make its Payments (as set out above); (b) contest or affect the authority for the execution or delivery of, or the validity of, the Agreement; or (c) contest the existence and powers of you; nor is there any basis for any such action, suit, proceeding or investigation; and (3) That the Equipment will be operated and controlled by you and will be used for essential government purposes and will be essential for the term of the Agreement.

(4) You have not previously terminated an agreement for non-appropriation, except as specifically described in a letter appended hereto.

**14-B. SIGNATURES:** Each signor (two if monthly payment exceeds \$1,200) warrants that he/she is fully conversant with the governing relevant legal and regulatory provisions and has full power and authorization to bind you. Signor(s) for you further warrant(s) its governing body has taken the necessary steps; including any legal bid requirements, under applicable law to arrange for acquisition of the Equipment; the approval and execution has been in accordance with all applicable open meeting laws; and that a resolution of the governing body of you authorizing execution of the Agreement has been duly adopted and remains in full force and effect.

**14-C. NON APPROPRIATION:** In the event you are in default under the Agreement because:

- 1 Funds are not appropriated for a fiscal period subsequent to the one in which the Agreement was entered into which are sufficient to satisfy all of your obligations under the Agreement during said fiscal period;
- 2 Such non-appropriation did not result from any act or failure to act of you;
- 3 You have exhausted all funds legally available for all payment due under the Agreement; and
- 4 There is no other legal procedure by which payment can be made to Marco

Then, provided that (a) you have given Marco written notice of the occurrence of paragraph 1 above thirty (30) days prior to such occurrence; (b) Marco has received a written opinion from your counsel verifying the same within ten (10) days thereafter Marco remedies for such default shall be to terminate the Agreement at the end of the fiscal period during which notice is given.

**15. MARCO SUPPORT DESK:** If indicated on page 1 of this Agreement, access to the Marco Help Desk, Monday-Friday from 8:00 am to 5:00 pm CST, is included on all Equipment. Marco Support Desk is included for all Equipment listed on this Agreement. Support Desk assistance is also available for equipment not listed on this Agreement at Marco's published prevailing rates. All Marco Support Desk is provided as phone or internet support. Any on-site support will be billed at Marco's prevailing published rates.

Marco Support Desk includes the following:

- Changes to your network such as: replaced or upgraded workstations and/or servers, IP address changes etc. that require reconfiguring your imager(s) on your network for printing or scanning. This would also include a commercially reasonable attempt to reconfigure scan to email for changes made by your Internet Service Provider.
- Reinstallation and configuration of Manufacturer Companion Software and drivers on additional or upgraded workstations. Current Marco supported Manufacturer Companion Software includes: Sharpdesk, PC Fax Drivers, EFI Command Workstation, EFI Remote scan and Marco installed meter monitoring software.
- New or upgraded end user software that results in printing issues requiring updating print drivers or configurations.
- Additional training sessions for key operators and/or end users.



Schedule "A-1"

APPLICATION NO  
1350654

AGREEMENT NO.

Meter Reading Contact Person: PETER FINK peter.fink@highland.edu

Phone: 800.892.8548 | Fax: 800.847.3037

This Schedule "A" is to be attached to and becomes part of the above-referenced Agreement by and between the undersigned and Marco Technologies, LLC.

EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES

- 1 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
- 2 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
- 3 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
- 4 KONICA BIZHUB 368E B&W MFP W/2GB MEMORY
- 5 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY
- 6 KONICA BIZHUB C368 COLOR 36 PPM MFP W/2GB MEMORY
- 7 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
- 8 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
- 9 KONICA BIZHUB 558E B&W 55 PPM COPIER/PRINTER
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CUSTOMER ACCEPTANCE

This Schedule "A" is hereby verified as correct by the undersigned Customer, who acknowledges receipt of a copy.

Highland Community College  
CUSTOMER (as referenced above)

X  
SIGNATURE

TITLE  
DATED

**AGENDA ITEM #X-D-3  
MAY 15, 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 April 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 329930 through 330518 amounting to \$652,135.27, Automated Clearing House (ACH) debits W0000468 through W0000471 amounting to \$9,398.08. Other Debits D0000078 amounting to \$40.19 and Electronic Refunds of \$313,376.66, with 3 adjustments of \$1,522.30, such warrants amounting to \$973,427.90. Transfers of funds for payroll amounted to \$551,988.79.

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

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

**HIGHLAND COMMUNITY COLLEGE**  
**AGENCY FUND**  
**Balance Sheet, April 30, 2018**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$229,914.74	\$416.67	\$0.00	\$230,331.41
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
<b>TOTAL ASSETS</b>	<b>\$422,946.35</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$423,363.02</b>
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	74,197.03			74,197.03
1018 YMCA ROAD AND LOT	82,529.61	416.67		82,946.28
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
<b>TOTAL</b>	<b>\$422,946.35</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$423,363.02</b>

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

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

- We have now received the 2017 tax year tax computation reports from all four counties. EAV changes from tax year 2016 to 2017 by county are as follows:

<u>County</u>	<u>Change</u>
Stephenson	+1.2%
Carroll	+1.9%
Ogle	+3.4%
Jo Daviess	+2.6%

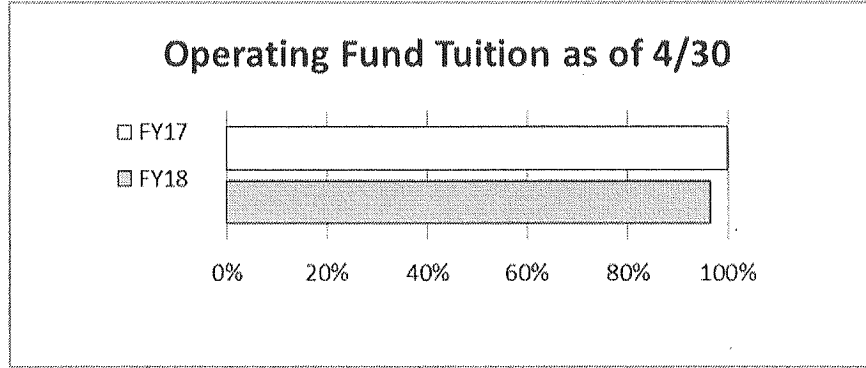
Overall, the total district increase in EAV is 2.1%. We had budgeted for an increase of 1.5%, which will result in our actual property tax revenue being about \$15,000 more than budgeted.

Each County's percentage of the overall EAV is as follows:

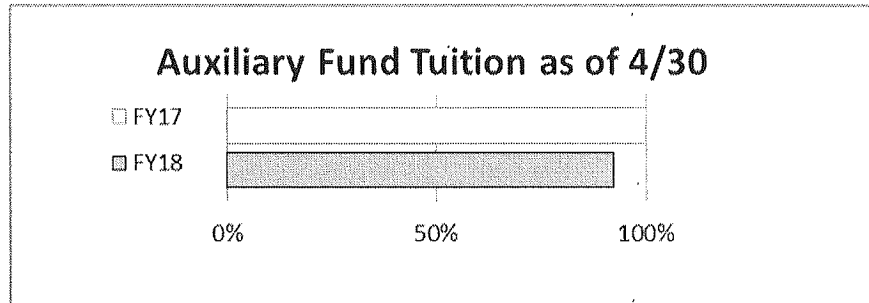
<u>County</u>	<u>% of EAV</u>
Stephenson	36%
Carroll	16%
Ogle	7%
Jo Daviess	41%

- 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 April 30<sup>th</sup>. The FY17 bar is the year-to-date results as of April 30, 2017, divided by the actual year end results for FY17. The FY18 bar is the year to date results for April 30, 2018, divided by the annual budgeted amount for FY18.





Operating Fund tuition revenue appears to be about 3% lower than anticipated at this point in time. If Operating Fund tuition revenue is 3% lower than budgeted for the fiscal year, it amounts to about \$162,500.



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, it amounts to about \$25,000.

AGENDA ITEM #XI-A  
MAY 15, 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 April 30, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$3,003,419	49.8%
Credit Hour Grants	1,084,350	963,567	88.9%
Equalization	50,000	37,500	0.0%
ICCB Career/Tech Education	112,167	124,630	111.1%
ICCB Performance	-	8,800	0.0%
CPP Replacement Tax	333,108	218,868	65.7%
Dept. of Educ.	6,000	20,253	337.6%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	5,234,685	96.6%
Sales & Services	39,250	43,091	109.8%
Facilities Revenue	108,876	70,511	64.8%
Interest on Investments	8,000	19,217	240.2%
Non-Govt. Gifts, Grants	889,398	679,866	76.4%
Miscellaneous	16,489	42,627	258.5%
Total Revenue	\$14,128,087	\$10,467,034	74.1%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$6,867,806	77.3%
Employee Benefits	2,324,610	1,806,635	77.7%
Contractual Services	805,650	574,666	71.3%
Materials & Supplies	926,435	643,479	69.5%
Conference & Meeting	282,618	150,377	53.2%
Fixed Charges	57,612	38,103	66.1%
Debt Certificate Payment	439,431	410,866	93.5%
Utilities	659,741	585,376	88.7%
Capital Outlay	-	29,571	0.0%
Other Expenditures	447,484	271,508	60.7%
Transfers (In) Out	105,119	-	0.0%
Total Expenditures	\$14,928,441	\$11,378,387	76.2%
Excess of Revenues Over Expenditures	(\$800,354)	(\$911,353)	
Fund Balance 7/1/17	3,880,209	3,880,209	
Fund Balance 4/30/18	\$3,079,855	\$2,968,856	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2018

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$741,500	\$400,935	54.1%
Interest on Investments	-	1,943	0.0%
Other	-	-	0.0%
-----			
Total Revenue	\$741,500	\$402,878	100.0%
EXPENDITURES:			
-----			
Contractual Services	125,698	26,585	21.1%
Materials & Supplies	8,995	40	0.4%
Capital Outlay	1,974,653	939,336	47.6%
Transfers Out	-	-	0.0%
-----			
Total Expenditures	\$2,109,346	\$965,961	45.8%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$563,083)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----			
Fund Balance 4/30/18	\$515,007	\$1,319,770	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

AUXILIARY ENTERPRISE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2018

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$291,314	92.5%
Bookstore Sales	834,000	769,554	92.3%
Athletics	42,460	26,793	63.1%
Other	121,100	204,097	168.5%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$1,291,758	98.4%
EXPENDITURES:			
-----			
Salaries	\$302,850	\$213,222	70.4%
Employee Benefits	33,489	27,278	81.5%
Contractual Services	86,770	63,541	73.2%
Materials & Supplies	816,562	675,806	82.8%
Conference & Meeting	182,965	157,853	86.3%
Fixed Charges	5,470	3,214	58.8%
Utilities	600	600	100.0%
Capital Outlay	500	5,080	1016.0%
Other Expenditures	15,016	28,555	190.2%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,309,222	\$1,175,149	89.8%
Excess of Revenues Over Expenditures	\$3,338	\$116,609	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 4/30/18	\$6,400	\$119,671	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

RESTRICTED PURPOSE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 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	141,629	51.7%
Other Illinois Sources	56,394	39,145	69.4%
Department of Education	4,422,960	4,390,747	99.3%
Other Federal Sources	34,443	34,304	99.6%
Tuition & Fees	575,000	527,191	91.7%
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	265,285	87.0%
	-----	-----	-----
Total Revenue	\$5,842,727	5,477,248	93.7%
 <u>EXPENDITURES:</u>			
Salaries	\$871,765	\$744,178	85.4%
Employee Benefits	181,984	133,624	73.4%
Contractual Services	588,030	190,324	32.4%
Materials & Supplies	85,982	120,297	139.9%
Conference & Meeting	55,760	29,818	53.5%
Fixed Charges	24,221	1,766	7.3%
Utilities	4,152		0.0%
Capital Outlay	31,299	33,918	108.4%
Other Expenditures	43,703	28,884	66.1%
Financial Aid	4,042,939	4,074,122	100.8%
Transfers out	13,881	-	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$5,356,931	90.1%
Excess of Expenditures Over Revenue	(\$100,989)	\$120,317	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 4/30/18	\$800,274	\$1,021,580	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18  
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2018

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,082	50.2%
-----	-----	-----	-----
Total Revenue	\$44,000	\$22,082	50.2%
EXPENDITURES:			
-----			
Contractual Services	\$46,000	\$46,000	100.0%
-----	-----	-----	-----
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	
-----	-----	-----	
Fund Balance 4/30/18	\$11,048	(\$10,870)	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

BOND AND INTEREST FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2018

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,694,688	\$841,549	49.7%
Total Revenue	\$1,694,688	\$841,549	49.7%
EXPENDITURES:			
-----			
Fixed Charges	\$1,680,721	\$1,615,528	96.1%
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	
Fund Balance 4/30/18	\$978,539	\$190,593	

AGENDA ITEM #XI-A  
MAY 15, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2018

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$476,570	48.0%
Other	0	10,680	100.0%
-----	-----	-----	-----
Total Revenue	\$993,000	\$487,250	49.1%
EXPENDITURES:			
-----			
Salaries	\$285,461	\$236,482	82.8%
Employee Benefits	347,553	260,941	75.1%
Contractual Services	296,012	271,450	91.7%
Materials & Supplies	11,900	12,814	107.7%
Conference & Meetings	13,200	364	2.8%
Fixed Charges	214,916	215,386	100.2%
Utilities	6,822	5,023	73.6%
-----	-----	-----	-----
Total Expenditures	\$1,175,864	\$1,002,460	85.3%
Excess of Revenues Over Expenditures	(\$182,864)	(\$515,210)	
Fund Balance 7/1/17	\$386,040	\$386,040	
-----	-----	-----	
Fund Balance 4/30/18	\$203,176	(\$129,170)	