

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

June 19, 2018 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: May 15, 2018 Special Meeting
 May 15, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation of the Joe and Jennifer Kanosky HCC Student Trustee Scholarship
- 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
 1. Prevailing Rate of Wages (Page 4)
- X. Main Motions
 - A. Academic
 1. New Program: Early Childhood Development Online AAS Degree (Page 15)
 - B. Administration
 1. Second Reading – Revised Policy 5.14: Inventory (Page 34)
 2. Second Reading – Revised and Unchanged Policies: Policy Manual Chapter I – Board of Trustees (Page 36)
 3. First Reading – Policy Manual Appendix: Process for Presenting New Policies/Updates to the Policy Review Committee (Page 70)
 4. First Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines (Page 72)
 - C. Personnel
 1. Appointment: Earth Sciences and Geography Instructor (Page 76)

D. Financial

1. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund (Page 77)
2. Health Insurance Rates and Health Savings Account Option (Page 78)
3. Intercollegiate Athletic Insurance (Page 79)
4. Property and Liability Insurance (Page 80)
5. Payment of Bills and Agency Fund Report (Page 81)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 83)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration

XII. OLD BUSINESS

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
- C. Semi-annual Review of All Closed Session Minutes and Tapes

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
- 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
- C. Semi-annual Review of All Closed Session Minutes and Tapes

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – July 17, 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
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

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

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

BOARD ACTION: _____

Miscellaneous								
Spring 2018			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Michael	Staver	6891	PERS035LCC	Japanese Cuisine		3	\$25.50	\$76.50
Mark	Peterson	6905	PERS036TCC	Trip w/the Navy		2	\$25.00	\$50.00
Aaron	Sargent		Dual Credit Observation visits					\$150.00
Cassie	Mekeel		Dual Credit Observation visits					\$75.00
Dale	Anderson	6899	PERS036SCC	Metal Detecting		2	\$25.00	\$50.00
Art	Dawson	6972	PERS032GCC	Wire Wrapped Pendent		3	\$20.00	\$60.00
Shara	Ibalio	6843	PERS037OCC	Selling on eBay		6	\$25.00	\$150.00
Michael	Staver	6892	PERS035MCC	Brazilian Cuisine		3	\$25.50	\$76.50
Jeremy	Monigold		Assessment Mentor				2.8	\$1,382.10
							0.2	\$1,507.74
Joe	Grove		Dual Credit Observation					\$75.00
Aaron	Sargent		Dual Credit Observation					\$75.00
Carol	Wilhelms		Dual Credit Observation					\$75.00
Jessica	Larson	6973	NURS298IS	Nursing Ldrship		2	\$1,382.10	\$2,764.20
Summer 2018								
Kirk	Pearson		Curriculum Development for SPCH295SXX					\$600.00
Kirk	Pearson	6126	SPCH295SXX	Comm Leadership Stephenson		3	\$464.40	\$1,393.20
Kirk	Pearson		Curriculum Development for SPCH295JXX					\$600.00
Kirk	Pearson	6127	SPCH295JXX	Comm Leadership JoDavie		3	\$464.40	\$1,393.20
Sarah	Hill		Summerset Chorographer					\$1,000.00
Ryan	Gahm		Summerset Asst. Tech Director					\$800.00
Robert	Winter		Summerset Tech Director					\$2,500.00
Jeff	DeLay		Summerset Music Director					\$1,500.00
Laura	Early		Summerset Director					\$1,500.00
Thomas	Harrison		Curriculum Development				1	\$479.40
Roger	Hicks		Curriculum Development				1	\$479.40
Don	Tresemmer		Project Succeed Math Lab				4	\$464.40
Karla	Giuffre	1101	BIOL211A	Gen Microbiology		3	\$1,256.45	\$3,769.35
Karla	Giuffre	1102	BIOL211AX	Gen Microbiology Lab		2.7	\$1,256.45	\$3,392.42
James	Morgan	1181	MATH177A	Statistics		3	\$1,256.43	\$3,769.35
John	Sullivan	1095	CHEM120HBX	Elem Gen Chemistry Lab		1.8	\$1,256.45	\$2,261.61
John	Sullivan	1094	CHEM120HBX	Elem Gen Chemistry		3	\$1,256.45	\$3,769.35
Thompson	Brandt	1113	MUS267N	Intro to Music		3	\$628.22	\$1,884.66
Sam	Fiorenza	1120	ENGL227A	British Lit I		3	\$1,256.45	\$3,769.35
Paul	Rabideau	1130	PSY161A	Intro to Psychology		3	\$1,256.45	\$3,392.42*
Andrea	Anderson	1161	NURS293HB	Psychiatric Nursing		32	\$38.00	\$1,216.00
Erica	Fischer	1163	NURS293HXB	Psychiatric Nursing Lab		48	\$38.00	\$1,824.00
Erica	Fischer	1162	NURS293HBX	Psychiatric Nursing Lab		48	\$38.00	\$1,824.00
Alicia	Kepner	1137	NURS123A	MA Externship Lecture		1	\$628.23	\$628.23
Alicia	Kepner	1138	NURS123AX	Portion of MA Externship		5	\$628.23	\$3,141.15
Jessica	Larson	1170	NURS091XHB	BNA Lab		2.7	\$1,256.45	\$3,392.42
Jessica	Larson	1323	NURS294ISX	Health&Illness Lab		22	\$38.00	\$836.00
Cassie	Mekeel	1165	NURS091HB	Nursing Asst Lecture		5.5	\$1,256.45	\$6,910.48
Cassie	Mekeel	1138	NURS123AX	Portion of MA Externship		5	\$1,256.45	\$6,282.25
*Pro rated based on enrollment								

Summer 2018			COURSE		CLOCK	CREDIT	TOTAL	
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Shelly	Morgan	1168	NURS091HBB	Nursing Asst		5.5	\$1,256.45	\$6,910.48
Shelly	Morgan	1169	NURS091BXH	Nursing Asst Lab		2.7	\$1,256.45	\$3,392.42
Shelly	Morgan	1160	NURS194HB	Gerontology for Nurses		3	\$1,256.45	\$3,769.35
Kay	Sperry	1157	NURS103HB	Pharmacology		2	\$1,256.45	\$2,512.90
Kay	Sperry	1308	NURS296HB	Physical Assess/Nurses		2	\$1,256.45	\$2,512.90
Kay	Sperry	1159	NURS296HBX	Physical Assess/Nurses Lab		2.16	\$1,256.45	\$2,713.94
Lori	Steele	1166	NURS091HBX	BNA Lab	40		\$30.00	\$1,200.00
Sarah	Shanks	1167	NURS091HXB	BNA Lab	40		\$38.00	\$1,520.00
Laura	Watson		Chair, Library Services					\$1,288.83
Michael	Skwara		Coordinator, Learning Mgmt System					\$1,288.83
Fred	Taylor		Mechatronics Program Lab Asst		TBD		\$8.25	TBD
Kristin	Stinnett		Curriculum Development			7	\$520.91	\$3,646.37
Other Assignments								
Creighton	Barker		Umpire for 4/19/18 softball game					\$ 120.00
Gary	Bidzinski		Umpire for 5/1/18 baseball game					\$ 180.00
Kurt	Suhr		Umpire for 5/1/18 baseball game					\$ 180.00
LeeAnne	Krusemark		Lifelong Learning instructor - Extreme Couponing, Mystery Shopping, Home Based Business					\$ 120.00
Camelot Costumes LLC			Labor for Chamber Singers and Royal Scots					\$ 260.00
John	Hartman		Piano tuning					\$ 65.00
Gary	Bidzinski		Umpire for 5/4/18 baseball game					\$ 125.00
Larry	Fairbairn		Umpire for 5/2/18 playoff softball game					\$ 190.00
Eric	Olson		Umpire for 5/6/18 baseball game					\$ 180.00
Kurt	Suhr		Umpire for 5/4/18 baseball game					\$ 125.00
Dave	Taylor		Umpire for 5/2/18 playoff softball game					\$ 190.00
Daniel	Tajlili		Photo session for student directed play "How I Learned to Drive"					\$ 150.00
Richard	Alderson		Umpire for 6 softball games during Region IV tournament 5/5 & 5/6					\$ 570.00
Douglas	Almon		Umpire for 6 softball games during Region IV tournament 5/5 & 5/6					\$ 570.00
Robert	Buckwalter		Worked softball Region IV tournament 5/5 & 5/6					\$ 200.00
Casey	Coon		Worked softball Region IV tournament 5/5 & 5/6					\$ 80.00
Monica	Coon		Worked softball Region IV tournament 5/5 & 5/6					\$ 120.00
Kent	Heisner		Umpire for 7 softball games during Region IV tournament 5/5 & 5/6					\$ 665.00
Daniel	Maldonado		Umpire for 7 softball games during Region IV tournament 5/5 & 5/6					\$ 665.00
Kenneth	Miller		Umpire for 6 softball games during Region IV tournament 5/5 & 5/6					\$ 570.00
Linda	Miller		Worked softball Region IV tournament 5/5 & 5/6					\$ 20.00
Andy	Simpson		Umpire for 7 softball games during Region IV tournament 5/5 & 5/6					\$ 665.00
Misty	Witt		Worked softball Region IV tournament 5/5 & 5/6					\$ 120.00
Bryn	Buckwalter		Worked softball Region IV tournament 5/5 & 5/6					\$ 120.00
Lynsey	Coon		Worked softball Region IV tournament 5/5 & 5/6					\$ 40.00
Chad	Groshans		Worked softball Region IV tournament 5/5 & 5/6					\$ 100.00
Tim	Seward		Umpire for 5/6/18 baseball game					\$ 180.00
Thomas	Stecher		Business Institute instructor - Foresight Financial training 5/11/18					\$ 500.00
John	Hartman		Piano tuning					\$ 130.00
Dwayne	Fontenette		Trainer for 2017-18 High School Servant Leadership program					\$ 500.00
Christopher	Sims		Saturday Academy workshop facilitator					\$ 100.00
Robert	Dixon		Design work for flyers/posters					\$ 2,205.00

**AGENDA ITEM #IX-D-1
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PREVAILING RATE OF WAGES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees adopts the attached Resolution regarding the prevailing rate of wages.

BACKGROUND: In order to be in compliance with the Prevailing Wage Act, as defined in the Illinois Compiled Statutes, Highland Community College must pass the attached Resolution in June of each year. This Resolution includes a list of wages, by craft, for Stephenson County furnished to us by the Illinois Department of Labor. A notice of the prevailing wage rates will be published in the newspaper and a copy of the Resolution will be provided to “any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rate and the particular class of workers whose wages will be affected by such rates in the district,” in accordance with the Act.

BOARD ACTION: _____

RESOLUTION - PREVAILING RATE OF WAGES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, being Chapter 820 ILCS 130/1-12, Illinois Compiled Statutes; and,

WHEREAS, the aforesaid Act requires that Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of Stephenson, Ogle, Jo Daviess and Carroll Counties, employed in performing construction of public works, for said Illinois Community College District #519; and,

Now, therefore, be it ordained by the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois, as follows:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works" approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of Illinois Community College District #519 is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Stephenson County area as determined by the Department of Labor of the State of Illinois as of September 1, 2017, a copy of that determination being attached hereto as Exhibit "A" and incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of Illinois Community College District #519 to the extent required by the aforesaid Act.

SECTION 3: The Illinois Community College District #519 Board Secretary shall publicly post or keep available for inspection by any interested party in the main office of Illinois Community College District #519 this determination of such prevailing rate of wage.

SECTION 4: The Illinois Community College District #519 Board Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Illinois Community College District #519 Board Secretary shall promptly file a certified copy of this Resolution with the Department of Labor of the State of Illinois.

SECTION 6: The Illinois Community College District #519 Board Secretary shall cause to be published in a newspaper of general circulation within the area that the determination of prevailing wages has been made. Said notice shall conform substantially to the notice attached hereto. Such publication shall constitute notice that this is the determination of the Board of Trustees of Illinois Community College District #519 and is effective.

PASSED THIS 19th day of June, 2018.

APPROVED:

Chair, Board of Trustees

(SEAL)

ATTEST:

Board Secretary

EXHIBIT A

Prevailing Wage rates for
Stephenson County
effective Sept. 1, 2017

Trade Title	Region	Type	Class	Base Wage	Fore-man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	BLD		40.63	41.63	1.5	1.5	2	8.52	17.92	0.00	0.80
ASBESTOS ABT-MEC	ALL	BLD		18.95	0.00	1.5	1.5	2	2.70	3.35	0.00	0.00
BOILERMAKER	ALL	BLD		39.50	42.50	2	2	2	7.07	12.47	0.00	0.40
BRICK MASON	ALL	BLD		39.42	42.17	1.5	1.5	2	10.10	12.02	0.00	0.89
CARPENTER	ALL	BLD		34.77	38.59	1.5	1.5	2	11.00	16.30	0.00	0.60
CARPENTER	ALL	HWY		40.59	42.34	1.5	1.5	2	11.50	16.30	0.00	0.49
CEMENT MASON	ALL	ALL		35.05	37.80	1.5	1.5	2	9.90	18.21	0.00	0.50
CERAMIC TILE FNSHER	ALL	BLD		33.88	33.88	1.5	1.5	2	9.40	5.86	0.00	0.75
COMMUNICATION TECH	ALL	BLD		39.00	42.90	1.5	1.5	2	12.84	13.67	0.00	0.78
ELECTRIC PWR EQMT OP	ALL	ALL		0.00	0.00	0	0	0	0.00	0.00	0.00	0.00
ELECTRIC PWR EQMT OP	ALL	HWY		41.45	56.38	1.5	1.5	2	5.50	12.87	0.00	0.73
ELECTRIC PWR GRNDMAN	ALL	ALL		29.30	51.48	1.5	1.5	2	5.00	9.09	0.00	0.29
ELECTRIC PWR GRNDMAN	ALL	HWY		32.00	56.38	1.5	1.5	2	5.50	9.92	0.00	0.66
ELECTRIC PWR LINEMAN	ALL	ALL		45.36	51.48	1.5	1.5	2	5.00	14.06	0.00	0.45
ELECTRIC PWR LINEMAN	ALL	HWY		49.67	56.38	1.5	1.5	2	5.50	15.40	0.00	0.88
ELECTRIC PWR TRK DRV	ALL	ALL		30.34	51.48	1.5	1.5	2	5.00	9.40	0.00	0.30
ELECTRIC PWR TRK DRV	ALL	HWY		33.14	56.38	1.5	1.5	2	5.50	10.29	0.00	0.59
ELECTRICIAN	ALL	BLD		45.50	50.05	1.5	1.5	2	12.84	18.73	0.00	0.91
ELEVATOR CONSTRUCTOR	ALL	BLD		46.83	52.68	2	2	2	13.57	14.51	3.77	0.60
GLAZIER	ALL	BLD		39.53	39.53	1.5	1.5	1.5	10.55	8.20	0.00	1.25
HT/FROST INSULATOR	ALL	BLD		33.83	36.87	1.5	1.5	2	9.10	20.67	0.00	0.48
IRON WORKER	ALL	ALL		38.33	44.08	2	2	2	12.27	24.57	0.00	0.60
LABORER	ALL	BLD		32.78	33.78	1.5	1.5	2	8.52	17.92	0.00	0.80
LABORER	ALL	HWY		37.88	38.63	1.5	1.5	2	8.52	17.92	0.00	0.80
LABORER, SKILLED	ALL	HWY		40.63	41.38	1.5	1.5	2	8.52	17.92	0.00	0.80

LATHER	ALL	BLD		40.59	42.34	1.5	1.5	2	11.50	16.30	0.00	0.49
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	BLD		33.88		1.5	1.5	2	9.40	5.86	0.00	0.75
MARBLE MASON	ALL	BLD		36.71	36.96	1.5	1.5	2	9.40	8.02	0.00	0.80
MILLWRIGHT	ALL	BLD		38.52	42.37	1.5	1.5	2	9.40	15.00	0.00	0.60
OPERATING ENGINEER	ALL	BLD	1	45.80	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	2	45.10	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	3	42.65	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	4	40.65	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	5	49.55	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	6	48.80	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	BLD	7	45.80	49.80	2	2	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	1	45.65	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	2	45.10	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	3	43.80	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	4	42.35	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	5	40.90	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	6	48.65	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
OPERATING ENGINEER	ALL	HWY	7	46.65	49.65	1.5	1.5	2	18.80	13.45	2.35	1.30
PAINTER	ALL	ALL		38.55	40.55	1.5	1.5	1.5	10.30	8.46	0.00	1.35
PILEDRIVER	ALL	BLD		35.77	39.70	1.5	1.5	2	11.00	16.30	0.00	0.60
PILEDRIVER	ALL	HWY		40.59	42.34	1.5	1.5	2	11.50	16.30	0.00	0.49
PIPEFITTER	ALL	BLD		47.30	50.61	1.5	1.5	2	8.79	11.94	0.00	1.45
PLASTERER	ALL	BLD		35.33	38.87	1.5	1.5	2	10.60	15.54	0.00	0.50
PLUMBER	ALL	BLD		47.30	50.61	1.5	1.5	2	8.79	11.94	0.00	1.45
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		41.24	44.54	1.5	1.5	2	6.90	18.36	0.00	0.39
SPRINKLER FITTER	ALL	BLD		37.12	39.87	1.5	1.5	2	8.42	8.50	0.00	0.35
STONE MASON	ALL	BLD		39.42	42.17	1.5	1.5	2	10.10	12.02	0.00	0.89
TERRAZZO FINISHER	ALL	BLD		33.88		1.5	1.5	2	9.40	5.86	0.00	0.75
TERRAZZO MASON	ALL	BLD		36.71	36.96	1.5	1.5	2	9.40	8.02	0.00	0.80

TILE LAYER	ALL	BLD		34.77	38.59	1.5	1.5	2	11.00	16.30	0.00	0.60
TILE MASON	ALL	BLD		36.71	36.96	1.5	1.5	2	9.40	8.02	0.00	0.80
TRUCK DRIVER	ALL	ALL	1	35.02	0.00	1.5	1.5	2	8.60	8.60	0.00	0.20
TRUCK DRIVER	ALL	ALL	2	35.17	0.00	1.5	1.5	2	8.60	8.60	0.00	0.20
TRUCK DRIVER	ALL	ALL	3	35.37	0.00	1.5	1.5	2	8.60	8.60	0.00	0.20
TRUCK DRIVER	ALL	ALL	4	35.48	0.00	1.5	1.5	2	8.60	8.60	0.00	0.20
TUCK POINTER	ALL	BLD		39.42	42.17	1.5	1.5	2	10.10	12.02	0.00	0.89

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations STEPHENSON COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. **ASBESTOS - MECHANICAL** - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot, runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER/INSPECTOR I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER/INSPECTOR II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment - excluding hose work and any sewer work); Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists,

Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form - Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Brick Forklift; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Trencher 12" and under; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turntrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turntrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

**AGENDA ITEM #X-A-1
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
EARLY CHILDHOOD DEVELOPMENT ONLINE AAS DEGREE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Early Childhood Development Online AAS Degree program.

BACKGROUND: The College has an existing AAS Early Childhood Education degree program, which contains within it a stackable career pathway with several credit certificate programs. These various certificate programs lead to eligible industry credentials through the organization, Illinois Gateways to Opportunity. The College wishes to design an Early Childhood Development online degree option that will allow students to continue through the identical stackable career pathway. This AAS degree is also designed with more transferable courses, so a student wishing to later pursue a four-year or beyond degree is better positioned to do so. The over-arching plan is to recruit area students that are currently in the workforce, as well as from the far western area of the College district where there was previously a physical facility present.

If approved by the Highland Board of Trustees, the program will be submitted to ICCB for approval.

BOARD ACTION: _____

Form 20
(September 2013)

Illinois Community College Board

Application for Permanent Approval Career & Technical Education Curriculum

Submit TWO Complete Copies

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Melissa S Johnson	PHONE:	815-599-3484
EMAIL:	Melissa.Johnson@highland.edu	FAX:	815-599-3625

CURRICULUM INFORMATION

AAS TITLE:	Early Childhood Development Online	CREDIT HOURS:	62	CIP CODE:	252011
AAS TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	
CERTIFICATE TITLE:		CREDIT HOURS:		CIP CODE:	

PROPOSED CLASSIFICATION:	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
PROPOSED IMPLEMENTATION DATE:	August 2018					

SUBMISSION INCLUDES:

<input type="checkbox"/>	Part A: Feasibility, Curriculum Quality and Cost Analysis
<input type="checkbox"/>	Part B: Supportive Documentation and Data

<i>This curriculum was approved by the college Board of Trustees on:</i>	<i>Date:</i>
State approval is hereby requested:	
Signature	<i>Required- Chief Administrative Officer</i>
	<i>Date</i>

ICCB USE ONLY:

ICCB APPROVAL DATE:	AAS:	7-29 cr. hrs Cert:	30+ Cert:
IBHE APPROVAL DATE for AAS:			

**APPLICATION FOR PERMANENT APPROVAL
CAREER & TECHNICAL EDUCATION CURRICULUM**

INSTRUCTIONS

Community Colleges are required to submit requests to offer new degrees and certificate programs to the ICCB for review and approval. The curriculum approval application includes two parts:

Part A: Feasibility, Curriculum Quality and Cost Analysis. This part of the application is designed to:

- 1) verify that the program is feasible from a labor market standpoint and solicits convincing evidence of labor market need,
- 2) demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational goals, and
- 3) verify the college has the fiscal resources in place or budgeted for to support the program in a cost-effective manner.

Part B: Supportive Documentation and Data. This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollments, proposed curricular structure, faculty requirements, and fiscal support.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and Certificate programs, the college should submit a **single** application that reflects all programs. (For example, a Hospitality Management AAS and a related Hospitality Certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program.

Application Submission. Submit **two (2)** complete copies of the application.

Application Timeline. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB. The Board considers new program requests at each meeting. The ICCB meeting schedule is posted on the [ICCB Board Meeting calendar](#).

Timeline Note: Assuming a complete and quality program approval application packet, the ICCB cannot guarantee board approval for programs by the fall semester for applications submitted after March 31st of each year. The ICCB cannot guarantee board approval for programs by the spring semester for applications submitted after October 31th of each year.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the [Administrative Rules of the Illinois Community College Board](#).

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: Feasibility, Curriculum Quality and Cost Analysis**

FEASIBILITY

1. Labor Market Need. Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.

- a. **Program purpose:** Briefly describe the purpose of the program. (i.e. “...to provide entry-level employment training or support the pursuance of advancement opportunities”.) If more than one program is included in the application, delineate the purpose for each program.

The college has an existing Associate of Applied Science (AAS) Early Childhood Education degree program which contains within it a stackable career pathway with several credit certificate programs. These various certificate programs lead to eligible industry credentials through the organization, Illinois Gateways to Opportunity. The Highland Early Childhood Education program is an approved entitled institution through Gateways to Opportunity. Students that take the prescribed program courses are eligible for various Gateways credentials. The college wishes to design an Early Childhood Development online degree option that will allow students to continue through the identical stackable career pathway while taking less early childhood courses are more general education courses that can be earned completely online. This degree program contains approximately 60% Early Childhood courses while the Early Childhood Education – AAS degree contains approximately 76%. This AAS degree is designed with more transferable courses, so a student wishing to later pursue a four year or beyond degree is better positioned to do so. The over-arching plan is to recruit area students that are currently in the workforce as well as from the far western area of the college district where there was previously a physical facility present.

- b. **Target population.** Describe the target audience for the proposed program. Indicate whether this program is intended for individuals seeking entry-level employment, for advancement or cross-training opportunities for existing employees, or for those looking to increase their skill set through specialized education and training.

The Early Childhood Development Online AAS will fit the needs of many individuals. This program was designed to recruit area students that are currently in the workforce and are unable to physically attend classes so that they may advance their knowledge and skills as well as improve their career status. The program is also intended for individuals seeking entry-level employment by pursuing the certificate route that is already in place. We will recruit through two different venues. First, we will recruit through established early childhood programs in the district. We will also recruit from local high schools, particularly focusing on the far western district where students may have to drive an hour or an hour and a half to attend face-to-face courses. Local high schools have expressed interest in partnering with the college so that students may take college courses, and we currently have Dual Credit opportunities through two career centers.

- c. **Related occupations.** Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See CTE Career Clusters or Illinois Programs of Study for more information on Career Clusters and Programs of Study in Illinois. Complete the **Occupational Chart** (Part B).

The overall Career Cluster for the AAS program proposed is, “Education and Training.” The related Pathways may include, but are not limited to: Preschool Teachers, Aides, Preschool & Child Care Program Directors, Child Care Assistants, Child Life Specialist, and Early Childhood Teachers and Assistants.

d. Supply-Demand Information. Append in Part B labor market information from current sources (i.e., the Illinois Department of Employment Security) which represent projected demand/job openings versus existing supply/completers in related programs in *your district and/or neighboring districts as appropriate*. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of all districts to be served. Complete the **Enrollment Chart** (Part B).

e. Alternate Documentation. If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application. See ICCB's "Labor Market Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval" for more information. Appendix B - Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval

Additional documentation is being provided as an appendix to Part B. Labor market data regarding growth of the field does not demonstrate the entire need or take into account turnover rate in the early childhood field. Provided in the appendix are emails and job announcements for early childhood educator openings. The Coordinator of the Early Childhood Program frequently receives emails regarding job openings.

f. Planning and Collaboration. Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.

Overall the college is moving in the direction of desiring to add additional programs and alternative delivery formats to better serve the regional businesses and agencies. Early Childhood was an obvious choice to expand to an online degree option for many reasons. Multiple Early Childhood Education courses were being offered in hybrid and online formats. For years, past Early Childhood Education AAS graduates have elected to pursue a bachelor degree program through online BA programs, such as Kendall College. If students have the opportunity to be introduced to online learning through the AAS, they will be better prepared to complete a higher degree in an online format. As previously mentioned, the college once had a physical presence in the far western part of the district with a facility in Elizabeth, Illinois. However, the college no longer maintains the facility, and potential students are being recruited by community colleges in Wisconsin and Iowa where the commute may be shorter than to the college.

1) Educational & Workforce Partnerships. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.

The college already has a full-time early childhood education coordinator along with part time faculty that teach early childhood courses and currently work in the early childhood field. The local preschools and child care centers throughout the district are willing to take on practicum students for the traditional students. The early childhood education coordinator is collaborating with the University of Washington and pursuing additional online degree programs to create opportunities for students to pursue further degree opportunities. The Early Childhood Education program is a member of the EarlyEdU Alliance which is a higher education collaboration in early childhood teaching. The EarlyEdU Alliance is committed to making relevant, affordable bachelor's degrees accessible to the early childhood workforce.

2) Employer Input. Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Minutes and Letter of Support are provided

- f. **Related Offerings:** Describe what similar programs are being offered by your institution and other training providers within your district. Include information on neighboring districts or border state providers as appropriate.

The college has an AAS Early Childhood Education degree that is related to the proposed degree in Early Childhood Development Online. The nine core courses in the ECE-AAS degree are in the proposed AAS degree as well as into the AA degree with an ECE emphasis so a student can easily change majors or stair step from proposed program into the AA degree program.

The only early childhood AAS online program in the state is offered through Southeastern Illinois College.

- g. **Regional Programs:** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (i.e. via distance learning, online education or campus branches) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

N/A

2. **Need Summary.** Provide a brief summary of your findings which support the need to develop and offer the proposed program(s) within your district. Include any additional information not already reported that illustrates demand for the program(s).

The Occupational Outlook Handbook indicates almost a 14% increase in careers related to early childhood. District-wide, we have trouble retaining long term employees, and there is a high turnover rate. Potential employers consistently contact the Coordinator of the ECE program regarding openings and requests for potential staff.

CURRICULUM QUALITY

1. **Curriculum Information.** Demonstrate the college has developed quality curricula that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

- a. **Program purpose:** Describe the goal for individuals completing this program(s) in terms of gaining employment and continuing their education. If submitting a degree and certificate together, delineate the level of education, skill and employment for each.

The most natural progression is for someone new to early childhood to enter the already established Certificate program who then can potentially enter the workforce at an entry level position. This same person can progress beyond the Certificate program and continue seamlessly into and complete the AAS degree. This would allow for career advancement beyond entry level positions. However, the program may support a person currently in the early childhood workforce with career advancement possibilities. With the new Quality Rating and Improvement System for early childhood programs in Illinois, ExeLeRate Illinois, early childhood programs are expected to meet advanced standards of quality of care in order to be recognized at higher Circles of Quality. Part of the focus of Circles of Quality revolves around the education and training of the staff. For example, a program at the Gold Circle of Quality is expected to have at least 20% of teaching staff with a minimum of a Gateways ECE Credential Level 5 (which requires a bachelor degree) and an additional 20% of teaching staff with a minimum of a Level 4 ECE credential (which requires an associate degree). As an entitled ECE program, students that complete this degree will be eligible for the Level 4 ECE credential. When teaching staff leave a position, programs throughout the state

have described difficulty in finding staff to replace those with the higher credentials so that they can maintain the current Circle of Quality status.

1) Catalog description. Provide a description of the program(s) as it will appear in the college's catalog.

Associate of Applied Science

ABOUT OUR PROGRAM

The field of early childhood is a growing and ever-changing field filled with diverse opportunities. In order to provide quality care and education in child development, an individual must have a passion for learning and the professional skills that can transform young children's lives. Potential careers include working directly with young children and their families through teaching in public and private schools, Head Start programs, child care centers and family child care homes. The program is dedicated to addressing the needs and interests of young learners of diverse ethnicity, race, socio-economic background and ability. Through your online education courses, you will be introduced to the concepts of early childhood development that include child behavior, social-emotional development, health and safety, observation and assessment and curriculum planning.

At Highland Community College, we have a variety of pathways designed to support your professional growth. Whether you are interested in earning a Gateways Credential (<http://www.ilgateways.com/en/credentials>) or are planning to transfer to a four-year program, we have the courses and opportunities to meet your education and career needs. Our courses are designed around the following three Pathways: Direct Exit, Credential Continuing, and Credential Transfer.

The Credential Continuing Pathway is designed for students who are seeking employment and/or working in the field and who plan on progressing through each of the credentials with the goal of attaining their AAS. Courses are laid out in a four-semester sequence, with milestones of credential attainment marked along the way. This program contains 29 required ECE semester hours, 24 required related semester hours consisting of general education courses, and 6 ECE elective semester hours. The program of study must be taken in its entirety to meet degree requirements. Courses within the curriculum are based on the Illinois Professional Teaching Standards, the Gateways Early Childhood Competencies, the National Association for the Education of Young Children Professional Preparation Standards, and the Early Childhood Special Education standards. As a "blended" program, the courses integrate knowledge and effective practices from the fields of early childhood education and early childhood special education, which prepares students to recognize, support, and enhance the vast diversity of child and family development and learning needs. The early childhood certificates are wholly contained in the Early Childhood Development Online degree.

Each of our pathways is designed to support the attainment of Gateways Credentials. The Gateways Credential is recognized by the Illinois Department of Human Services Bureau of Child Care and Development. Credentials are required for varied Circles of Quality in ExceleRate Illinois and can be used as a prerequisite for employment within early learning programs. To earn you Level 2-4 ECE, Level 2-4 Infant/Toddler, or Illinois Director Credential Level I at Highland Community College, you are required to follow a prescribed course of study. Please be sure to contact the Coordinator of the ECE program for further information about these credentials and required courses. These credentials promote access to varied career opportunities within the field, as well as opportunities to transfer to a four-year program to continue courses of study.

2) Curriculum. Complete the Curriculum Chart (Part B) indicating the general education, career and technical education, work-based learning and elective requirements and options to complete the program. Include a Curriculum Chart for each program.

See attached Chart (Part B)

b. Educational alignment: Describe how the proposed program(s) illustrate a Program of Study. See ICCB's Programs of Study website for more information: [Illinois Programs of Study](#).

1) Academic/Curricular Alignment. Describe the alignment of content between secondary and postsecondary coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?

The college has several long standing Dual Credit agreements with area secondary schools and career centers. Both regional career centers are willing to align their course work with the college, with one already having the curriculum in place. The early childhood program coordinator is member of Early Childhood Consortium (ECC), which is a local early childhood network consisting of the majority of early care and education programs in the largest county of the district. Through this network, the college is establishing small cohorts from the early childhood workforce which will establish learning communities; thereby, increasing retention and completion.

2) Relationship to existing curricula at the college: Indicate how this program(s) may provide educational laddering opportunities between short- and long-term certificates and degree curricula.

The most natural progression is for someone new to early childhood to enter the Certificate program who then can potentially enter the workforce at an entry level position. This same person can progress beyond the Certificate program and continue seamlessly into and complete the AAS degree. This would allow for career advancement beyond entry level positions. The short- and long-term certificates as well as degree curricula are currently present. This degree offers the entire degree in an online format which will make it accessible to a larger audience.

3) Articulation. Specify how the program is structured or articulated to provide educational opportunities for students beyond community college (i.e. baccalaureate capstone programs). If applicable, include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.

The AAS and Certificate in Early Childhood Development support two of the IAI major panel's recommended courses thus far. These two courses represent the core of the AAS and Certificate Early Childhood courses as well as Gateways Level 2 credential requirements. Additionally, 24 of the AAS courses are general education courses. HCC will also be working with Washington University and Kendall College on articulation support.

4) Academic & Technical Skill Requirements. Describe how the college ensures that the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

(a) Academic Entry Skills: Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. How will the college ensure appropriate remediation for students (e.g. through Academic Support Services or CTE/DevEd Bridge Instruction). Students who take the AAS or Certificate in early childhood development will be required to take the HCC placement test. This test covers math, reading, and writing. Students will need to meet the college ready level in all three areas to take the

appropriate courses. Those students who do not meet the minimum level will take the appropriate transitional courses. They will also have available to them summer bridge courses, tutoring, and other academic support services to assist them to meet the requirements needed to be successful in math, reading, and writing and other required courses in the Early Childhood Development Online AAS and certificates.

- (b) General Education:** Describe how the general education requirements support the technical skill requirements of the CTE program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?

The long-term certificate program has the minimal math requirement, has college level writing required, and is rounded out with the remaining early childhood courses needed for entry level positions. The AAS degree program has the minimal math requirement, has two college level writing courses required, one science course, and one social science course and is filled with early childhood coursework. The degree is rounded out with some technical skill courses like Information Technology and Practicum course work.

- (c) Technical Skills:** Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification required or optional for job entry?) What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

As addressed previously, Highland has been approved as a Gateways to Opportunity Entitled Institution. Gateways to Opportunity is the statewide professional development system in the state of Illinois for the field of early childhood. Through Gateways, credentials are awarded as symbols of professional achievement at different levels, and they are stackable as individuals proceed through higher levels of educational attainments and work experience. Gateways credentials are recognized by the Illinois Department of Human Services Bureau of Child Care and Development. As previously mentioned, higher levels of Circles of Quality in ExceleRate Illinois require different levels of employees with Gateways credentials. As a Gateways Entitled Institution, students are eligible for different levels of credentials as they proceed through the early childhood stackable certificates and degrees.

- 5) Career Development.** Describe how career information, resume building and job search activities are incorporated into the curriculum.

Every student has access to the college's Career Center that will assist in resume building and job search. The college recently purchased an online tool that allows both the student/employee and employers to post resumes and positions open. Specific career information will be provided to those students enrolled in the Early Childhood Assessment Seminar course. We also realize that many of the students within the AAS and certificate program are already in the workplace related to these programs, but are simply pursuing coursework for professional development and advancement.

6) Course Syllabi. Append in Part B the appropriate ICCB course forms and course syllabi for new courses or any existing courses that are being modified significantly for the proposed curricula.

c. Work-Based Learning. Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

Every student pursuing the AAS degree is required to complete 64 hours of work-based learning. The long-term certificate does not require it, but it is allowed as an option within the certificate. Once again the certificate has many purposes. One, it is a smaller exploratory type program leading those in it to the full AAS degree. It is also a Professional Development opportunity as a possible measure of completion for advancement and most likely be made up of several students currently working in the field thus not needing the workplace experience hours.

For students that are not in the workforce but wish to pursue at Gateways Level 4 credential, ECE 209, ECE Internship may be a “reason substitution” for courses listed within the CTE electives. The ECE Internship required 225 hours of workplace experience in which the student works with the Coordinator of the ECE program to locate an appropriate placement.

d. Accreditation for Programs. Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?)

There is no formal accreditation required for this program. However, HCC Early Childhood Program submitted an application to Illinois Gateways to Opportunity to be an entitled institution. The college received official notification on April 8 2018 that Highland Community College was approved for the following credentials: ECE Credential – Levels 2, 3, and 4; Infant/Toddler Credential – Levels 2, 3, and 4; and Illinois Director Credential – Level I. The entitlement status is valid through December 31, 2023. Approximately 1 year before the end date, the college will receive a letter with information regarding the timeline for the renewal process. The college will have to submit an application for entitlement renewal. As a result of this approval, students are eligible upon completion of the various prescribed certificates and degrees for the coordinating credentials.

e. Assessment of Student Learning: Describe how the college plans to ensure students will meet the objectives for this program through evaluation of knowledge and skills at both the course and program-level.

1) Student Learning Objectives. Describe or list the broad program-level learning objectives/outcomes that each student is expected to have mastered upon completion of each program related to:

- the general education component of the curriculum, and
- the career and technical education component of the curriculum.

Upon completion of the AAS in Early Childhood Development Online, the student will have mastered the HCC general education outcomes. These outcomes are mastery in Written Communication, Oral Communication, Quantitative Literacy, Information Literacy, and Critical Thinking. They will have completed the core ECE courses providing them significant understanding of Early Childhood Development and the related career pathways available. They will have completed 64 hours of workplace experience and made necessary connections with local agencies for potential employment.

- 2) Assessment of Student Learning Objectives.** Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).

The course-level assessments will range from exams, projects, and papers to various online and discussions activities. Students will utilize group projects, video assessments, reflections and other activities. For the Gateways to Opportunity application, each of the competencies within each credential for which the college was identified was identified as being specifically assessed with a key assessment. These key assessments are completed at the course level.

The end-of-program assessment will utilize cumulative course completion and a portfolio review. The early childhood program has identified program outcomes based on Gateways to Opportunity credentials and the National Association for the Education of Young Children Professional Preparation Standards. Students begin the process of establishing an electronic portfolio in ECE 121, Introduction to ECE. As students progress through the Early Childhood Development Online program, they will be guided to place the required key assessments into their portfolio. However, it is during the capstone course of ECE 212, Early Childhood Assessment Seminar that portfolios will be collected, reviewed and assessed.

f. Continuous Quality Improvement.

- 1)** Describe how the college will utilize continuous quality improvement to ensure the curricula remains rigorous and relevant.

The AAS program will be part of the college's overall Gen Ed assessment process. There will be regular ICCB program reviews. The program will be required to resubmit applications to Gateways to Opportunity for approval every 5 years. In addition, the AAS program will be reviewed annually through the ECE Advisory Board. Course instructors will be evaluated by their supervisors on the same schedule as the college and students will evaluate instructors every semester.

- 2)** Describe how the college will use Assessment of Student Learning information/data to improve the curricula.

Individual departments review data annually to determine the necessary steps for improvement. Specifically for Online courses, the faculty will work with the staff resource person that specializes in online delivery. The college has an established process for gathering data at a course level as well as a program level each semester. The AAS program will follow the process and report data information as well improvement plans to the Dean and College Academic Officer each semester.

- 3)** Include a list of educational, business and community partners that participate in the improvement process.

The early childhood advisory board which consists of early childhood centers and preschools and other key community partners make up the community partners. Within the institution, part-time faculty and dual credit instructors also participate in the improvement process. Gateways to Opportunity provides leadership from the state level in the improvement process.

2. Unique or noteworthy features of the program. Describe how the proposed program(s) stands apart from other programs similar in nature. Include information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning).

The AAS will be taught utilizing online courses only. Additionally, the early childhood program is a member of the EarlyEdU Alliance and utilizes online courses that have been designed for those in the workforce so that the activities and assignments are completely applicable in the field. Many assignments require that students record themselves working with children upon which they provide reflection and feedback to one another. Videos are uploaded to an online technology tool created specifically for EarlyEdu called Coaching Companion. This provides the opportunity for students to demonstrate their competencies and reflect upon their practices.

3. Faculty Requirements. Describe the number of other faculty, existing and new, that will be required to implement and support the program.

a) Faculty Qualifications. Complete the **Faculty Qualifications Chart** (Part B). Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study (i.e. Cosmetology Instructor Certification to teach Cosmetology).

See attached Chart (Part B)

b) Faculty Needs. Complete the **Faculty Needs Chart** (Part B) to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

See attached Chart (Part B)

4. Academic Control. Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

The Early Childhood department is housed in the Business and Technology Division. The Early Childhood Education program is subject to regular program reviews. This degree will be within the Early Childhood department. Additionally, all program changes will be reviewed and approved by HCC's Curriculum and Instruction Committee. Additionally, any training opportunities will be coordinated through the Business Institute and the Business and Technology Division.

a) Internal Oversight. Indicate what department and staff at the institution are responsible for maintaining the academic integrity of the program.

The Early Childhood department is housed in the Business and Technology Division. That department's coordinator and academic dean will have day to day oversight of the program as well as complete and final responsibility over the entire program. The CAO will provide guidance and approval over the entire program's curriculum. When there are significant changes to a program, the changes would have to be submitted and passed through the college's Curriculum and Instruction Committee prior to approval.

b) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement to the application if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

N/A

COST ANALYSIS

Verify the college has the fiscal resources in place or budgeted to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

- 1. Source of Funds.** Specify the source of funds the college will use to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, \$5,000 for program development; or USDOL Grant, \$10,000 for equipment).

The Early Childhood Development Online program, as mentioned above, will fit into an existing program. It will not be necessary to reallocate resources as the courses are already being taught, just not necessarily online at this time. Internal funds via tuition, fees, and state reimbursement will be used to support the program. In the future, potential grant opportunities will be explored. Additionally, there are no associated fees to utilizing EarlyEdU courses as it is being funded through the Bill and Melinda Gates Foundation.

- 2. Equipment.** If necessary, append to Part B of the application a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

No additional equipment is needed to implement the program.

- 3. Facilities.** Verify the college has adequate facilities (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses, labor councils, community organizations, etc...) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.

HCC has adequate infrastructure to support the addition of the Early Childhood Development Online program. Specifically, the Academic Technology Resources department is designed to assist in online learning for both faculty and students. They not only offer the basics of setting up courses in the course management system, but they offer resources, support, and training for instructors.

- 4. Finance.** Complete the **Finance Chart** (Part B) to identify new direct costs to establish the program over the next three years.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the college's projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

OCCUPATIONAL DEMAND

OO

1. a) Labor Market Data. *Append* any occupational or industry projections data that supports the need for the proposed program(s).

1. b) Occupational Chart. List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.		
Soc Job Titles & Codes * (and other Job titles if alternate date also submitted	Annual District Openings *	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
119031, Education Administrators, Preschool and Child Care Center/Program	342 (State data)	13.67% growth 2014-2024
252011, Preschool Teachers, Except Special Education	21, 159 (State data)	13.97% growth 2014-2024
252011, Preschool Teachers, Except Special Education	LWA 4- 14	5.43% growth 2014-2024
399011, Child Care Workers	LWA 4-15	1.43% growth 2014-2024
		There is only one community college early childhood program online in Illinois. Completers from Southeastern Illinois College: 2013-9, 2014-6, 2015-4, 2016-5, 2017-4 for a total of 28 in the past 5 years

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the [IDES Illinois Dept. of Employment Security website](#).

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

1. c) Enrollment Chart. Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).			
	First Year	Second Year	Third Year
Full-Time Enrollments:	4	6	10

Part-Time Enrollments:	6	8	10
Completions:			10

CURRICULUM STRUCTURE

2. a) Curriculum Chart. List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "*" courses with pre-requisites; *italicize* transferrable courses. **BOLD** new courses.

Program Title:					
	Course Prefix/#	Course Title	Credit Hours	Lecture Hours (include contact hrs <u>new</u> courses only)	Lab Hours (include contact hrs <u>new</u> courses only)
General Education Courses (<i>required</i> coursework). Specify Courses.	BUSN 125	Math of Business	3		
	ENGL 121	Rhetoric and Composition I	3		
	ENGL 122	Rhetoric and Composition II	3		
	SPCH 191	Fundamentals of Speech	3		
	INFT 180	Introduction to Information Systems	3		
	PSY 161	Introduction to Psychology	3		
	PHIL 282	Ethics	3		
		Physical/Life Science course	3		
		Select one from the following as a General Education Elective (SOCI 276, Racism & Diversity/ Contemp Soc; HUMA 104, Introduction to Humanities; EDUC 225, Educational Technology)	3		
Total			27		
Career and Technical Education (CTE) Courses (<i>required</i> coursework)	ECE 121	Introduction to ECE	3		
	ECE 122	Child Growth and Development	3		
	ECE 123	Health, Safety & Nutrition for the Young Child	3		
	ECE 125	Assessment in Early Childhood Settings	3		
	ECE 126	Observation & Guidance of Young Child	3		
	ECE 202	Curriculum in Early Childhood Settings	3		
	ECE 203	Home, School, & Community Relations in EC	3		
	ECE 204	Exceptional Child in EC Programs	3		
	ECE 212	Early Childhood Assessment Seminar	3		
Total			27		
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	ECE 128	Practicum	2		
Total			2		

CTE Electives	ECE 205	Intro to Infant/Toddler Care & Education	3		
	ECE 213	Inclusive Environments for Infants & Toddlers	3		
	ECE 208	Supervision & Admin of Child Care Prog	3		
	ECE 215	Mentoring in Early Childhood	3		
<i>Total</i>			6		
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			62		

2. b) Curriculum Sequence. Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college’s catalog.

2. c) Contractual/Cooperative Agreements. Append to Part B a copy of the contractual or cooperative agreement if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.

FACULTY REQUIREMENTS

3. a) Faculty Qualifications. Cite the minimum qualifications for new and existing faculty.

Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Master’s Degree	Early Childhood Education or Child Development	N/A	5-8	Full-time 1-2

3. b) Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty						
# of Existing Faculty	1	2	1	2	1	2

FISCAL SUPPORT

4. a) Equipment. If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.

4. b) Finance Chart. Identify projected new direct costs to establish the program.

	First Year	Second Year	Third Year
Faculty Costs	n/a	n/a	n/a
Administrator Costs	n/a	n/a	n/a
Other Personnel costs (specify positions)	n/a	n/a	n/a
Equipment Costs	n/a	n/a	n/a
Library/LRC Costs	n/a	n/a	n/a
Facility Costs*	n/a	n/a	n/a
Other (specify)			
TOTAL NEW COSTS	n/a	n/a	n/a

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

NICAA HEAD START
Stephanie M. Lewis
Director

511 S. Liberty
Freeport, IL
(815) 235-3740



May 3, 2018

To whom it may concern,

This is a letter of support for a complete on-line early childhood degree program at Highland Community College. I am the director of NICAA Head Start and many of our employees have attended or are currently attending early childhood classes at HCC. Some of the classes offered are only offered during staff working hours. Although we allow them to leave work to attend school and return to work, at times it is hard to staff the room while that person is gone to school. A complete on-line program would be great and would eliminate the need for staff to leave. We have other staff who are in a BA program through another college and their classes are completely online and they never have to leave work to attend classes. I think this would be a great option for HCC to have for the working student.

Sincerely,

Stephanie Lewis
Director
NICAA Head Start
Freeport, IL
61032

**AGENDA ITEM #X-B-1
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY 5.14
INVENTORY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for a second 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.

No additions or revisions have been made since Trustees approved the first reading during the May 15, 2018, regular meeting.

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
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policies in Chapter I of the Policy Manual and reaffirms for second 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:

<u>Policy #</u>	<u>Change</u>
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.

No additions or revisions have been made since Trustees approved the first reading during the May 15, 2018, regular meeting.

BOARD ACTION: _____

CHAPTER I
BOARD OF TRUSTEES
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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 ~~12/18/12~~ Reaffirmed)

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~~^{revised 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-B-3
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

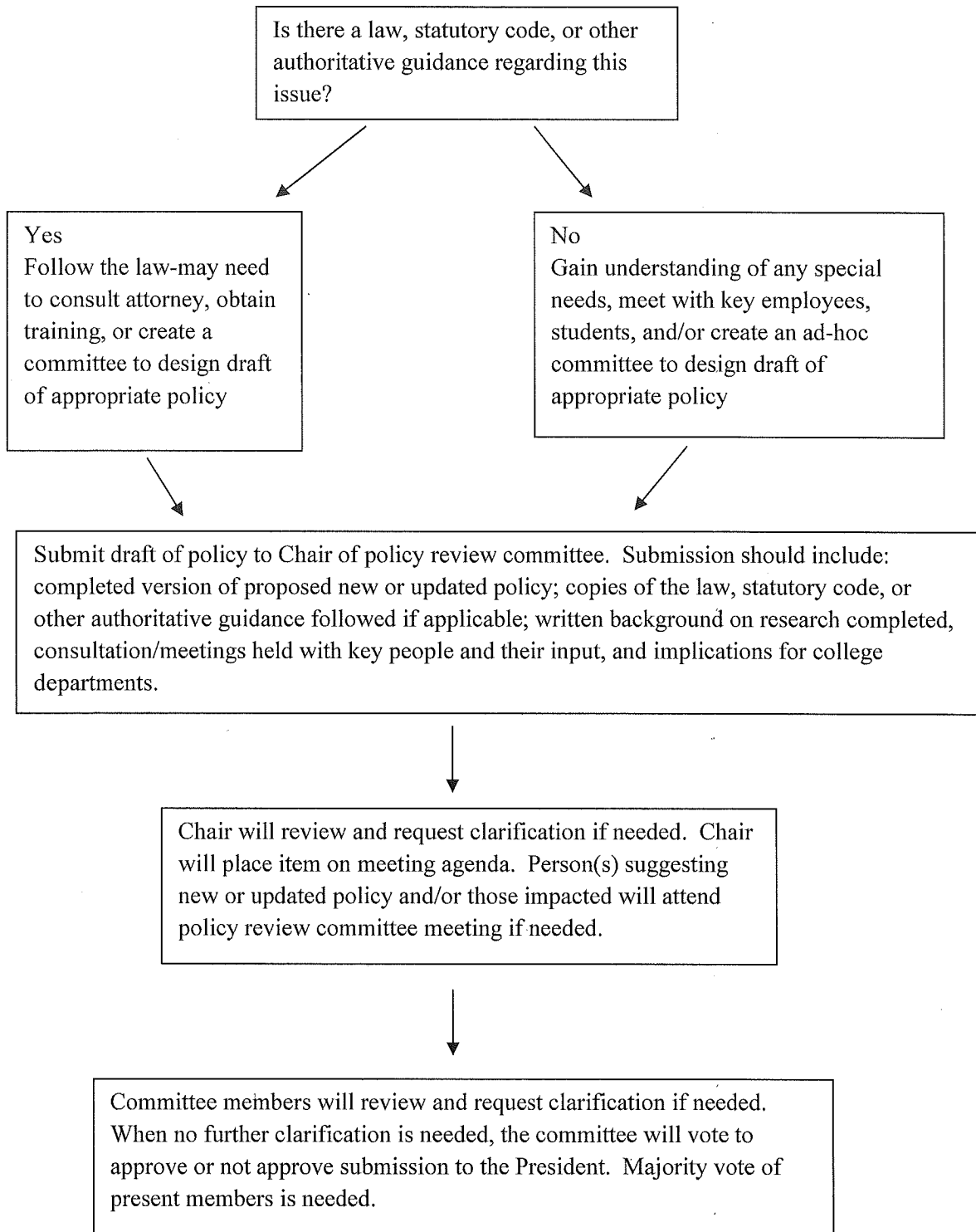
**FIRST READING – POLICY MANUAL APPENDIX
PROCESS FOR PRESENTING NEW POLICIES/UPDATES
TO THE POLICY REVIEW COMMITTEE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees affirms for first reading the attached appendix to the Policy Manual, Process for Presenting New Policies/ Updates to Policy Review Committee.

BACKGROUND: As part of the regular review of policies and appendixes, the Policy Committee has reviewed the attached appendix and had made no revisions.

BOARD ACTION: _____

Process for presenting new policies/updates to PRC
Reviewed July, 2018



AGENDA ITEM #X-B-4
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

FIRST READING – REVISED POLICY MANUAL APPENDIX
COLLEGE-AUTHORIZED SECURITY CAMERAS ACCEPTABLE USE GUIDELINES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised appendix to the Policy Manual, College-Authorized Security Cameras Acceptable Use Guidelines.

BACKGROUND: As part of the regular review of policies and appendixes, the Policy Review Committee has reviewed the attached appendix and had made the proposed revisions, as indicated with underlining. The revisions are primarily updates in employee titles.

BOARD ACTION: _____

Highland Community College

College-Authorized Security Cameras Acceptable Use Guidelines

Updated ~~September 2015~~ July 2018

Purpose:

Security cameras hereafter referred to as College-authorized security cameras, are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activities. The guidelines herein apply to all College and security service provider personnel in the use of College-authorized security cameras and their video monitoring and recording systems. These guidelines do not apply to cameras used for academic purposes.

Information obtained from College-authorized security cameras shall be used exclusively for law, policy and/or Code of Conduct enforcement, including, where appropriate, College judicial functions. Information obtained through the College-authorized security camera system is not intended for routine employee monitoring or evaluation.

Nothing in these guidelines is intended to limit the authority of Campus Security in law enforcement activities.

Locations:

College-authorized security cameras may be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots, and common areas and in areas containing high value inventory such as laboratories and the Bookstore. Security cameras will also be placed in the Testing Center. With the exception of the Sports Complex, the Testing Center and the Bookstore, College-authorized security cameras are not monitored continuously.

The Director, Facilities and Safety will disseminate to the College President, Executive Vice President, Vice Presidents, and Associate Vice Presidents a list of the locations of all College-authorized security cameras used for the recording or monitoring of public areas. The list of locations will be continually updated and, with the exception of camera locations being used for surveillance or investigation, made available to all members of the College community upon request.

College-authorized security camera installations are in a dome-style type housing and will be visible.

Recording server and network connectivity operations reside in the College's secure data center with access limited to authorized ITS staff.

Access:

The President or his or her official designee and one of the following individuals; the Executive Vice President, a Vice President, Associate Vice President, or Director, Facilities and Safety must grant written authorization for access to security camera information (live or recorded), as well as placement and installation of security cameras. In no instance shall a person who is involved or who has a family member who is involved in a suspected incident be granted authorization as either a requestor or a reviewer of information.

If the President or Executive Vice President is involved in a suspected incident, the Associate Vice President of Human Resources and the Chair of the Board of Trustees will review security camera information together. If ~~the~~ a Vice President of Administrative Services is involved in a suspected incident, the President and the ~~Vice President of Academic Services~~ Executive Vice President or an Associate Vice President will review security camera information together.

Request for access must be made in advance, and must be made only upon rise of an incident. Request for access is not required in an immediate emergency; for routine system maintenance by IT; or for training purposes. Request for access must include: the requestor, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. Incidental information gathered as a result of the request may be used in the prosecution of criminal activity or for the investigation of violation of College policy.

For monitored security cameras, such as those utilized in the Sports Complex, the Testing Center and the Bookstore, the live footage will be monitored by authorized staff; however, access to retrieval of recorded information is limited to persons granted written authorization by the President or his or her official designee and one of the following individuals; the Executive Vice President, a Vice President, Associate Vice President, or Director, Facilities and Safety.

A system record log will be kept of all instances of access to and use of recorded material. IT will provide a bi-monthly report to the Vice President, Administrative Services. A manual log will also be kept of all instances of access to and use of recorded material that includes the requestor/viewer, date(s) and timeframe of the reported incident, description of the incident, and type of information being sought. The Vice President of Administrative Services and the President will review and match the system log to the manual log periodically and report to the ~~Chair~~, Board of Trustees.

Use of Information:

College and security services provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for

official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement business.

All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws, and will never be based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected categories. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All College and security services provider personnel with access to College-authorized security cameras will be trained in the effective, legal, and ethical use of monitoring equipment.

Periodically the College experiences patterns of criminal activity, both to persons and property. For the purpose of combating repeated criminal acts or suspected criminal activities, College-authorized security cameras may be requested for use in covert surveillance purposes to either deter the activity or apprehend the violators. No further announcement need be made prior to the actual placement of such cameras. Covert surveillance activity will continue only so long as it is necessary. These cameras and their use should be disclosed in periodic reports to the Vice President, Administrative Services after resolution of the case or cases so as not to interfere with law enforcement activities.

AGENDA ITEM #X-C-1
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

APPOINTMENT
EARTH SCIENCES AND GEOGRAPHY INSTRUCTOR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Steven Curran as full-time Earth Sciences and Geography Instructor in the Natural Science and Mathematics Department beginning August 16, 2018, at a FY19 salary of \$66,243 (based on MS+0, 7 years' experience), plus appropriate fringe benefits. This is a full-time faculty position and is within the FY19 budget.

BACKGROUND: Mr. Curran comes to us from University of Wisconsin-Barron County in Rice Lake, Wisconsin, where he was a full-time Senior Lecturer. Mr. Curran also teaches at Southern New Hampshire University as a part-time Online Lecturer. He taught Geography and Geology part-time for one semester at the University of Wisconsin-Baraboo in Sauk County. Prior to that, he taught at University of Wisconsin-Whitewater.

Mr. Curran creates a learning environment using an assortment of teaching modes providing a strong introduction to the Earth and Physical Sciences. He creates enjoyable and rewarding classroom experiences for students of all backgrounds and at all levels and interests. Mr. Curran has experience teaching at the introductory and intermediate levels at two-year and four-year campuses. Classes taught include Physical Geography, Weather and Climate, Meteorology and Climate, Natural Disasters, Environmental Conservation, Cultural Geography, World Regional Geography, Human Environmental Programs, and Environment and Consumption, among others. Mr. Curran also delivered a class to First Year students on techniques, skills, information and advice for being a successful college student. Mr. Curran states, "This experience of engaging, mentoring and advising new college students has equipped me with a range of skills for ensuring ongoing student engagement, retention and ultimately completion."

Mr. Curran completed his Master of Science in Geography from Pennsylvania State University, and obtained his Bachelor of Science in Physical and Environmental Geography from University of Wisconsin-Whitewater.

Mr. Curran shows commitment to student learning by his interactions and availability to students. He is active in community outreach and has been advisor to student clubs. Mr. Curran's enthusiasm, experience, knowledge, and drive for student success make him the perfect choice for this position. We look forward to his commitment and involvement with students, the College, and the Highland community.

BOARD ACTION: _____

AGENDA ITEM #X-D-1
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

INTERFUND TRANSFER FROM THE
RESTRICTED PURPOSES FUND TO THE OPERATING FUND

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$18,581 from the Restricted Purposes Fund to the Operating Fund.

BACKGROUND: The recommended transfer is to support music related budget centers in accordance with the Lois Mannon Music Chair funds received by the College. This transfer is included in the FY18 permanent budget.

BOARD ACTION: _____

AGENDA ITEM #X-D-2
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

HEALTH INSURANCE RATES AND HEALTH SAVINGS ACCOUNT OPTION

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees establishes the following monthly rates for medical, dental, and vision insurance during FY19 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 838.95	Retiree Only	\$ 838.95
Family Plan	\$2,097.35	Retiree with Family Plan	\$2,097.35

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 772.03	Retiree Only	\$ 772.03
Family Plan	\$1,930.03	Retiree with Family Plan	\$1,930.03

Dental (Blue Cross Blue Shield):

Employee Only	\$ 30.86	Retiree Only	\$ 30.86
Employee + Spouse	\$ 62.77	Retiree + Spouse	\$ 62.77
Employee + Child(ren)	\$ 64.80	Retiree + Child(ren)	\$ 64.80
Family Plan	\$ 115.71	Retiree with Family Plan	\$ 115.71

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

BACKGROUND: The goals of the College health plan are to provide participants protection from catastrophic financial loss, provide participants with choices in health care options, and help the College remain sustainable and competitive. The College will continue to offer two medical plan options: a Blue Cross Blue Shield PPO plan and a Blue Cross Blue Shield HDHP, both of which are similar to the plans offered in FY18.

Blue Cross Blue Shield offered a discounted renewal for medical insurance premiums due to the College making two optional (100% employee paid) Blue Cross Blue Shield products available to employees. This resulted in medical insurance premiums increasing only 1.7% for the PPO plan and 1.3% for the HDHP plan from FY18. The College will contribute 80% toward the cost of medical and dental premiums for current employees in FY19 and does not contribute toward the cost of retiree premiums. The voluntary vision plan premium is paid 100% by employees.

BOARD ACTION: _____

**AGENDA ITEM #X-D-3
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

INTERCOLLEGIATE ATHLETIC INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Tim Hood to accept the proposal from First Agency for an insurance program as follows: intercollegiate accident and intercollegiate catastrophic at an annual premium not to exceed \$43,088.

BACKGROUND: With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College has partnered with First Agency for over 20 years for intercollegiate insurance coverage and has been pleased with their services. The premium for the annual coverages, listed above, is \$4,010 lower than for the previous fiscal year due to the College's claims experience.

BOARD ACTION: _____

**AGENDA ITEM #X-D-4
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PROPERTY AND LIABILITY INSURANCE

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board authorizes President Tim Hood to accept the proposal from the Illinois Counties Risk Management Trust (ICRMT) for an insurance program as follows: Property, Auto, General Liability, Educator's Legal Liability, and Umbrella at an annual premium not to exceed \$122,380.

BACKGROUND: With the College's insurance broker, Dimond Brothers, the College has reviewed its insurance program for the insurance products mentioned above. The College joined the Illinois Counties Risk Management Trust in 2016 and has been satisfied with the services. The premium for the annual coverages, listed above, is \$17,084 lower than for the previous fiscal year due to the claims experience of the College and the participants in the ICRMT pool, as well as the College's risk management program.

BOARD ACTION: _____

**AGENDA ITEM #X-D-5
JUNE 19, 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 May 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 330519 through 330882 amounting to \$965,091.28, Automated Clearing House (ACH) debits W0000472 through W0000476 amounting to \$10,243.96. Other Debits D0000079 through D0000081 amounting to \$35,929.83, and Electronic Refunds of \$3,737.93, with 4 adjustments of \$2,266.10, such warrants amounting to \$1,012,736.90. Transfers of funds for payroll amounted to \$582,979.12.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for May consist of replenishing petty cash in the cashier's office \$69.83 and Bookstore buyback \$35,860.00. Electronic Refunds are issued to students.

BOARD ACTION: _____

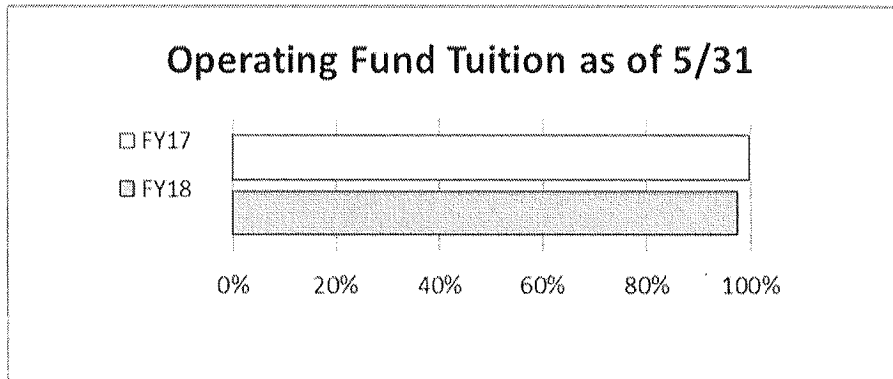
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, May 31, 2018

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$230,331.41	\$0.00	\$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
TOTAL ASSETS	\$423,363.02	\$0.00	\$0.00	\$423,363.02
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	82,946.28			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
TOTAL	\$423,363.02	\$0.00	\$0.00	\$423,363.02

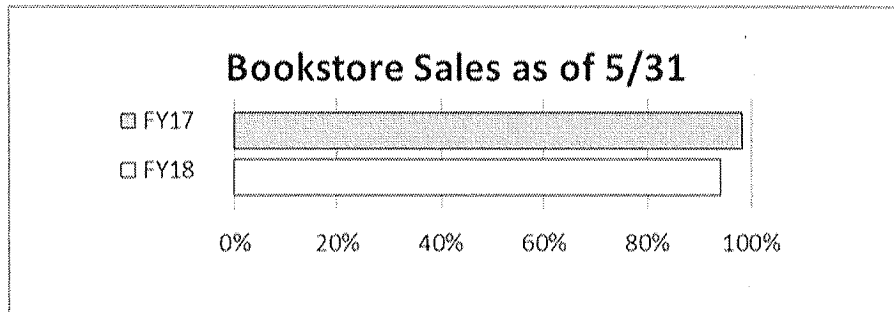
**AGENDA ITEM #XI-A
JUNE 19, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18**

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

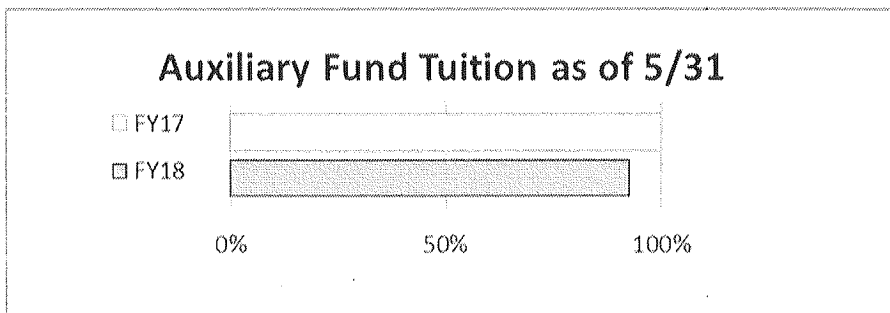
- As of May 31st, the College has received all of the FY17 allocations and 10 monthly payments of FY18 allocations of unrestricted funding from the State. Grant funds have been paid according to schedule and/or reimbursement requests. MAP grant funds been received and distributed for the 2017-2018 academic year.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY17 results to FY18 results as of May 31st. The FY17 bar is the year-to-date results as of May 31, 2017, divided by the actual year end results for FY17. The FY18 bar is the year-to-date results for May 31, 2018, divided by the annual budgeted amount for FY18.



Impact = FY18 appears to be about 3% less than the amount budgeted. If FY18 actual tuition and fee revenue is 3% less than budgeted, that amounts to about \$163,000.



Impact = FY18 sales may be \$40,000 less than budgeted; however, net income may be on budget due to lower costs of items purchased for resale. If a deficit in the fund occurs, a transfer from the Operating Funds may be required.



Impact = FY18 appears to be about 7% lower than budgeted. If FY18 actual Auxiliary Fund tuition is 7% lower than budgeted, that amounts to about \$23,000.

AGENDA ITEM #XI-A
JUNE 19, 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 May 31, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$3,003,880	49.8%
Credit Hour Grants	1,084,350	1,003,828	92.6%
Equalization	50,000	41,667	0.0%
ICCB Career/Tech Education	112,167	124,630	111.1%
ICCB Performance	-	8,800	0.0%
CPP Replacement Tax	333,108	297,203	89.2%
Dept. of Educ.	6,000	22,028	367.1%
Other Federal Sources	29,541	-	0.0%
Tuition & Fees	5,416,610	5,283,329	97.5%
Sales & Services	39,250	50,570	128.8%
Facilities Revenue	108,876	89,427	82.1%
Interest on Investments	8,000	31,338	391.7%
Non-Govt. Gifts, Grants	889,398	679,866	76.4%
Miscellaneous	16,489	49,055	297.5%
	-----	-----	
Total Revenue	\$14,128,087	\$10,685,621	75.6%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$7,900,461	89.0%
Employee Benefits	2,324,610	1,991,360	85.7%
Contractual Services	805,650	652,261	81.0%
Materials & Supplies	926,435	697,255	75.3%
Conference & Meeting	282,618	177,902	62.9%
Fixed Charges	57,612	50,365	87.4%
Debt Certificate Payment	439,431	410,866	93.5%
Utilities	659,741	591,119	89.6%
Capital Outlay	-	37,229	0.0%
Other Expenditures	447,484	280,868	62.8%
Transfers (In) Out	105,119	10,316	9.8%
	-----	-----	
Total Expenditures	\$14,928,441	\$12,800,002	85.7%
Excess of Revenues Over Expenditures	(\$800,354)	(\$2,114,381)	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 5/31/18	\$3,079,855	\$1,765,828	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$741,500	\$400,986	54.1%
Interest on Investments	-	8,587	0.0%
Other	-	-	0.0%
Total Revenue	\$741,500	\$409,573	100.0%
EXPENDITURES:			

Contractual Services	125,698	28,631	22.8%
Materials & Supplies	8,995	40	0.4%
Capital Outlay	1,974,653	1,043,980	52.9%
Transfers Out	-	-	0.0%
Total Expenditures	\$2,109,346	\$1,072,651	50.9%
Excess of Revenues Over Expenditures	(\$1,367,846)	(\$663,078)	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
Fund Balance 5/31/18	\$515,007	\$1,219,775	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$292,241	92.8%
Bookstore Sales	834,000	784,265	94.0%
Athletics	42,460	32,158	75.7%
Other	121,100	217,202	179.4%
-----	-----	-----	-----
Total Revenue	\$1,312,560	\$1,325,866	101.0%
EXPENDITURES:			

Salaries	\$302,850	\$238,322	78.7%
Employee Benefits	33,489	30,005	89.6%
Contractual Services	86,770	76,227	87.8%
Materials & Supplies	816,562	745,266	91.3%
Conference & Meeting	182,965	193,508	105.8%
Fixed Charges	5,470	3,614	66.1%
Utilities	600	600	100.0%
Capital Outlay	500	42,684	8536.8%
Other Expenditures	15,016	31,658	210.8%
Transfers	(135,000)	680	-0.5%
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Total Expenditures	\$1,309,222	\$1,362,564	104.1%
Excess of Revenues Over Expenditures	\$3,338	(\$36,698)	
Fund Balance 7/1/17	\$3,062	\$3,062	
-----	-----	-----	
Fund Balance 5/31/18	\$6,400	(\$33,636)	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$37,254	34.9%
Adult Education	273,927	164,269	60.0%
Other Illinois Sources	56,394	45,921	81.4%
Department of Education	4,422,960	4,390,747	99.3%
Other Federal Sources	34,443	34,304	99.6%
Tuition & Fees	575,000	528,611	91.9%
Sales & Service Fees	26,510	27,161	102.5%
Interest	18,581	20,038	107.8%
Non-govt. Gifts, Grants	23,400	220	0.9%
Other	304,785	268,223	88.0%
	-----	-----	-----
Total Revenue	\$5,842,727	5,516,748	94.4%
<u>EXPENDITURES:</u>			
Salaries	\$871,765	\$834,821	95.8%
Employee Benefits	181,984	151,462	83.2%
Contractual Services	588,030	452,428	76.9%
Materials & Supplies	85,982	119,285	138.7%
Conference & Meeting	55,760	36,631	65.7%
Fixed Charges	24,221	1,766	7.3%
Utilities	4,152		0.0%
Capital Outlay	31,299	35,937	114.8%
Other Expenditures	43,703	30,576	70.0%
Financial Aid	4,042,939	4,074,122	100.8%
Transfers out	13,881	(10,996)	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$5,726,032	96.3%
Excess of Expenditures Over Revenue	(\$100,989)	(\$209,284)	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 5/31/18	\$800,274	\$691,979	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18
 AUDIT FUND

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

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

Contractual Services	\$46,000	\$46,000	100.0%
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Total Expenditures	\$46,000	\$46,000	100.0%
Excess of Revenues Over Expenditures	(\$2,000)	(\$23,918)	
Fund Balance 7/1/17	\$13,048	\$13,048	
-----	-----	-----	
Fund Balance 5/31/18	\$11,048	(\$10,870)	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,694,688	\$841,678	49.7%
Total Revenue	\$1,694,688	\$841,678	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	(\$773,850)	
Fund Balance 7/1/17	\$964,572	\$964,572	
Fund Balance 5/31/18	\$978,539	\$190,722	

AGENDA ITEM #XI-A
 JUNE 19, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY18

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$993,000	\$476,648	48.0%
Other	0	10,170	100.0%
Total Revenue	\$993,000	\$486,818	49.0%
EXPENDITURES:			

Salaries	\$285,461	\$268,455	94.0%
Employee Benefits	347,553	280,143	80.6%
Contractual Services	296,012	275,014	92.9%
Materials & Supplies	11,900	12,814	107.7%
Conference & Meetings	13,200	1,864	14.1%
Fixed Charges	214,916	215,447	100.2%
Utilities	6,822	5,242	76.8%
Total Expenditures	\$1,175,864	\$1,058,979	90.1%
Excess of Revenues			
Over Expenditures	(\$182,864)	(\$572,161)	
Fund Balance 7/1/17	\$386,040	\$386,040	
Fund Balance 5/31/18	\$203,176	(\$186,121)	