

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
July 17, 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: June 19, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation of the Joe and Jennifer Kanosky HCC Student Trustee Scholarship
- VII. Foundation Report
- VIII. Consent Items
 - A. Academic
 - 1. Curriculum & Instruction Committee Report (Page 1)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 4)
 - D. Financial (None)
- IX. Main Motions
 - A. Academic (None)
 - B. Administration
 - 1. Second Reading – Policy Manual Appendix: Process for Presenting New Policies/Updates to the Policy Review Committee (Page 8)
 - 2. Second Reading – Revised Policy Manual Appendix: College-Authorized Security Cameras Acceptable Use Guidelines (Page 10)
 - 3. First Reading – New Policy 3.081: College Credit for Military Training/Experience (Page 14)
 - 4. First Reading – Policy Manual Policy on Policies (Page 16)
 - C. Personnel
 - 1. Differential: Director of Mass Communication Position (Page 18)
 - 2. Appointment: Transfer Coordinator/Academic Advisor, Project Succeed (Page 21)

- D. Financial
 - 1. Approval of Salary Increases for Administrative, Professional, and Classified Non-Union Staff (Page 22)
 - 2. Tentative Budget for Fiscal Year 2019 (Page 23)
 - 3. Payment of Bills and Agency Fund Report (Page 46)
- X. Reports
 - A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 48)
 - B. Student Trustee
 - C. Audit and Finance Committee Co-Chairs
 - D. ICCTA Representative
 - E. Board Chair
 - F. Administration
- XI. Old Business
- XII. New Business
- XIII. Dates of Importance
 - A. Next Regular Board Meeting – August 21, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- XIV. Adjournment

**AGENDA ITEM #VIII-A-1
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

CURRICULUM & INSTRUCTION COMMITTEE REPORT

RECOMMENDATION OF THE PRESIDENT: That the attached report of the course and curriculum changes for the July 1, 2017 through June 30, 2018 period be approved.

BACKGROUND: The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustee approval of the course and curriculum changes. In this FY18 report there were:

FY18

- 15 course additions
- 1 curriculum addition
- 40 course changes
- 6 curriculum changes
- 10 course withdrawals
- 3 curriculum withdrawals

FY17

- 7 course additions
- 17 course changes
- 4 curriculum changes

FY16

- 25 course additions
- 4 curriculum additions
- 25 course changes
- 6 curriculum changes
- 10 course withdrawals

FY15

- 13 course additions
- 4 curriculum additions
- 42 course changes
- 5 curriculum changes
- 29 course withdrawals
- 1 curriculum withdrawal

BOARD ACTION: _____

Curriculum & Instruction Committee

Changes FY18

COURSE CHANGES

MCOM240 Video Field Production II – repeatable **Approved by ICCB 2/18**

MTEC151 Machine Processes – removed prerequisite **Approved by C&I 10/17**

AUTB180 Basic Auto Electrical Systems – change from 4 credits, 2 lecture, 4 lab to 2 credits, 1 lecture, 2 lab **Approved by ICCB 10/17**

SOCI171 Introduction to Principles of Sociology – updated objectives and course description **Approved by C&I 10/17**

SOCI177 Introduction to Anthropology – updated course objectives **Approved by C&I 10/17**

SOCI274 The Family – updated course objectives **Approved by C&I 10/17**

SOCI276 Racism and Diversity in Contemporary Society – updated course objectives **Approved by C&I 10/17**

Course description updates for: ECE121, ECE122, ECE123, ECE126, ECE127, ECE128, ECE203, ECE204, ECE205, ECE206, ECE207, ECE208, ECE210 **Approved by C&I 2/18**

ECE211 Staff Mgmt. & Hum Rel in CC Programs – title change to ECE Staff Management Practicum and course description change **Approved by ICCB 2/18**

ECE212 Seminar in Early Childhood Education – title change to Early Childhood Assessment Seminar and course description change **Approved by ICCB 2/18**

HOSP111 Food and Beverage – change from 3 credits, 3 lecture to 4 credits, 4 lecture **Approved by ICCB 2/18**

CJS201 Criminology – updated title to Introduction to Criminology, updated syllabus **Approved by ICCB 2/18**

HLTH127 Community Healthcare – changing from NURS127 Community Nursing, changing from 1.2 to 1.1, changing CIP, changing credit hours from 2 credits, 2 lecture to 3 credits, 3 lecture **Approved by ICCB 4/18**

SOCI174 Death and Dying – updated course objectives **Approved by C&I 4/18**

SOCI271 Social Problems – updated course objectives and course description **Approved by C&I 4/18**

NURS296 Physical Assessment for Nurses – changed from 3 credits, 2 lecture, 2 lab to 2 credits, 1 lecture, 2 lab, updated course description, changed to not repeatable **Approved by ICCB 4/18**

AUTM111 Suspension and Alignment – changed from 5 credits, 2 lecture 7 lab to 5 credits, 2 lecture 6 lab **Approved by ICCB 5/18**

AUTM113 Braking Systems – changed from 4 credits, 1 lecture, 7 lab to 4 credits 1 lecture, 6 lab **Approved by ICCB 5/18**

AUTM115 Std Transmission & Final Drives – changed from 4 credits, 1 lecture, 7 lab to 4 credits, 1 lecture, 6 lab **Approved by ICCB 5/18**

AUTM120 Fund of Engines – changed from 3 credits, 1 lecture, 5 lab to 3 credits, 1 lecture 4 lab **Approved by ICCB 5/18**

AUTM122 Engine Components & Construction – changed from 3 credits, 1 lecture 5 lab to 3 credits, 1 lecture, 4 lab **Approved by ICCB 5/18**

AUTM124 Fund of Electricity – changed from 4 credits, 2 lecture, 5 lab to 4 credits, 2 lecture 4 lab **Approved by ICCB 5/18**

ELET293 Intro Programmable Logic Controller – changed to 6050/615 curriculum **Approved by ICCB 5/18**

MTEC120 Equipment Maintenance Skills – changed to 6050/615 curriculum **Approved by ICCB 5/18**

MTEC130 Intro to Remote Monitoring – changed to 6050/615 curriculum **Approved by ICCB 5/18**

MTEC263 General Hydraulics – changed to 6050/615 curriculum **Approved by ICCB 5/18**

OCED118 Workforce Safety Training – changed to 6050/615 curriculum **Approved by ICCB 5/18**
 PHYS143 General Physics I – changed from 5 credits, 4 lecture, 2 lab to 4 credits, 3 lecture, 2 lab
Approved by ICCB 6/18

COURSE ADDITIONS

CJS210 Criminal Procedure – 3 credits, 3 lecture **Approved by ICCB 10/17**
 COSM150 Instructor Program I – 3 credits, 1 lecture, 4 lab **Approved by ICCB 11/17**
 COSM152 Instructor Program II – 3 credits, 1 lecture, 4 lab **Approved by ICCB 11/17**
 COSM154 Instructor Program III – 3 credits, 1 lecture, 4 lab **Approved by ICCB 11/17**
 COSM156 Instructor Program IV – 3 credits, 1 lecture, 4 lab **Approved by ICCB 11/17**
 MCOM130 Video Production – 3 credits, 2 lecture, 2 lab **Approved by ICCB 2/18**
 MCOM160 Broadcasting Performance – 3 credits, 3 lecture **Approved by ICCB 2/18**
 MCOM260 Advanced Video Production – 3 credits, 1 lecture, 4 lab **Approved by ICCB 2/18**
 AGOC109 Pesticide License Training – 2 credits, 2 lecture **Approved by ICCB 4/18**
 AGRI192 Computer Application in Agriculture – 3 credits, 3 lecture **Approved by ICCB 4/18**
 AGRI160 Introduction to Food Science – 3 credits, 3 lecture **Approved by ICCB 4/18**
 HLTH120 Healthcare Navigator – 3 credits, 3 lecture **Approved by ICCB 4/18**
 ECE215 Mentoring in Early Childhood – 3 credits, 3 lecture **Approved by ICCB 4/18**
 HLTH101 Intro to Healthcare Delivery – 2 credits, 2 lecture **Approved by ICCB 4/18**
 SOCI234 Gender and Society – 3 credits, 3 lecture **Approved by ICCB 5/18**

COURSE WITHDRAWALS

SOCI275 Criminology – replaced with CJS201 – Introduction to Criminology **Approved by ICCB 2/18**
 WTEC 101, 110, 120, 121, 220, 221, 230, 231, 240 **Approved by ICCB 5/18**

CURRICULUM CHANGES

CJS AAS and AS degree changes (course line up) **Approved by C&I**
 CJS Certificate – changed from 21 credit to 24 credits **Approved by ICCB 10/17**
 ECE AAS – degree changes (course line up) **Approved by C&I**
 Business Administration AAS degree (1020/205) – inactivated **Approved by ICCB 6/18**
 Practical Nursing certificate (3000/419) – inactivated **Approved by ICCB 6/18**

CURRICULUM ADDITIONS

English emphasis for AA degree **Approved by C&I**

CURRICULUM WITHDRAWALS

Wind Turbine Technology AAS (6050/631) **Approved by ICCB 5/18**
 Advanced Wind Turbine Technology Certificate (6050/632) **Approved by ICCB 5/18**
 Basic Wind Turbine Technology Certificate (6050/643) **Approved by ICCB 5/18**

**AGENDA ITEM #VIII-C-1
JULY 17, 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 and Summer semesters 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: _____

Spring 2018								
Miscellaneous				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Roger	Goodspeed	6923	SPTP160ECC	Beg Watercolor Workshop	16		\$32.50	\$520.00
Summer 2018								
Pete	Norman	1107	PHYD135N	Games in Elem PhysEd		3	\$628.23	\$1,884.69
Pete	Norman	1109	PHYD221A	Physical Fitness II		2	\$628.23	\$1,256.46
Pete	Norman	1106	PHYD121A	Physical Fitness I		1.8	\$628.23	\$1,130.81
Pete	Norman	1110	PHYD227N	Sports Officiating		2	\$628.23	\$1,256.46
Chad	Boudreau	1105	PHYD115A	Intro to Recreation		3	\$520.91	\$1,562.73
Brittany	Knox		Student Tutor - Project Succeed		TBD		\$11.00	TBD
Michael	Skwara		Coordinator, Learning Mgmt System					\$1,675.27
Laura	Watson		Chair, Library Services					\$1,675.27
Suzanne	Miller		Upward Bound Career Exploration					\$400.00
Doug	Meyers	1182	PERS011ACC	Minecraft Designers	15		\$30.00	\$450.00
HSS/FA								
Lenie	Adolphson	1139	HIST142Y1	Western Civ		3	\$535.91	\$1,607.73
Colette	Binger	1112	PSY262HB	Human Growth/Dev		3	\$535.91	\$1,607.73
Thompson	Brandt	1140	MUS268HB	Music of the USA		3	\$628.22	\$1,884.66
Dana	Dillard	1254	PSY161B	Intro to Psychology		3	\$520.91	\$1,562.73
Evan	Dutmer	1114	PHIL282Y1A	Ethics		3	\$520.91	\$1,562.73
Evan	Dutmer	1115	PHIL282Y1B	Ethics		3	\$520.91	\$1,562.73
Laura	Early	1117	HUMA104Y1A	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1118	HUMA104Y1B	Intro to Humanities		3	\$1,256.45	\$3,769.35
Laura	Early	1119	THEA283AXX	Theatre Practicum		1	\$1,256.45	\$1,256.45
Heather	Moore	1156	ENGL121Y1	Rhet & Comp I		3	\$628.22	\$1,884.66
Kathrine	Perkins	1234	ENGL122Y1	Rhet & Comp II		3	\$1,256.45	\$3,769.35
Kathrine	Perkins		Coordinator, Transitional Communication			3	\$1,256.45	\$3,769.35
Heide	Spotts-Manthey	1141	MUS267Y1	Intro to Music		3	\$535.91	\$1,607.73
Loretta	Swanson	1132	ART110Y1	Intro to Art		3	\$535.91	\$1,607.73
Daryl	Watson	1134	HIST143A	US History I		3	\$535.91	\$1,607.73
James	Yeager	1135	MCOM150Y1	Intro to Film		3	\$1,256.45	\$3,769.35
James	Yeager	1136	MCOM205Y1	Film History/Appreciation		3	\$1,256.45	\$3,769.35
James	Yeager	1338	SPCH191Y1B	Fund of Speech Comm		3	\$1,256.45	\$3,769.35
Kate	Perkins		Faculty Senate President Differential					\$1,256.45
Business/Technology								
Roger	Hicks	1326	WFD048TC	Level I & Level II Welding				\$3,739.32
Jennifer	Alderman	1053	ACCT105Y2	Elements of Accounting		3	\$1,256.45	\$3,392.42*
Scott	Anderson	1262	OCED290E	Work PI Exp Equine		2	\$628.22	\$376.93*
Amy	Chamberlin		Cosmetology Classes			5	\$1,256.45	\$6,282.25
Justin	Ebert	1041	AGOC229Y2	Agri Business Seminar		3	\$1,256.45	\$753.87*
Justin	Ebert	1042	AGOC291HB	Plant Pest ID/Control		3.9	\$1,256.45	\$4,900.16
Justin	Ebert	1043	OCED290A	Work PI Exp Ag		4	\$1,256.45	\$1,507.74*
Steve	Gellings	1295	OCED290H	Work PI Exp Ind Maint		4	\$1,256.45	\$502.58*
Joseph	Grove	1044	BUSN121Y2	Intro to Business		3	\$1,256.45	\$3,769.35
Joseph	Grove	1045	ECON111Y2	Econ I		3	\$1,256.45	\$3,769.35
Joseph	Grove	1046	ECON112Y2	Econ II		3	\$1,256.45	\$3,392.42*

FIRST	LAST	CRN	COURSE		CLOCK CREDIT			TOTAL
			SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Denise	Johnson		Office Technology Classes			5	\$1,256.45	\$6,282.25
Denise	Johnson		Dual Credit Observation					\$450.00
Jeremy	Monigold	1048	INFT180HB	Intro to Information Systems		3	\$1,256.45	\$1,507.74*
Jeremy	Monigold	1049	INFT180Y1	Intro to Information Systems		3	\$1,256.45	\$3,769.35
Jeremy	Monigold	1050	BUSN141HB	Business Communications		3	\$1,256.45	\$3,769.35
Monica	Pierce	1235	AGRI184Y1	Intro Ag Economics		3	\$1,256.45	\$1,130.81*
Aaron	Sargent	1336	DRAF110TC	Print Reading /Inspection		2.9	\$1,256.45	\$3,643.71
Aaron	Sargent	1051	OCED290B	Work PI Exp MTEC		2	\$1,256.45	\$251.29*
Aaron	Sargent	1052	OCED290C	Work PI Exp MTEC		4	\$1,256.45	\$1,005.16*
Evan	Talbert	1259	OCED290D	Work PI Exp HOSP		3	\$1,256.45	\$753.87*
Todd	Vacek	1285	AUTB291Y1	Frame/Body Alignment		3	\$1,256.45	\$1,884.68*
Thomas	Harrison	1054	BUSN125HB	Math of Business		3	\$479.40	\$1,438.20
Thomas	Harrison	1337	SPTP170TC	Shop Math		2	\$479.40	\$958.80
Melissa	Johnson	1255	ECE209Y1	ECE Internship		3.2	\$628.22	\$2,010.30
Bruce	Pittluck	1047	INFT140Y1	Beg Excel		1	\$535.91	\$535.91
Crimson	Pulver		Curriculum Development					\$479.40
Brandi	Widmer		Curriculum Development					\$479.40
Kayla	Clark		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Diane	DeWitt		Office Technology Lab - P/T Instructor		TBD		\$28.14	TBD
Carol	Engelkens		Office Technology Lab - Lab Asst		TBD		\$12.66	TBD
Heide	Lessen		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Gloria	Maurer		Office Technology Lab - P/T Instructor		TBD		\$28.14	TBD
Jean	Meyers		Cosmetology Lab - P/T Instructor		TBD		\$25.17	TBD
Dorie	Olloff		Office Technology Lab - P/T Instructor		TBD		\$25.17	TBD
Bruce	Pittluck		Office Technology Lab - Lab Asst		TBD		\$12.66	TBD
Melissa	Schleuning		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
Kerry	Weber		Cosmetology Lab - P/T Instructor		TBD		\$24.38	TBD
MAC Lab								
Roberta	Andrews		MATH B1	Mac Lab (portion of)		0.5	\$479.40	\$232.20
Deb	Hamilton		MATH N1	Mac Lab		2.5	\$464.40	\$1,161.00
Ellen	McGinnis		MATH A1	Mac Lab		2	\$479.40	\$799.00*
Ellen	McGinnis		MATH B1	Mac Lab		2	\$479.40	\$958.80
Ellen	McGinnis		MATH N1	Mac Lab		2.5	\$479.40	\$1,198.50
Kathy	Sleezer		MATH B1	Mac Lab (portion of)		1.5	\$535.91	\$803.87
Success Center								
Adam	Moderow	1096	LIBS1991XX	FYES		2	\$520.91	\$1,041.82
Elizabeth	Niesman	1033	LIBS199Y1A	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	1034	LIBS199AXX	FYES		2	\$535.91	\$1,071.82
Elizabeth	Niesman	1032	COMM087Y1A	Writing Workshop		1	\$535.91	\$91.11*
Vicki	Schulz	1035	LIBS199HBA	FYES		2	\$628.22	\$1,256.44
Beverly	Stearns		Success Center		TBD		\$22.37	TBD
*Pro rated based on enrollment								

FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY	
Other Assignments									
Jennifer	Eckerman		Designed programs for three events					\$ 157.50	
Annette	Hartman		Lifelong Learning mailer					\$ 450.00	
Glen	Meier		Dairy judging event (5 days) - substitute for Kristi Dinderman						\$ 500.00
Susan	Popp		Facilitated meeting workshops on June 11 and 12						\$ 400.00
Jennifer	Eckerman		Designed flyers & posters for the Summerset play						\$ 409.80
Emily	Bressler		Orchestra for The Wizard of Oz						\$ 350.00
Camelot Costumes LLC			Labor for The Wizard of Oz						\$ 4,000.00
Hannah	Caswell		Orchestra for The Wizard of Oz						\$ 200.00
Michaela	Myers		Orchestra for The Wizard of Oz						\$ 300.00
Jennifer	Pepper		Orchestra for The Wizard of Oz						\$ 300.00
Benjamin	Randecker		Orchestra for The Wizard of Oz						\$ 300.00
Dashaela	Runkle		Hair and makeup for The Wizard of Oz						\$ 200.00
Anna	Walker		Orchestra for The Wizard of Oz						\$ 300.00

AGENDA ITEM #IX-B-1
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

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

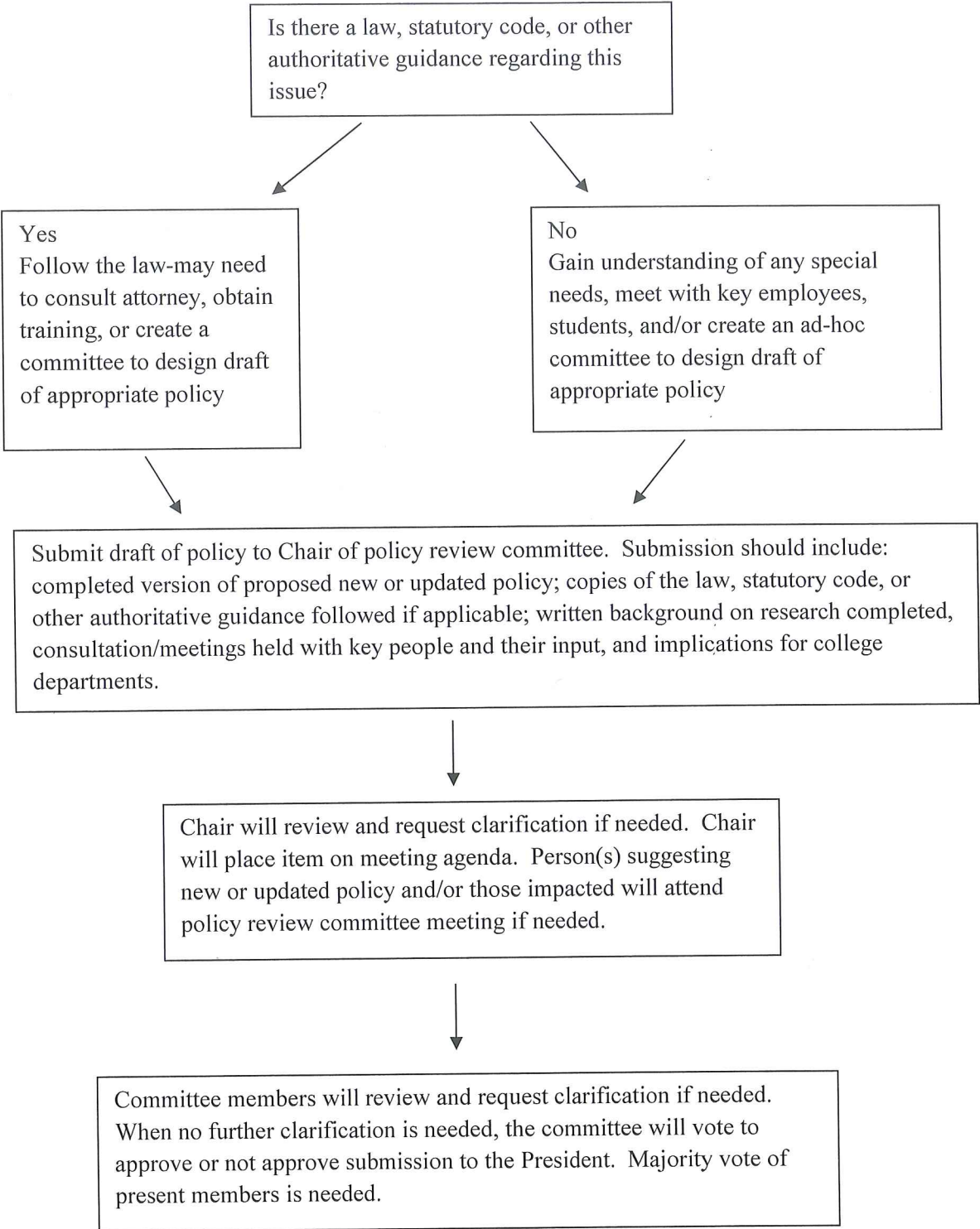
RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees affirms for second reading the attached appendix to the Policy Manual, Process for Presenting New Policies/ Updates to Policy Review Committee.

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

No additions or revisions have been made since Trustees approved the first reading during the June 19, 2018, regular meeting.

BOARD ACTION: _____

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



**AGENDA ITEM #IX-B-2
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approve for second 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 Committee has reviewed the attached appendix and had made the proposed revisions, as indicated with underlining. The revisions are primarily updates in employee titles.

Since the first reading was approved by trustees at the June 19, 2018, regular meeting, an additional revision has been recommended. Wording was updated to indicate that the Director, ITS maintains a list of security camera locations rather than the Director, Facilities and Safety.

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~~ ITS 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 #IX-B-3
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW POLICY 3.081
COLLEGE CREDIT FOR MILITARY TRAINING/EXPERIENCE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached new policy 3.081, College Credit for Military Training/Experience which is proposed for inclusion in Chapter III, Student, of the Policy Manual.

BACKGROUND: The proposed new policy is attached. The Educational Credit for Military Experience Act states that each institution of higher education shall adopt a policy regarding its awarding of academic credit for military training considered applicable to the requirements of the student's certificate or degree program. The College must then submit the policy to the Board of Higher Education annually. This proposed policy mirrors information that has been provided in the College's catalog for many years and will require no procedural changes.

BOARD ACTION: _____

3.081 College Credit for Military Training/Experience (Adopted)

College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's Joint Services Transcript (JST/SMART). If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose Certificate of Release or Discharge from Active Duty (DD214) verifies at least one year of "active duty" or more upon request.

**AGENDA ITEM #IX-B-4
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

FIRST READING – POLICY MANUAL POLICY ON POLICIES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees affirms for first reading the Policy on Policies chapter of the Policy Manual, which is unchanged.

BACKGROUND: The Policy on Policies are being reaffirmed as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of this chapter of the Policy Manual has been discussed and approved by the Policy Committee, which is made up of representatives from across the College.

BOARD ACTION: _____

POLICY ON POLICIES

- A. The policies adopted by the Board of Trustees of Highland Community College for District 519 have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.
- B. The Office of the Vice President of Administrative Services will maintain the Policy Manual. The current Policy Manual is available in the College Library and divisional offices, as well as on the MyHCC Staff portal and the G: drive. Portions of the College catalog shall also be designated as a statement of College policy.
- C. Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of a quorum of the Board of Trustees, which vote will be taken by roll call and will be entered in the minutes of the meeting.
- D. The policies governing the District may be adopted or amended by a majority vote of a quorum of the Board of Trustees. Amendment to a policy will be made by the repeal of an existing policy and/or the enactment of a new or additional policy. No change will be both introduced and acted upon at the same meeting of the Board, unless emergency dictates immediate passage. Vote on the change will be taken by roll call and entered in the minutes of the meeting.
- E. The Policy Manual will undergo continuous review by the Board, Administration, and the Policy Review Committee.
- F. Requests for new and revised policies will be directed to the Policy Review Committee Chairperson in accordance with the "Process for presenting new policies/updates to PRC" in the Appendix.
- G. No policy shall be established which is known to conflict with Federal, State or local statutes. If any policy is found to so conflict, it shall be determined null and void until such time as it is rewritten to conform to legal statutes.
- H. The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy of the Illinois Community College Board, local, State, and Federal statutes and the United States Constitution.
- I. Any use or interpretation of the Policies as herein set forth is subject to appeal to the Board of Trustees through established procedures.

**AGENDA ITEM #IX-C-1
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**DIFFERENTIAL
DIRECTOR OF MASS COMMUNICATION POSITION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees takes from the table and approves the attached proposal for the differential for the Director of Mass Communication. This will be a normal differential entered into the Faculty Senate contract, as negotiated.

BACKGROUND: This differential provides for the compensation of a Mass Communication faculty member selected to supervise the internal and external video content being requested of the Mass Communication program. The success of the director role will be assessed through the feedback of both internal and external clients and the identification and completion of the goals and outcomes related to production. The Director of Mass Communication will work closely with the Director of Marketing and Community Relations to determine the production priorities for the College. The Director will report to the Dean of Humanities, Social Sciences, and Fine Arts and coordinate with the Dean before finalizing any production agreements, production budgets, and related expenses.

BOARD ACTION: _____

Director of Mass Communication Proposal

May 15, 2017

Job Description:

The Director of Mass Communication will be responsible for:

- Supervising the production of original video content for external clients. These duties include, but are not limited to:
 - Serving as the contact person for all Mass Communication inquiries
 - Working with clients to determine appropriate needs and timeline
 - Determining cost for client
 - Coordinating Mass Communication Staff to:
 - Create production timeline
 - Capture still and moving images
 - Write/Review/Revise scripts
 - Edit video and audio
 - Overseeing final production and coordinating delivery to clients
- Supervising the production of original video content for internal clients. These duties include, but are not limited to:
 - Coordinating with the Director of Marketing and Community Relations on a regular basis to:
 - Understand College needs and branding initiatives
 - Understand College priorities
 - Determining how college priorities fit into the overall Mass Communication production priorities
 - Coordinating Mass Communication Staff to:
 - Create production timeline
 - Capture still and moving images
 - Write/Review/Revise scripts
 - Edit video and audio
 - Overseeing final production and delivery to Marketing and Community Relations or appropriate department
- Providing day to day supervision to student workers and employees within the Mass Communication department
- Coordinating with the Dean of H/SS/FA before finalizing any production agreements, production budgets, and related expenses
- Setting optimal goals and desirable outcomes related to production for external and internal clients each semester with the Dean of H/SS/FA

Justification:

The video production work being asked for by both internal and external constituents require significant time and energy to complete. Currently, the faculty member working on these projects receives no compensation for this work and is under significant time restraints that make it impossible to do the work requested. The differential position will allow the faculty member to have the time to work on these projects.

Compensation:

The Director of Mass Communication will receive 3 hours of release time or overload in the fall and spring, with the option to also serve in the summer. In this case, the director will receive three hours of summer pay for the summer term in addition to any regular summer pay compensation for classes taught in the summer. The Director of Mass Communication will report to the Dean of Humanities, Social Sciences, and Fine Arts.

**AGENDA ITEM #IX-C-2
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT
TRANSFER COORDINATOR/ACADEMIC ADVISOR, PROJECT SUCCEED**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Wesley Bertram as Transfer Coordinator/Academic Advisor, Project Succeed, beginning June 21, 2018, at an annual salary of \$35,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY18 Project Succeed grant budget.

BACKGROUND: Mr. Bertram recently earned a Master of Science degree in Education in Professional Development from the University of Wisconsin – Whitewater. He earned a Bachelor of Science degree with a Marketing major from the University of Wisconsin – Whitewater, as well.

Wesley was an Assistant Coach for the Men’s Basketball Program and an Academic Instructor in the Department of Health, Physical Education, Recreation & Coaching at the University of Wisconsin – Whitewater, where he collaborated to develop physiological and psychological skills training protocol for the men’s basketball team that was targeted toward developing players’ motivation and self-directed goal setting skills. Wesley has most recently worked full-time as a Long-Term Substitute Teacher at Freeport School District #145 and part-time as an Assistant Men’s Basketball Coach & Intramural Coordinator at Highland Community College. Wesley has shown leadership skills and a passion for work in higher education through his dedication to educating, coaching, and mentoring students.

With his experience and skills, we are pleased to have Mr. Bertram join our Project Succeed/ Student Support Services team at Highland Community College.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-1
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF SALARY INCREASES FOR ADMINISTRATIVE, PROFESSIONAL,
AND CLASSIFIED NON-UNION STAFF**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves an FY19 salary increase for eligible administrative, professional, and classified non-union staff in an amount of 2.0% of an individual's FY18 pay rate effective at the start of the FY19 pay cycle.

BACKGROUND: This salary increase reflects the conservative budget guidelines projected for this fiscal year. The recommended increase will be added to each eligible administrative, professional, and classified non-union staff member's salary.

As in previous years, the proposed increase for grant-funded positions is dependent upon the availability of funds from each grant to implement this recommended increase at the beginning of the appropriate grant year (April 1, July 1, or September 1). This recommendation adheres to the Board of Trustees' compensation philosophy approved at the May 2006 Board meeting.

BOARD ACTION: _____

**AGENDA ITEM #IX-D-2
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

TENTATIVE BUDGET FOR FISCAL YEAR 2019

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution regarding a Tentative Budget for 2018-2019 and setting the public hearing date thereon for September 18, 2018.

RESOLUTION: Be it resolved that the attached Tentative Budget for the fiscal year 2018-2019 be conveniently made available for public inspection after this date through September 18, 2018, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

BACKGROUND: The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 18, 2018, Board Meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY19 Operating Funds budget includes expenses in excess of revenues amounting to \$494,113. At this time, it is estimated that ending Operating Funds fund balance at the end of FY19 will be \$3,282,777 or 21% of budgeted expenditures, which is in line with ICCB guidelines (20%-25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Fall semester enrollment levels, FY18 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

TENTATIVE BUDGET

JULY 1, 2018 - JUNE 30, 2019

HIGHLAND COMMUNITY COLLEGE
Proposed Budget
Summary of 2018-2019
Estimated Revenues By Source

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,446,872	\$ 655,412	\$ 3,102,284	21.2%
Back Taxes	2,410,711	645,726	3,056,437	20.9%
Corporate Personal Prop. Replacement Tax	123,250	209,858	333,108	2.3%
Total Local Government	\$ 4,980,833	\$ 1,510,996	\$ 6,491,829	44.3%
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	968,244	170,866	1,139,110	7.8%
ICCB Equalization Grant	50,000	-	50,000	0.3%
ICCB Performance Based Grant	-	-	-	0.0%
ICCB Career/Tech Education	112,167	-	112,167	0.8%
Total State Government	\$ 1,130,411	\$ 170,866	\$ 1,301,277	8.8%
FEDERAL GOVERNMENT SOURCES				
Financial aid	8,300	-	8,300	0.1%
Other federal sources	27,241	-	27,241	0.2%
Total Federal Government	\$ 35,541	\$ -	\$ 35,541	0.2%
STUDENT TUITION AND FEES				
Tuition	4,687,500	-	4,687,500	32.0%
Fees	767,088	-	767,088	5.2%
Total Tuition and Fees	\$ 5,454,588	\$ -	\$ 5,454,588	37.3%
OTHER SOURCES				
Facilities Rental	28,000	80,876	108,876	0.7%
Interest on Investments	28,000	-	28,000	0.2%
Other Revenue	1,219,921	300	1,220,221	8.3%
Total Other Sources	\$ 1,275,921	\$ 81,176	\$ 1,357,097	9.3%
Total 2018-2019 Budgeted Revenue	\$ 12,877,294	\$ 1,763,038	\$ 14,640,332	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2018-2019
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,397,548	-	\$7,397,548	48.8%
Academic Support	815,359	-	815,359	5.4%
Student Services	1,222,501	-	1,222,501	8.1%
Public Services	729,906	-	729,906	4.8%
Oper./Maint. of Plant	-	1,555,448	1,555,448	10.3%
General Administration	1,319,154	-	1,319,154	8.7%
Institutional Support	1,868,129	-	1,868,129	12.3%
Transfers	(228,000)	-	(228,000)	-1.5%
Scholarships, Grants, Waivers	454,400	-	454,400	3.0%
Total 2018-2019 Budgeted Expenditures	13,578,997	1,555,448	15,134,445	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 13,578,997	\$ 1,555,448	\$15,134,445	
BY OBJECT:				
Salaries	\$8,689,125	\$593,579	\$9,282,704	61.3%
Employee Benefits	2,081,121	226,205	2,307,326	15.3%
Contractual Services	760,305	136,576	896,881	5.9%
General Materials and Supplies	750,835	173,468	924,303	6.1%
Conferences and Meetings	326,411	1,350	327,761	2.2%
Fixed Charges	502,282	-	502,282	3.3%
Utilities	19,200	677,901	697,101	4.6%
Capital Outlay	15,706	-	15,706	0.1%
Other	662,012	(253,631)	408,381	2.7%
Transfers	(228,000)	-	(228,000)	-1.5%
Total 2018-2019 Budgeted Expenditures	13,578,997	1,555,448	15,134,445	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	\$ 13,578,997	\$ 1,555,448	\$15,134,445	

HIGHLAND COMMUNITY COLLEGE
2018-2019 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,809,755	
Employee Benefits	1,152,196	
Contractual Services	80,240	
General Materials and Supplies	249,258	
Conference and Meetings	80,954	
Fixed Charges	14,000	
Utilities	700	
Capital Outlay	7,153	
Other	<u>3,292</u>	
Total Instruction		\$ 7,397,548
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 540,162	
Employee Benefits	137,877	
Contractual Services	25,461	
General Materials and Supplies	98,544	
Conferences and Meetings	10,781	
Capital Outlay	<u>2,534</u>	
Total Academic Support		815,359
<u>STUDENT SERVICES</u>		
Salaries	\$ 851,536	
Employee Benefits	230,535	
Contractual Services	22,240	
General Materials and Supplies	19,288	
Conferences and Meetings	23,232	
Fixed Charges	10,100	
Capital Outlay	360	
Other	<u>65,210</u>	
Total Student Services		1,222,501

**Estimated Expenditures 2018-2019
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$ 255,642
Employee Benefits	35,658
Contractual Services	277,262
General Materials and Supplies	62,066
Conferences and Meetings	82,903
Fixed Charges	6,275
Other	<u>10,100</u>

Total Public Services \$ 729,906

GENERAL ADMINISTRATION

Salaries	\$ 737,191
Employee Benefits	220,086
Contractual Services	115,931
General Materials and Supplies	212,672
Conferences and Meetings	29,115
Utilities	100
Capital Outlay	659
Other	<u>3,400</u>

Total General Administration 1,319,154

INSTITUTIONAL SUPPORT

Salaries	\$ 494,839
Employee Benefits	304,769
Contractual Services	239,171
General Materials and Supplies	109,007
Conference and Meetings	99,426
Fixed Charges	471,907
Utilities	18,400
Capital Outlay	5,000
Other	<u>125,610</u>

Total Institutional Support 1,868,129

Estimated Expenditures 2018-2019
Educational Fund (Cont.)

<u>SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS</u>	454,400
<u>TRANSFERS</u>	<u>(228,000)</u>
Total Educational Fund	<u>\$ 13,578,997</u>

2018-2019 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	\$ 593,579	
Employee Benefits	226,205	
Contractual Services	136,576	
General Materials and Supplies	173,468	
Conferences and Meetings	1,350	
Utilities	677,901	
Other	<u>(253,631)</u>	
 Total Operations and Maintenance Fund		 <u>\$ 1,555,448</u>

2018-2019 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 362,500	
Back Taxes	<u>341,500</u>	
Total Local Governmental Sources		\$ <u>704,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ 79,223	
General Materials & Supplies	8,995	
Capital Outlay	<u>1,667,951</u>	
Total Expenditures		\$ <u>1,756,169</u>

2018-2019 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 430,000	
Bookstore Sales	792,200	
Athletics	42,460	
Other	117,000	
Total Revenue	<u>117,000</u>	\$ <u>1,381,660</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 292,177	
Employee Benefits	33,347	
Contractual Services	89,263	
General Materials and Supplies	734,937	
Conferences and Meetings	172,336	
Fixed Charges	5,724	
Capital Outlay	1,593	
Utilities	600	
Other	14,899	
Transfer	<u>(135,000)</u>	
Total Expenditures		\$ <u>1,209,876</u>

2018-2019 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 517,500	
Back Taxes	<u>517,500</u>	
		\$ <u>1,035,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 290,132	
Employee Benefits	333,717	
Contractual Services	295,582	
Materials & Supplies	8,888	
Conferences & Meetings	16,575	
Fixed Charges	186,843	
Utilities	<u>7,102</u>	
Total Expenditures		\$ <u>1,138,839</u>

2018-2019 Audit Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

<u>LOCAL GOVERNMENTAL SOURCES</u>	<u>Revenues</u>	<u>Totals</u>
Current Taxes	\$ 22,000	
Back Taxes	<u>22,000</u>	
Total Local Governmental Sources		\$ <u>44,000</u>

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Contractual Services	\$ <u>46,000</u>	
Total Expenditures		\$ <u>46,000</u>

2018-2019 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 870,850	
Back Taxes	<u>855,150</u>	
Total Local Governmental Sources		\$ <u>1,726,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Bond Principal & Interest	<u>\$ 1,711,558</u>	
Total Institutional Support		\$ <u>1,711,558</u>

2018-2019 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 132,201	
ICCB-Adult Education	273,927	
Other Ill. Governmental Sources	<u>62,038</u>	
		\$ 468,166
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 4,701,813	
Other Federal Sources	<u>46,956</u>	
		4,748,769
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 660,000	
Sales & Service Fees	26,510	
Investment Revenue	20,000	
Nongovernmental Gifts, Grants	23,400	
Other Revenue	<u>304,785</u>	
		<u>1,034,695</u>
Grand Total		<u>\$ 6,251,630</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 288,367	
Employee Benefits	50,465	
Contractual Services	2,821	
General Materials & Supplies	59,930	
Conference & Meeting	9,437	
Capital Outlay	21,690	
Other	<u>7,156</u>	
Total Instruction		\$ 439,866

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

STUDENT SERVICES

Salaries	\$	289,823	
Employee Benefits		118,496	
Contractual Services		3,816	
General Materials & Supplies		47,873	
Conference & Meeting		46,295	
Capital Outlay		200	
Other		77,818	
Total Student Services			\$ 584,321

PUBLIC SERVICES

Salaries	\$	55,271	
Employee Benefits		7,451	
Contractual Services		17,500	
General Materials & Supplies		17,542	
Conference & Meeting		15,518	
Fixed Charges		25,121	
Utilities		4,152	
Other		4,475	
Total Public Services			147,030

GENERAL ADMINISTRATION

Salaries	\$	220,434	
Employee Benefits		31,723	
Contractual Services		3,000	
General Materials & Supplies		7,215	
Conference & Meeting		20,801	
Fixed Charges		650	
Capital Outlay		13,425	
Other		1,700	
Transfers		333,000	
Total General Administration			631,948

**Budgeted Expenditures
Restricted Purposes Fund (Cont.)**

INSTITUTIONAL SUPPORT

Salaries	\$ 75,752	
Employee Benefits	16,970	
Contractual Services	566,314	
General Materials & Supplies	1,950	
Conference & Meeting	<u>250</u>	
Total Institutional Support		661,236

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	79,947	
Financial Aid	<u>4,042,939</u>	
Total Scholarships, Grants & Waivers		<u>4,122,886</u>

GRAND TOTAL \$ 6,587,287

HIGHLAND COMMUNITY COLLEGE
Operating Funds (Education and Oper. & Maint. Funds Combined)
Comparison of Budget with End-of-Year
FY2018 & FY2019

	FY'17 Actual	FY'18 Adopted Budget	FY'18 End-of-Yr. Projection	FY'19 Tentative Budget
Local Taxes	\$5,944,043	\$6,034,298	\$6,050,000	\$6,158,721
Credit Hour Grants	1,257,605	1,084,350	1,084,350	1,139,110
Equalization	361,790	50,000	50,000.00	50,000
ICCB Career/Tech Education	245,004.00	112,167	124,630	112,167
ICCB Performance	-	-	8,800	-
CPP Replacement Tax	435,189	333,108	333,108	333,108
Federal Sources	32,900	35,541	30,000	35,541
Tuition & Fees	5,286,021	5,416,610	5,294,507	5,454,588
Sales & Services	44,273	39,750	54,000	46,090
Facilities Revenue	109,661	108,876	100,000	108,876
Interest on Investments	12,930	8,000	38,000	28,000
Gifts	853,374	889,398	960,411	1,159,131
Miscellaneous	41,098	9,800	57,700	15,000
Total Revenue	<u>\$14,623,888</u>	<u>\$14,121,898</u>	<u>\$14,185,506</u>	<u>\$14,640,332</u>
<u>EXPENDITURES:</u>				
Salaries	\$8,478,849	\$8,879,741	\$8,611,000	\$9,282,704
Employee Benefits	2,215,833	2,324,610	2,149,000	2,307,326
Contractual Services	615,443	805,650	716,000	896,881
Materials & Supplies	830,127	926,435	758,000	924,303
Conference & Meeting	156,792	282,618	196,000	327,761
Fixed Charges	483,771	497,043	492,000	502,282
Utilities	609,439	659,741	621,000	697,101
Capital Outlay	17,107	-	93,000	15,706.00
Other Expenditures	346,442	447,484	402,000	408,381
Transfers Out	36,000	139,700	349,000	147,000
Transfers In	(127,274)	(34,581)	(98,581)	(375,000)
Total Expenditures	<u>\$13,662,529</u>	<u>\$14,928,441</u>	<u>\$14,288,419</u>	<u>\$15,134,445</u>
Excess of Revenues Over Expenditures	\$961,359	(\$806,543)	(\$102,913)	(\$494,113)
Beginning Fund Balance	2,918,444	3,879,803	3,879,803	3,776,890
Ending Fund Balance	<u>\$3,879,803</u>	<u>\$3,073,260</u>	<u>\$3,776,890</u>	<u>\$3,282,777</u>

**HIGHLAND COMMUNITY COLLEGE
BUDGETED REVENUE COMPARISON**

	Adopted Budget 2017-2018		Tentative Budget 2018-2019	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$3,039,609	21.5%	\$3,102,284	21.2%
Back taxes	2,994,689	21.2%	3,056,437	20.9%
Corp PP tax	333,108	2.4%	333,108	2.3%
Total Local Govt.	\$6,367,406	45.1%	\$6,491,829	44.3%
STATE GOVT.				
ICCB	\$1,084,350	7.7%	\$1,139,110	7.8%
Equalization	50,000	0.4%	50,000	0.3%
Performance	-	0.0%	-	0.0%
ICCB Career/Tech Ed	112,167	0.8%	112,167	0.8%
Total State Govt.	\$1,246,517	8.8%	\$1,301,277	8.8%
FEDERAL GOVT.				
Dept of Ed	\$6,000	0.0%	\$8,300	0.1%
Other Federal sources	\$29,541	0.2%	\$27,241	0.2%
Total Fed. Govt.	\$35,541	0.3%	\$35,541	0.2%
TUITION & FEES				
Tuition	\$4,798,000	34.0%	\$4,687,500	32.0%
Fees	618,610	4.4%	767,088	5.2%
Total Tuit. & Fees	\$5,416,610	38.4%	\$5,454,588	37.3%
OTHER				
Facilities	\$108,876	0.8%	\$108,876	0.7%
Interest	8,000	0.1%	28,000	0.2%
Other	938,948	6.7%	1,220,221	8.3%
Total Other	\$1,055,824	7.5%	\$1,357,097	9.3%
TOTAL BUDGETED REVENUE	\$14,121,898	100.2%	\$14,640,332	100.0%

HIGHLAND COMMUNITY COLLEGE
Comparison of Operating Funds Budgets
2017-2018 vs. 2018-2019

	Adopted Budget 2017-2018		Tentative Budget 2018-2019	
	Amount	% to Total	Amount	% to Total
BY PROGRAM:				
Instruction	\$7,116,856	47.7%	\$7,397,548	48.9%
Academic Support	823,416	5.5%	815,359	5.4%
Student Services	1,168,528	7.8%	1,222,501	8.1%
Public Services	491,969	3.3%	729,906	4.8%
Oper./Maint. of Plant	1,515,328	10.2%	1,555,448	10.3%
General Administration	1,331,128	8.9%	1,319,154	8.7%
Institutional Support	1,914,397	12.8%	1,868,129	12.3%
Transfers	105,119	0.7%	(228,000)	-1.5%
Scholarships, Grants, Waivers	461,700	3.1%	454,400	3.0%
Total Budgeted Expenditures	\$14,928,441	100.0%	\$15,134,445	100.0%
BY OBJECT:				
Salaries	\$8,879,741	59.5%	\$9,282,704	61.3%
Employee Benefits	2,324,610	15.6%	2,307,326	15.3%
Contractual Services	805,650	5.4%	896,881	5.9%
General Materials and Supplies	926,435	6.2%	924,303	6.1%
Conferences and Meetings	282,618	1.9%	327,761	2.2%
Fixed Charges	497,043	3.3%	502,282	3.3%
Utilities	659,741	4.4%	697,101	4.6%
Capital Outlay	-	0.0%	15,706.00	0.1%
Other	447,484	3.0%	408,381	2.7%
Transfers	105,119	0.7%	(228,000)	-1.5%
Total Budgeted Expenditures	\$14,928,441	100.0%	\$15,134,445	100.0%

Schedule IV

HIGHLAND COMMUNITY COLLEGE
Equalized Assessed Valuation
2018-2019 Projection

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1988-89	564,381,903	-0.1%	
	1989-90	597,203,089	5.8%	E. Dubuque added
	1990-91	663,144,420	11.0%	Galena added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,653,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
	2016-2017	1,687,148,342	1.6%	
	2017-2018	1,721,936,668	2.1%	
est	2018-2019	1,747,765,718	1.5%	

Summary of EAV

By County	Actual 2016-2017	Actual 2017-2018	% Increase	Estimated 2018-2019	% Increase (Decrease)
Stephenson	613,795,604	621,114,351	1.2%		
Ogle	123,873,730	128,143,431	3.4%		
Carroll	256,871,197	261,745,572	1.9%		
Jo Daviess	692,607,811	710,933,314	2.6%		
Total EAV	\$1,687,148,342	\$1,721,936,668	2.1%	\$1,747,765,718	1.5%

HIGHLAND COMMUNITY COLLEGE
Levy
2018-2019 Projection

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2017 EAV/100 x \$.28 x .5	\$2,410,711		\$2,410,711
2018 est EAV/100 x \$.28 x .5		\$2,446,872	2,446,872
Total Taxes	\$2,410,711	\$2,446,872	\$4,857,583

BUILDING FUND

2017 EAV/100 x \$.075 x .5	\$645,726		\$645,726
2018 est EAV/100 x \$.075 x .5		\$655,412	655,412
Total Taxes	\$645,726	\$655,412	\$1,301,138

TAX RATE PER \$100 EAV

Levy Year	EAV	Operating Fund	Special Levy	Bond and Interest Fund					Total Rate		
				Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds		Bonds Total	
2009	1,874,499,116	0.3550	0.0636					0.03327	0.0333	0.02687	0.4787
2010	1,846,385,233	0.3550	0.0592	0.0043			0.0211	0.0238	0.0492	0.0216	0.4850
2011	1,783,112,157	0.3550	0.0616	0.01081			0.01833	0.02251	0.0517	0.0252	0.4935
2012	1,723,242,610	0.3550	0.0629	0.03846			0.01848		0.0569	0.0029	0.4778
2013	1,653,203,593	0.3550	0.0600	0.0227			0.03764		0.0603	0.0091	0.4845
2014	1,651,976,422	0.3550	0.0601	0.04199			0.02013		0.0621	0.0061	0.4833
2015	1,660,234,440	0.3550	0.0599	0.09938			0.0039		0.1033	0.0482	0.5664
2016	1,687,148,342	0.3550	0.0589	0.06011			0.03937		0.0995	0.0474	0.5608

HIGHLAND COMMUNITY COLLEGE

Summary of Fiscal Year 2019 Budget by Fund

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	\$2,557,490	\$1,219,400	\$2,243,685	\$89,000	
Budgeted Revenues	12,877,294	1,763,038	704,000	1,371,660	
Budgeted Expend.	13,806,997	1,555,448	1,756,169	1,313,469	
Budgeted Transfers to Other Funds	147,000				
Budgeted Transfers from Other Funds	375,000			135,000	
Budgeted Ending Bal.	\$1,855,787	\$1,426,990	\$1,191,516	\$282,191	

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$800,274	\$11,048	\$366,000	\$10,338,286	\$978,539
Budgeted Revenue	6,251,630	44,000	1,035,000	40,000	1,726,000
Budgeted Expend.	6,587,287	46,000	1,138,839	10,000	1,711,558
Budgeted Transfers to Other Funds	345,000			30,000	
Budgeted Transfers from Other Funds	12,000				
Budgeted Ending Bal.	\$131,617	\$9,048	\$262,161	\$10,338,286	\$992,981

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 17, 2018.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #IX-D-3
JULY 17, 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 June 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 330883 through 331238 amounting to \$838,728.40, Automated Clearing House (ACH) debits W0000477 through W0000480 amounting to \$10,669.80, Other Debits D0000082 amounting to \$39.15, and Electronic Refunds of \$4,646.15, with 2 adjustments of \$80.00, such warrants amounting to \$854,003.50. Transfers of funds for payroll amounted to \$506,628.96.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for June consist of replenishing petty cash in the Cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, June 30, 2018

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	-----	-----	-----	-----
US BANK	\$230,331.41	\$833.34	\$0.00	\$231,164.75
FIFTH THIRD	20,569.26	0.00	0.00	20,569.26
UNION LOAN AND SAVINGS	172,462.35	260.28	0.00	172,722.63
	-----	-----	-----	-----
TOTAL ASSETS	\$423,363.02	\$1,093.62	\$0.00	\$424,456.64
	=====	=====	=====	=====
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	833.34		83,779.62
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	260.28		96,955.41
1022 HCC SECTION 125 PLAN	20,569.26			20,569.26
	-----	-----	-----	-----
TOTAL	\$423,363.02	\$1,093.62	\$0.00	\$424,456.64

AGENDA ITEM #X-A
JULY 17, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY18

TREASURER'S REPORT
COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY18 results in the Operating Funds.
- As of the end of the fiscal year, the State of Illinois has paid the full amount of allocations for both FY17 and FY18.
- Actual Tuition & Fees revenue is estimated to be about 2.3% less than budgeted. An increase in Fall 2017 per credit hour tuition to \$141 and estimated 4.9% decrease in unrestricted certified credit hours from FY17 combine to make up this line item. In addition, revenue from the truck driving and Leadership programs are included.
- Non-governmental Gifts and Grants include the Foundation's contribution to a portion of the scheduled debt certificate payment and unrestricted gifts. This line also includes the drawdown of \$269,000 from the Matching Grant, and 5% of the Foundation's unrestricted fund balance of \$149,000.
- It is projected that actual total revenue will be about .5% or \$64,000 more than the amount budgeted.
- In the Salaries expenditure line item, the actual amount is expected to be about 3% lower than budgeted. This is due to positions that were expected to be filled that remained vacant or were filled later in the year than anticipated. In addition, there were positions that experienced turnover during the fiscal year. In conjunction with this, employee benefits are expected to be lower than budgeted.
- The Contractual Services line item is expected to be about 11% lower than budgeted. This line includes interpreter services for students provided through the Success Center. The number of students needing interpreter services was lower than anticipated. This line also includes instructional service contracts such as for truck driving, EMT, and Medical Coding, the cost of which were below the amount budgeted. The amount spent on instructional service contracts is related to the enrollment in the courses.
- The Conference & Meeting line item is expected to be lower than budgeted. This is based on departmental needs for items such as meeting and travel costs and training.
- The Utilities line item is projected to be slightly below the amount budgeted. The amount budgeted for utilities each year is an average of the prior three years' actual

amounts. Again this year, we have scheduled heating/cooling systems according to building occupancy.

- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas. Other line items within various budget centers offset these overages.
- Other Expenditures are expected to be lower than anticipated due to the amount of tuition waivers being less than anticipated and because of the success of the Local Debt Recovery Program.
- The Transfers In/Out line item includes transfers of net investment income from the Working Cash fund and transfers to the Restricted Fund for Summerset, to the Auxiliary Fund to supplement those operations, and to the Operations & Maintenance Fund, Restricted for deferred maintenance costs.
- It is projected that total expenditures will be about 4.3% lower than budgeted. The net result for the fiscal year is expected to be an operating deficit of about \$640,000. This amount will likely change as year-end adjustments are made and as the financial results are audited.

AGENDA ITEM #X-A
 JULY 17, 2018
 HIGHLAND COMMUNITY COLLEGE
 FY'18

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

Comparison of Budget with End-of-Year Projections

July 1, 2017 - June 30, 2018

<u>REVENUE:</u>	FY18 Adopted Budget	FY18 End-of-Year Projection	Difference	Percent
Local Taxes	\$6,034,298	\$6,050,000	\$15,702	100.3%
Credit Hour Grants	1,084,350	1,084,350	-	100.0%
Equalization	50,000	50,000	-	100.0%
ICCB Career/Tech Education	112,167	124,630	12,463	111.1%
ICCB Performance	-	8,800	8,800	100.0%
CPP Replacement Tax	333,108	333,108	-	100.0%
Federal Sources	35,541	30,000	(5,541)	84.4%
Tuition & Fees	5,416,610	5,294,507	(122,103)	97.7%
Sales & Services	39,750	54,000	14,250	135.8%
Facilities Revenue	108,876	100,000	(8,876)	91.8%
Interest on Investments	8,000	38,000	30,000	475.0%
Non-Govt. Gifts, Grants	889,398	960,411	71,013	108.0%
Miscellaneous	9,800	57,700	47,900	588.8%
Total Revenue	\$14,121,898	\$14,185,506	\$63,608	100.5%
<u>EXPENDITURES:</u>				
Salaries	\$8,879,741	\$8,611,000	(\$268,741)	97.0%
Employee Benefits	2,324,610	2,149,000	(175,610)	92.4%
Contractual Services	805,650	716,000	(89,650)	88.9%
Materials & Supplies	926,435	758,000	(168,435)	81.8%
Conference & Meeting	282,618	196,000	(86,618)	69.4%
Fixed Charges	59,112	54,069	(5,043)	91.5%
Debt Certificate Payment	437,931	437,931	-	100.0%
Utilities	659,741	621,000	(38,741)	94.1%
Capital Outlay	-	93,000	93,000	100.0%
Other Expenditures	447,484	402,000	(45,484)	89.8%
Transfers In/Out	105,119	250,419	145,300	238.2%
Total Expenditures	\$14,928,441	\$14,288,419	(\$640,022)	95.7%
Excess of Revenues Over Expenditures	(\$806,543)	(\$102,913)	\$703,630	
Beginning Fund Balance	3,879,803	3,879,803		
Ending Fund Balance	\$3,073,260	\$3,776,890		