

**HIGHLAND COMMUNITY COLLEGE**  
District #519

**AGENDA**

Board of Trustees Meeting

September 18, 2018

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center  
Freeport, Illinois

**3:00 p.m. Budget Work Session**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. **PUBLIC HEARING CONCERNING THE 2018 – 2019 BUDGET**
- IV. Approval of Minutes:     July 17, 2018 Board Retreat and Budget Workshop  
                                      July 17, 2018 Regular Meeting  
                                      August 2, 2018 Audit & Finance Committee Meeting  
                                      August 15, 2018 Special Meeting
- V. Public Comments
- VI. Introductions
- VII. Student Focus: Upward Bound Summer College Tour
- VIII. Budget Report
- IX. Foundation Report
- X. Consent Items
  - A. Academic (None)
  - B. Administration
    1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2018 Leadership Congress (Page 1)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 2)
  - D. Financial (None)
- XI. Main Motions
  - A. Academic
    1. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Art – Art Studio (Page 7)
    2. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Fine Arts in Art – Art Studio (Page 11)

3. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Art – Graphic Design (Page 15)
4. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Fine Arts in Art – Graphic Design (Page 19)
5. Highland Community College and Western Illinois University 2+2 Degree Plan Leading to a Bachelor of Arts in Theatre – Performance (Page 23)
6. Highland Community College and Western Illinois University Academic Transfer Partnership Bachelor of Arts in General Studies (BGS) (Page 27)
7. Highland Community College and Lewis University Course to Course Articulation Agreement Plans Leading to a Bachelor of Science in Nursing Degree (Page 34)

B. Administration

1. Second Reading – New Policy 3.081: College Credit for Military Training/ Experience (Page 39)
2. Second Reading – Policy Manual Policy on Policies (Page 41)

C. Personnel (None)

D. Financial

1. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund (Page 43)
2. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund (Page 44)
3. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund (Page 45)
4. Transfer of Interest (Page 46)
5. 2018-2019 Budget (Page 49)
6. Payment of Bills and Agency Fund Report – July 2018 (Page 82)
7. Payment of Bills and Agency Fund Report – August 2018 (Page 84)

XII. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 86)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Planning

XIII. Old Business

XIV. **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

**XV. ACTION, IF NECESSARY**

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

- 1. Appointment of Tenure (Handout)

- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

- 1. Approval of Side Letter Agreement (Handout)

**XVI. New Business**

**XVII. Dates of Importance**

- A. Next Regular Board Meeting – October 16, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center

**XVIII. Adjournment to Unveiling of Jane Addams Display Wall**

AGENDA ITEM #X-B-1  
AUGUST 15, 2017  
HIGHLAND COMMUNITY COLLEGE BOARD

APPOINTMENT OF VOTING DELEGATE AND ALTERNATE DELEGATE  
TO THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES  
2018 LEADERSHIP CONGRESS

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Mrs. Diane Gallagher, Trustee, to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2018 Leadership Congress in New York City, New York, October 23 – 27, 2018. It is further recommended that Mr. Jim Endress, Trustee, serve as the alternate delegate, if Mrs. Gallagher is unable to fulfill her responsibilities at the meeting.

**BACKGROUND:** ACCT requires that the Board appoint a voting delegate for the annual Leadership Congress each year.

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

**AGENDA ITEM #X-C-1  
SEPTEMBER 18, 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 Fall 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: \_\_\_\_\_

Fall 2018								
Miscellaneous				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Shara	Ibalio	3810	PERS032KCC	Smartphone I	1.5		\$26.00	\$39.00
Jeremy	Monigold	3811	PERS032LCC	Smartphone I	2		\$26.00	\$52.00
Shu-Tehu	Ra	3753	PERS037ICC	Intro to Steppin	1.5		\$10.00	\$15.00
Michael	Skwara		Coordinator, Learning Mgmt System					\$1,692.03
Laura	Watson		Chair Library Services					\$1,692.03
Kirk	Pearson	3028	SPCH295SXX	Leadership - Stephenson		3	\$473.69	\$1,421.07
Kirk	Pearson	6127	SPCH295JXX	Leadership - Jo Daviess		3	\$473.69	\$1,421.07
Kirk	Pearson		Curriculum Development					\$600.00
Kirk	Pearson		Curriculum Development					\$600.00
<b>MAC Lab</b>								
Roberta	Andrews		MATH058A	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH E1	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH Y2	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH066A	Basic Algebra		2	\$488.69	\$977.38
Nancy	Luepke		MATH G1	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH M1	MAC Lab		2.5	\$488.69	\$1,221.73
Ellen	McGinnis		MATH B1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH C1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH D1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH E1	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATH C1	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH D1	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH Y4	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH 158A	Int Algebra		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH A1	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH F1	MAC Lab		2	\$546.33	\$1,092.66
Don	Tresemmer		MATH 055A	Basic Algebra		2	\$488.69	\$977.38
Sue	Sauer		MATH 166B	College Algebra		4	\$634.52	\$2,538.08
<b>SUCCESS CENTER</b>								
Michelle	Griggs	3632	LIBS199NXX	FYES		2	\$531.33	\$1,062.66
Cheryl	Heise	3616	RDG120C	College Rdg Strat		3	\$546.33	\$1,638.99
Cheryl	Heise	3614	RDG120A	College Rdg Strat		3	\$546.33	\$1,638.99
Chris	Hill		Success Center			TBD	\$22.80	TBD
Joan	Miller	3631	LIBS199HBA	FYES		2	\$634.52	\$1,269.04
Adam	Moderow		Success Center			TBD	\$25.50	TBD
Adam	Moderow	3615	RDG120B	College Rdg Strat		3	\$546.33	\$1,638.99
Adam	Moderow	3619	RDG083B	College Rdg Found		3	\$546.33	\$1,638.99
Adam	Moderow	3618	RDG083A	College Rdg Found		3	\$546.33	\$1,638.99
Heather	Moore	3630	LIBS199HXX	FYES		2	\$634.52	\$1,269.04
Elizabeth	Niesman		Success Center			TBD	\$25.50	TBD
Elizabeth	Niesman	3634	LIBS199Y1B	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	3617	RDG082A	Basic Col Rdg		2	\$546.33	\$1,092.66
Elizabeth	Niesman	3612	COMM087Y1A	Writing Workshop		1	\$546.33	\$546.33
Elizabeth	Niesman	3613	COMM084A	Basic Written Comm		3	\$546.33	\$1,638.99

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Nick	St. Ores	3621	LIBS199AXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3624	LIBS199DXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3622	LIBS199BXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3623	LIBS199CXX	FYES		2	\$531.33	\$1,062.66
Anthony	Sago	3629	LIBS199MXX	FYES		2	\$634.52	\$1,269.04
Samantha	Schaible	3633	LIBS199Y1A	FYES		2	\$634.52	\$1,269.04
Meredith	Schoonhoven	3625	LIBS199FXX	FYES		2	\$531.33	\$1,062.66
Vicki	Schulz	3627	LIBS199EXX	FYES		2	\$634.52	\$1,269.04
Jon	Watson	3628	LIBS199JXX	FYES		2	\$531.33	\$1,062.66
Jon	Watson	3626	LIBS199GXX	FYES		2	\$531.33	\$1,062.66
<b>Project Succeed</b>								
Constance	Taylor	3004	MATH066AXX	Basic Algebra I		2	\$473.69	\$947.38
Constance	Taylor	3005	MATH067AXX	Basic Algebra II		2	\$473.69	\$947.38
Don	Tresemmer	3002	MATH158AXX	Int Algebra I		2	\$473.69	\$947.38
Don	Tresemmer	3003	MATH159AXX	Int Algebra II		2	\$473.69	\$947.38
<b>HSS/FA</b>								
Lenie	Adolphson	3151	HIST141Y1	Western Civ		3	\$546.33	\$1,638.99
Lenie	Adolphson	3889	HIST141Y1B	Western Civ		3	\$546.33	\$1,638.99
Colette	Binger	3152	PSY160N	Psych of Hum Rel		2	\$546.33	\$1,092.66
Colette	Binger	3153	PSY262HB	Human Growth/Dev		3	\$546.33	\$1,638.99
Thompson	Brandt	3157	HUMA104HB	Intro to Humanities		3	\$634.52	\$1,903.56
Thompson	Brandt	3155	MUS268Y1A	Music of the USA		3	\$634.52	\$1,903.56
Kimberly	Fricke	3179	EDUC224N	Intro Special Ed		3	\$546.33	\$1,638.99
Brian	Moore	3727	COMM090G	Pref to Rhet		3	\$634.52	\$1,903.56
Heather	Moore	3726	COMM090HBB	Pref to Rhet		3	\$634.52	\$1,903.56
Anthony	Peska	3199	CJS102DC	Intro to Corrections		3	\$531.33	\$1,593.99
Heidi	Spotts-Manthey	3215	MUS267Y1	Intro to Music		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	3216	MUS267A	Intro to Music		3	\$546.33	\$1,638.99
Scott	Stitch	3222	MUS154A	Aural Skills I		1	\$546.33	\$364.22*
Scott	Stitch	3221	MUS161A	Theory I		3	\$546.33	\$1,092.66*
Loretta	Swanson	3223	ART110Y1A	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	3225	ART219HB	Modern Art		3	\$546.33	\$1,638.99
Sam	Tucibat	3226	ART118A	Graphic Design I		3	\$634.52	\$1,903.56
Sam	Tucibat	3228	ART201HBN	Intro Photography		3	\$634.52	\$951.78*
Sam	Tucibat	3227	ART228A	Graphic Design III		3	\$634.52	\$951.78*
Nathan	Weston	3167	PHIL282Y1A	Ethics		3	\$531.33	\$1,593.99
Nathan	Weston	3168	PHIL282Y1B	Ethics		3	\$531.33	\$1,593.99
Daryl	Watson	3229	HIST143DC	US History I		3	\$546.33	\$1,638.99
Dana	Dillard	3709	PSY161DC	Intro to Psych		3	\$531.33	\$1,593.99
Michael	Sleezer	3716	PSY161DC1	Intro to Psych		3	\$634.52	\$1,903.56
Michael	Sleezer			Curriculum Development		3	\$634.52	\$1,903.56
Dagny	Brandt			Youth Choir Director				\$1,550.00
Brandon	Lamm			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi	Spotts-Manthey			Concert Choir Director				\$1,550.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$750.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Scott	Stitch		Concert Band Director					\$1,550.00
Brittany	Williams		Part-Time Forensics Coach					\$2,250.00
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Sam	Fiorenza	3728	COMM090HBA	Pref to Rhet		3	\$1,269.03	\$3,807.09
Sam	Fiorenza		Writing Center			0.75	\$1,395.93	\$1,046.95
William	Lucio	3187	SPCH191A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
Chelsea	Martinez		Assessment Mentor			3	\$1,269.03	\$3,807.09
Kay	Ostberg		COMM090 Coordinator			1	\$1,269.03	\$1,269.03
Kay	Ostberg		Writing Center			0.75	\$1,269.03	\$951.77
Kathrine	Perkins		Coordinator of Transitional Comm			3	\$1,269.03	\$3,807.09
Kathrine	Perkins		Writing Center			0.75	\$1,395.93	\$1,046.95
Paul	Rabideau	3205	PSY161Y2B	Intro to Psychology		3	\$1,269.03	\$3,807.09
Jennifer	Roser	3214	OCED290A	Work Pl Exp CJS		4	\$1,269.03	\$761.42*
James	Yeager	3236	SPCH191Y1A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
* pro rated based on enrollment								
<b>Athletics</b>								
Kris	Beach		Bowling Coach					\$4,230.08
Stephanie	Riedel		Assistant Volleyball Coach					\$2,538.05
Aaron	Burke		Golf Coach					\$1,269.02
Chad	Boudreau		Men's Basketball Coach					\$6,091.32
Chad	Boudreau	3605	PHYD220CXX	Team Sport Basketball		1.4	\$546.33	\$764.86
Chad	Boudreau	3862	PHYD212DC	First Aid		2	\$546.33	\$1,092.66
Chad	Boudreau	3600	PHYD124N	Theory of Football Coaching		2	\$546.33	\$1,092.66
Chad	Boudreau	3609	PHYD226N	Theory of Basketball Coaching		2	\$546.33	\$1,092.66
Pete	Norman	3599	PHYD121A	Physical Fitness I		1.8	\$634.52	\$1,142.04
Pete	Norman	3607	PHYD221A	Physical Fitness II		2	\$634.52	\$1,269.04
Pete	Norman	3610	PHYD227N	Sports Officiating		2	\$634.52	\$1,269.04
Pete	Norman	3863	PHYD121DC	Physical Fitness I		1.8	\$634.52	\$1,142.14
Jeff	Johnson		Bowling Coach					\$4,230.08
Roger	Fegan		Baseball Coach					\$5,076.10
Lonnie	Boga		Women's Basketball Coach					\$6,091.32
Todd	Johnson		Women's Bowling Coach					\$4,230.08
Pete	Norman		Golf Coach					\$1,269.02
* Pro rated based on enrollment								



			COURSE	CLOCK	CREDIT		TOTAL	
FIRST	LAST	SUBJE	TITLE	HRS	HRS	RATE	SALARY	
Other Assignments								
Jennifer	Eckerman		Designed new Ag logo and advertisement posts for Orientation, Facebook, E-blast and website				\$ 325.00	
Frank	Young		Alumni softball game umpire 8/12/18				\$ 100.00	
Robert	Dixon		Create/design marketing material for Project Succeed and Upward Bound				\$ 3,168.00	
Bradley	Patterson		Volleyball game 8/29/18 official				\$ 100.00	
Roger	Thinnes		Volleyball game 8/29/18 official				\$ 100.00	
Derek	Greenfield		Presentation for Project Succeed 9/27/18				\$ 5,600.00	
Kim	Ramirez		Medical coding course for 3 students - first installment				\$ 2,070.00	

AGENDA ITEM #XI-A-1  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
2+2 DEGREE PLAN LEADING TO A  
BACHELOR OF ARTS IN ART – ART STUDIO

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached 2+2 Degree Plan to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts degree in Art – Art Studio.

**BACKGROUND:** This agreement is the result of discussions between Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

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

Western Illinois University  
Office of the Provost and Academic Vice President  
*College of Fine Arts and Communication, Department of Art*  
2+2 Agreement

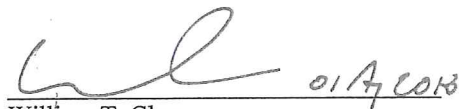
*Highland Community College* and Western Illinois University agree that if a student completes the Associate of *Arts* and is admitted to Western Illinois University, that student shall be eligible for this Articulation Agreement.

1. This Articulation Agreement is only appropriate for students who transfer from *Highland Community College* with an Associate of *Arts* that includes the general education courses, that are attached to this document, and who pursue a Bachelor of *Arts* in *Art - Art Studio* from Western Illinois University. The series of courses that must be taken to complete the baccalaureate degree at WIU are attached to this document.
2. The student must satisfactorily complete the course requirements at Western Illinois University to earn a Bachelor of *Arts* in *Art - Art Studio*.
3. Students admitted under this 2+2 Agreement must meet all other graduation requirements as listed in the student undergraduate catalog at Western Illinois University.
4. If either *Highland Community College* or Western Illinois University changes major program requirements, general education requirements, graduation requirements, this agreement is subject to renegotiation.
5. **COMPLETE PROGRAM OUTLINE IS ATTACHED**

Western Illinois University



Dr. Ronald C. Williams  
Vice President Student Services



William T. Clow  
Dean, College of Fine Arts and Communication



Kathleen Myers  
Chair, Department of Art

Highland Community College

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Douglas R. Block  
Chair, Board of Trustees

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Tim Hood  
President

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Christina Kuberski,  
Executive Vice President

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Jim Phillips,  
Dean, Humanities, Social Sciences, & Fine Art

Spring 2018



Highland  
Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032  
(815) 235-6121

**2+2**  
**Degree**  
**Plan**



Transfer Center  
Western Illinois University  
1 University Circle  
103 Sherman Hall  
Macomb, IL 61455  
(309) 298-3120

## Bachelor of Arts - Art: Art Studio

This 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Art with an option in Art Studio at WIU.

Students intending to complete a baccalaureate degree in Art Studio from WIU should follow the Associate in Arts degree program outlined in this brochure from Highland Community College.

Students who complete the Associate of Arts degree at Highland Community College may transfer to WIU and complete their Bachelor of Arts degree in Art - Art Studio in an additional two years.

### 1<sup>st</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 115 - Two-Dimensional Design</b>	3	<b>ARTS 101 - Design I: 2-D Design</b>
2	<b>ART 113 - Drawing I</b>	3	<b>ARTS 140 - Drawing I</b>
1	ENGL 121 - Rhetoric & Composition I	3	ENG 180 - College Writing I
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities/Fine Arts Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

### 1<sup>st</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 116 - Three-Dimensional Design</b>	3	<b>ARTS 102 - Design II: 3-D Design</b>
2	<b>ART 114 - Drawing II</b>	3	<b>ARTS 240 - Drawing II</b>
1	SPCH 191 - Fundamentals of Speech	3	COMM 241 - Intro to Public Speak
1	ENGL 122 - Rhetoric & Composition II	3	ENG 280 - College Writing II
1	Physical/ Life Science Gen Ed	4	Gen Ed - Science + lab
	Semester Hours	16	

### 2<sup>nd</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 120 - Life Drawing</b>	3	<b>ARTS 241 - Life Drawing I</b>
1, 2	<b>ART 215 - Art History I</b>	3	<b>ARTH 282 - History of Art I</b>
2	<b>ART 118 - Graphic Design I</b>	3	<b>ARTS 115 - Digital Design</b>
1	Physical/ Life Science Gen Ed	3	Gen Ed - Science
1	Mathematics Gen Ed	3	Gen Ed - Mathematics
	Semester Hours	15	

Both community college and university requirements are subject to change.

The courses listed are intended as a projected course guide.

1 = Gen Ed course

2 = Art Foundation course

**BA - ART: ART STUDIO**  
2+ 2 Transfer agreement HCC (page 2)

**2<sup>nd</sup> Year, Spring Semester**

Notes	HCC Courses	SH	WIU Equivalent
1, 2	<b>ART 216 - Art History II</b>	<b>3</b>	<b>ARTH 283 - History of Art II</b>
	<b>Art Studio Elective</b>	<b>3</b>	<b>Dept. Studio Elective</b>
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

**Notes for HCC**

1. This 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Art with an option in Art Studio at WIU.
2. Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program, with an area of concentration in Art, outlined by Highland Community College. See Counseling for specific course requirements or recommendations.
3. One course must have a multicultural or diversity emphasis. This is not an additional credit hour requirement. See Counseling for specific course requirements or recommendations.

**WIU Suggested Course Sequence**

**3<sup>rd</sup> Year, Fall Semester**

Notes	WIU Courses	SH
	Art History (392, 394, or 397)	3
	Dept. Studio Elec.	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**3<sup>rd</sup> Year, Spring Semester**

Notes	WIU Courses	SH
	Art History (upper-level)	3
	(3-D) Dept. Studio Elec.	3
	Dept. Studio Elec.	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**4<sup>th</sup> Year, Fall Semester**

Notes	WIU Courses	SH
	<b>ARTS 495 Prof. Practices</b>	3
	(3-D) Dept. Studio Elec.	3
	Dept. Studio Elec.	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**4<sup>th</sup> Year, Spring Semester**

Notes	WIU Courses	SH
	Dept. Studio Elec.	3
	Dept. Studio Elec.	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**Notes for WIU**

1. A minimum of 42 s.h. must be earned in upper-division courses.
2. At least 50% of art and design courses must be completed at WIU.

AGENDA ITEM #XI-A-2  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
2+2 DEGREE PLAN LEADING TO A  
BACHELOR OF FINE ARTS IN ART – ART STUDIO

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached 2+2 Degree Plan to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Fine Arts degree in Art – Art Studio.

**BACKGROUND:** This agreement is the result of discussions between Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

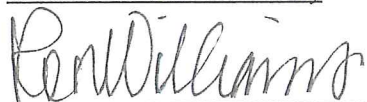
BOARD ACTION: \_\_\_\_\_

Western Illinois University  
Office of the Provost and Academic Vice President  
*College of Fine Arts and Communication, Department of Art*  
2+2 Agreement

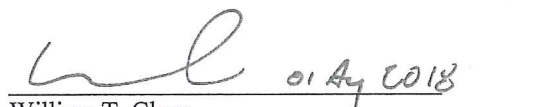
*Highland Community College* and Western Illinois University agree that if a student completes the Associate of *Arts* and is admitted to Western Illinois University, that student shall be eligible for this Articulation Agreement.

1. This Articulation Agreement is only appropriate for students who transfer from *Highland Community College* with an Associate of *Arts* that includes the general education courses, that are attached to this document, and who pursue a Bachelor of *Fine Arts* in *Art - Art Studio* from Western Illinois University. The series of courses that must be taken to complete the baccalaureate degree at WIU are attached to this document.
2. The student must satisfactorily complete the course requirements at Western Illinois University to earn a Bachelor of *Fine Arts* in *Art - Art Studio*.
3. Students admitted under this 2+2 Agreement must meet all other graduation requirements as listed in the student undergraduate catalog at Western Illinois University.
4. If either *Highland Community College* or Western Illinois University changes major program requirements, general education requirements, graduation requirements, this agreement is subject to renegotiation.
5. **COMPLETE PROGRAM OUTLINE IS ATTACHED**


Western Illinois University



Dr. Ronald C. Williams  
Vice President Student Services




William T. Clow  
Dean, College of Fine Arts and Communication

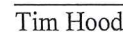


Kathleen Myers  
Chair, Department of Art

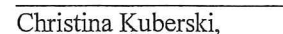
Highland Community College




Douglas R. Block  
Chair, Board of Trustees



Tim Hood  
President



Christina Kuberski,  
Executive Vice President



Jim Phillips,  
Dean, Humanities, Social Sciences, & Fine Art

Spring 2018



Highland  
Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032  
(815) 235-6121

**2+2**  
**Degree**  
**Plan**



Transfer Center  
Western Illinois University  
1 University Circle  
103 Sherman Hall  
Macomb, IL 61455  
(309) 298-3120

## Bachelor of Fine Arts - Art: Art Studio

This 2+2 is a four-year plan that leads to a Bachelor of Fine Arts degree in Art with a focus in Studio Art at WIU.

Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program outlined in this brochure from Highland Community College.

Students who complete the Associate of Arts degree at Highland Community College may transfer to WIU and complete their Bachelor of Fine Arts degree in Art - Art Studio in an additional two years. \*

\*Graduation delays may be encountered if additional work is required to strengthen a student's BFA program admission portfolio.

### 1<sup>st</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 115 - Two-Dimensional Design</b>	3	<b>ARTS 101 - Design I: 2-D Design</b>
2	<b>ART 113 - Drawing I</b>	3	<b>ARTS 140 - Drawing I</b>
1	ENGL 121 - Rhetoric & Composition I	3	ENG 180 - College Writing I
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities/Fine Arts Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

### 1<sup>st</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 116 - Three-Dimensional Design</b>	3	<b>ARTS 102 - Design II: 3-D Design</b>
2	<b>ART 114 - Drawing II</b>	3	<b>ARTS 240 - Drawing II</b>
1	SPCH 191 - Fundamentals of Speech	3	COMM 241 - Intro to Public Speak
1	ENGL 122 - Rhetoric & Composition II	3	ENG 280 - College Writing II
1	Physical/ Life Science Gen Ed	4	Gen Ed - Science + lab
	Semester Hours	16	

### 2<sup>nd</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 120 - Life Drawing</b>	3	<b>ARTS 241 - Life Drawing I</b>
1, 2	<b>ART 215 - Art History I</b>	3	<b>ARTH 282 - History of Art I</b>
2	<b>ART 118 - Graphic Design I</b>	3	<b>ARTS 115 - Digital Design</b>
1	Physical/ Life Science Gen Ed	3	Gen Ed - Science
1	Mathematics Gen Ed	3	Gen Ed - Mathematics
	Semester Hours	15	

Both community college and university requirements are subject to change.

The courses listed are intended as a projected course guide.

1 = Gen Ed course

2 = Art Foundation course



BFA - ART: ART STUDIO  
2+ 2 Transfer agreement HCC (page 2)

### 2<sup>nd</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalent
1, 2	<b>ART 216 - Art History II</b>	3	<b>ARTH 283 - History of Art II</b>
2	<b>Art Studio Elective</b>	3	<b>Dept. Studio Elective</b>
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

#### Notes for HCC

1. This 2+2 is a four-year plan that leads to a Bachelor of Fine Arts degree in Art with an option in Art Studio at WIU.
2. Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program, with an area of concentration in Art, outlined by Highland Community College. See Counseling for specific course requirements or recommendations.
3. One course must have a multicultural or diversity emphasis. This is not an additional credit hour requirement. See Counseling for specific course requirements or recommendations.

### WIU Suggested Course Sequence

#### 3<sup>rd</sup> Year, Fall Semester

Notes	WIU Courses	SH
	Art History (392, 394, or 397)	3
	Dept. Studio Elec.	3
	Dept. Studio Elec.	3
	Primary Studio Directed	3
	Primary Studio Directed	3
	<b>ARTS 210 Entry Review</b>	0
	Semester Hours	15

#### 3<sup>rd</sup> Year, Spring Semester

Notes	WIU Courses	SH
	Art History (upper-level)	3
	(3-D) Dept. Studio Elec.	3
	Primary Studio Directed	3
	Primary Studio Directed	3
	Primary Studio Directed	3
	<b>ARTS 310 Junior Review</b>	0
	Semester Hours	15

#### 4<sup>th</sup> Year, Fall Semester

Notes	WIU Courses	SH
	Art History (upper-level)	3
	<b>ARTS 495 Prof. Practices</b>	3
	(3-D) Depart. Studio Elec.	3
	Primary Studio Directed	3
	Primary Studio Directed	3
	Semester Hours	15

#### 4<sup>th</sup> Year, Spring Semester

Notes	WIU Courses	SH
	Primary Studio Directed	3
	Primary Studio Directed	3
	Primary Studio Directed	3
	<i>elective</i>	3
	<i>elective</i>	3
	<b>ARTS 410 Senior Exhibition</b>	1
	Semester Hours	16

#### Notes for WIU

1. A minimum of 42 s.h. must be earned in upper-division courses.
2. At least 50% of art and design courses must be completed at WIU.

AGENDA ITEM #XI-A-3  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
2+2 DEGREE PLAN LEADING TO A  
BACHELOR OF ARTS IN ART – GRAPHIC DESIGN

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached 2+2 Degree Plan to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts in Art – Graphic Design.

**BACKGROUND:** This agreement is the result of discussions between Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

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

Western Illinois University  
Office of the Provost and Academic Vice President  
*College of Fine Arts and Communication, Department of Art*  
2+2 Agreement

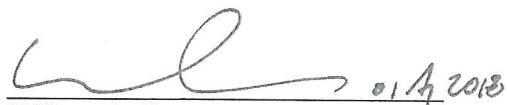
*Highland Community College* and Western Illinois University agree that if a student completes the Associate of *Arts* and is admitted to Western Illinois University, that student shall be eligible for this Articulation Agreement.

1. This Articulation Agreement is only appropriate for students who transfer from *Highland Community College* with an Associate of *Arts* that includes the general education courses, that are attached to this document, and who pursue a Bachelor of *Arts* in *Art - Graphic Design* from Western Illinois University. The series of courses that must be taken to complete the baccalaureate degree at WIU are attached to this document.
2. The student must satisfactorily complete the course requirements at Western Illinois University to earn a Bachelor of *Arts* in *Art - Graphic Design*.
3. Students admitted under this 2+2 Agreement must meet all other graduation requirements as listed in the student undergraduate catalog at Western Illinois University.
4. If either *Highland Community College* or Western Illinois University changes major program requirements, general education requirements, graduation requirements, this agreement is subject to renegotiation.
5. **COMPLETE PROGRAM OUTLINE IS ATTACHED**

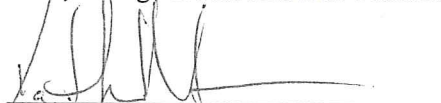
Western Illinois University



Dr. Ronald C. Williams  
Vice President Student Services



William T. Clow  
Dean, College of Fine Arts and Communication



Kathleen Myers  
Chair, Department of Art

Highland Community College

\_\_\_\_\_  
Douglas R. Block  
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President

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Christina Kuberski,  
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\_\_\_\_\_  
Jim Phillips,  
Dean, Humanities, Social Sciences, & Fine Art

Spring 2018



Highland  
Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032  
(815) 235-6121

**2+2**  
**Degree**  
**Plan**



Transfer Center  
Western Illinois University  
1 University Circle  
103 Sherman Hall  
Macomb, IL 61455  
(309) 298-3120

## Bachelor of Arts - Art: Graphic Design

This 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Art with an option in Graphic Design at WIU.

Students intending to complete a baccalaureate degree in Art Studio from WIU should follow the Associate in Arts degree program outlined in this brochure from Highland Community College.

Students who complete the Associate of Arts degree at Highland Community College may transfer to WIU and complete their Bachelor of Arts degree in Art - Graphic Design in an additional two years.

### 1<sup>st</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 115 - Two-Dimensional Design</b>	3	<b>ARTS 101 - Design I: 2-D Design</b>
2	<b>ART 113 - Drawing I</b>	3	<b>ARTS 140 - Drawing I</b>
1	ENGL 121 - Rhetoric & Composition I	3	ENG 180 - College Writing I
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities/Fine Arts Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

### 1<sup>st</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 116 - Three-Dimensional Design</b>	3	<b>ARTS 102 - Design II: 3-D Design</b>
2	<b>ART 114 - Drawing II</b>	3	<b>ARTS 240 - Drawing II</b>
1	SPCH 191 - Fundamentals of Speech	3	COMM 241 - Intro to Public Speak
1	ENGL 122 - Rhetoric & Composition II	3	ENG 280 - College Writing II
1	Physical/ Life Science Gen Ed	4	Gen Ed - Science + lab
	Semester Hours	16	

### 2<sup>nd</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 120 - Life Drawing</b>	3	<b>ARTS 241 - Life Drawing I</b>
1, 2	<b>ART 215 - Art History I</b>	3	<b>ARTH 282 - History of Art I</b>
2	<b>ART 118 - Graphic Design I</b>	3	<b>ARTS 115 - Digital Design</b>
1	Physical/ Life Science Gen Ed	3	Gen Ed - Science
1	Mathematics Gen Ed	3	Gen Ed - Mathematics
	Semester Hours	15	

Both community college and university requirements are subject to change.

The courses listed are intended as a projected course guide.

1 = Gen Ed course

2 = Art Foundation course

**BA - ART: GRAPHIC DESIGN**  
2 + 2 Transfer agreement HCC (page 2)

**2<sup>nd</sup> Year, Spring Semester**

Notes	HCC Courses	SH	WIU Equivalent
1, 2	<b>ART 216 - Art History II</b>	3	<b>ARTH 283 - History of Art II</b>
2	<b>Art Studio Elective</b>	3	<b>Dept. Studio Elective</b>
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

**Notes for HCC**

1. This 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Art with an option in Graphic Design at WIU.
2. Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program, with an area of concentration in Art, outlined by Highland Community College. See Counseling for specific course requirements or recommendations.
3. One course must have a multicultural or diversity emphasis. This is not an additional credit hour requirement.

**WIU Suggested Course Sequence**

**3<sup>rd</sup> Year, Fall Semester**

Notes	WIU Courses	SH
	Art History (392, 394, or 397)	3
	<b>ARTS 215 Intro GD &amp; Typog.</b>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**3<sup>rd</sup> Year, Spring Semester**

Notes	WIU Courses	SH
	Art History (upper-level)	3
	(3-D) Dept. Studio Elec.	3
	<b>ARTS 314 Art Digital Imaging</b>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**4<sup>th</sup> Year, Fall Semester**

Notes	WIU Courses	SH
	(3-D) Dept. Studio Elec.	3
	<b>ARTS 315 Layout &amp; Design</b>	3
	<b>ARTS 246 Digital Art Photo</b>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	Semester Hours	15

**4<sup>th</sup> Year, Spring Semester**

Notes	WIU Courses	SH
	<b>ARTS 316 Art Web Design</b>	3
	<b>ARTS 317, 318, 414, or 415</b>	3
	<i>Open elective</i>	3
	<i>Open elective</i>	3
	<b>ARTS 416 Senior Portfolio</b>	3
	Semester Hours	15

**Notes for WIU**

1. A minimum of 42 s.h. must be earned in upper-division courses.
2. At least 50% of art and design courses must be completed at WIU.

AGENDA ITEM #XI-A-4  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
2+2 DEGREE PLAN LEADING TO A  
BACHELOR OF FINE ARTS IN ART – GRAPHIC DESIGN

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached 2+2 Degree Plan to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Fine Arts degree in Art – Graphic Design.

**BACKGROUND:** This agreement is the result of discussions between Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

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

Western Illinois University  
Office of the Provost and Academic Vice President  
*College of Fine Arts and Communication, Department of Art*  
2+2 Agreement

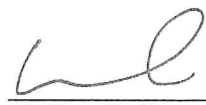
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1. This Articulation Agreement is only appropriate for students who transfer from *Highland Community College* with an Associate of *Arts* that includes the general education courses, that are attached to this document, and who pursue a Bachelor of *Fine Arts in Art - Graphic Design* from Western Illinois University. The series of courses that must be taken to complete the baccalaureate degree at WIU are attached to this document.
2. The student must satisfactorily complete the course requirements at Western Illinois University to earn a Bachelor of *Fine Arts in Art - Graphic Design*.
3. Students admitted under this 2+2 Agreement must meet all other graduation requirements as listed in the student undergraduate catalog at Western Illinois University.
4. If either *Highland Community College* or Western Illinois University changes major program requirements, general education requirements, graduation requirements, this agreement is subject to renegotiation.
5. **COMPLETE PROGRAM OUTLINE IS ATTACHED**

Western Illinois University



Dr. Ronald C. Williams  
Vice President Student Services

 01 Aug 2018

William T. Clow  
Dean, College of Fine Arts and Communication



Kathleen Myers  
Chair, Department of Art

Highland Community College

\_\_\_\_\_  
Douglas R. Block  
Chair, Board of Trustees

\_\_\_\_\_  
Tim Hood  
President

\_\_\_\_\_  
Christina Kuberski,  
Executive Vice President

\_\_\_\_\_  
Jim Phillips,  
Dean, Humanities, Social Sciences, & Fine Arts

Spring 2018



Highland  
Community College  
2998 W. Pearl City Rd.  
Freeport, IL 61032  
(815) 235-6121

**2+2**  
**Degree**  
**Plan**



Transfer Center  
Western Illinois University  
1 University Circle  
103 Sherman Hall  
Macomb, IL 61455  
(309) 298-3120

## Bachelor of Fine Arts - Art: Graphic Design

This 2+2 is a four-year plan that leads to a Bachelor of Fine Arts degree in Art with a focus in Graphic Design at WIU.

Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program outlined in this brochure from Highland Community College.

Students who complete the Associate of Arts degree at Highland Community College may transfer to WIU and complete their Bachelor of Fine Arts degree in Art - Graphic Design in an additional two years. \*

\*Graduation delays may be encountered if additional work is required to strengthen a student's BFA program admission portfolio.

### 1<sup>st</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 115 - Two-Dimensional Design</b>	3	<b>ARTS 101 - Design I: 2-D Design</b>
2	<b>ART 113 - Drawing I</b>	3	<b>ARTS 140 - Drawing I</b>
1	ENGL 121 - Rhetoric & Composition I	3	ENG 180 - College Writing I
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities/Fine Arts Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

### 1<sup>st</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 116 - Three-Dimensional Design</b>	3	<b>ARTS 102 - Design II: 3-D Design</b>
2	<b>ART 114 - Drawing II</b>	3	<b>ARTS 240 - Drawing II</b>
1	SPCH 191 - Fundamentals of Speech	3	COMM 241 - Intro to Public Speak
1	ENGL 122 - Rhetoric & Composition II	3	ENG 280 - College Writing II
1	Physical/ Life Science Gen Ed	4	Gen Ed - Science + lab
	Semester Hours	16	

### 2<sup>nd</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
2	<b>ART 120 - Life Drawing</b>	3	<b>ARTS 241 - Life Drawing I</b>
1, 2	<b>ART 215 - Art History I</b>	3	<b>ARTH 282 - History of Art I</b>
2	<b>ART 118 - Graphic Design I</b>	3	<b>ARTS 115 - Digital Design</b>
1	Physical/ Life Science Gen Ed	3	Gen Ed - Science
1	Mathematics Gen Ed	3	Gen Ed - Mathematics
	Semester Hours	15	

Both community college and university requirements are subject to change.  
The courses listed are intended as a projected course guide.

1 = Gen Ed course

2 = Art Foundation course



BFA - ART: GRAPHIC DESIGN  
2+ 2 Transfer agreement HCC (page 2)

### 2<sup>nd</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalent
1, 2	<b>ART 216 - Art History II</b>	3	<b>ARTH 283 - History of Art II</b>
2	<b>Art Studio Elective</b>	3	<b>Dept. Studio Elective</b>
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Social and Behavioral Sciences Gen Ed	3	Gen Ed - Social Sciences
1	Humanities Gen Ed	3	Gen Ed - Humanities
	Semester Hours	15	

#### Notes for HCC

1. This 2+2 is a four-year plan that leads to a Bachelor of Fine Arts degree in Art with an option in Graphic Design at WIU.
2. Students intending to complete a baccalaureate degree in Art from WIU should follow the Associate in Arts degree program, with an area of concentration in Art, outlined by Highland Community College. See Counseling for specific course requirements or recommendations.
3. One course must have a multicultural or diversity emphasis. This is not an additional credit hour requirement. See Counseling for specific course requirements or recommendations.

### WIU Suggested Course Sequence

#### 3<sup>rd</sup> Year, Fall Semester

Notes	WIU Courses	SH
	Art History (392, 394, or 397)	3
	Dept. Studio Elec.	3
	<b>ARTS 215 Intro GD &amp; Typog.</b>	3
	<b>ARTS 246 Digital Art Photo</b>	3
	Dept. Studio Elec.	3
	<b>ARTS 210 Entry Review</b>	0
	Semester Hours	15

#### 3<sup>rd</sup> Year, Spring Semester

Notes	WIU Courses	SH
	Art History (upper-level)	3
	(3-D) Dept. Studio Elec.	3
	<b>ARTS 314 Art Digital Imaging</b>	3
	<b>ARTS 315 Layout &amp; Design</b>	3
	Dept. Studio Elec.	3
	<b>ARTS 310 Junior Review</b>	0
	Semester Hours	15

#### 4<sup>th</sup> Year, Fall Semester

Notes	WIU Courses	SH
	Art History (upper-level)	3
	(3-D) Dept. Studio Elec.	3
	<b>ARTS 316 Art Web Design</b>	3
	<b>ARTS 317, 318, 414, or 415</b>	3
	Dept. Studio Elec.	3
	Semester Hours	15

#### 4<sup>th</sup> Year, Spring Semester

Notes	WIU Courses	SH
	Dept. Studio Elec.	3
	<b>ARTS 317, 318, 414, or 415</b>	3
	Dept. Studio Elec.	3
	<i>elective</i>	3
	<b>ARTS 416 Senior Portfolio</b>	3
	Semester Hours	15

#### Notes for WIU

1. A minimum of 42 s.h. must be earned in upper-division courses.
2. At least 50% of art and design courses must be completed at WIU.

AGENDA ITEM #XI-A-5  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
2+2 DEGREE PLAN LEADING TO A  
BACHELOR OF ARTS IN THEATRE – PERFORMANCE

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached 2+2 Degree Plan to support the seamless transition of Highland students completing their Associate of Arts degree program at Highland to Western Illinois University for completion of a Bachelor of Arts in Theatre – Performance.

**BACKGROUND:** This agreement is the result of discussions between Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

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

Western Illinois University  
Office of the Provost and Academic Vice President  
*Highland Community College, Department of Theatre*  
2+2 Agreement

*Highland Community College* and Western Illinois University agree that if a student completes the Associate of and is admitted to Western Illinois University, that student shall be eligible for this Articulation Agreement.

1. This Articulation Agreement is only appropriate for students who transfer from *Highland Community College* with an Associate of *Arts* that includes the general education courses, that are attached to this document, and who pursue a Bachelor of *Arts in Theatre: Performance* from Western Illinois University. The series of courses that must be taken to complete the baccalaureate degree at WIU are attached to this document.
2. The student must satisfactorily complete the course requirements at Western Illinois University to earn a Bachelor of *Arts in Theatre: Performance*.
3. Students admitted under this 2+2 Agreement must meet all other graduation requirements as listed in the student undergraduate catalog at Western Illinois University.
4. If either *Highland Community College* or Western Illinois University changes major program requirements, general education requirements, graduation requirements, this agreement is subject to renegotiation.
5. **COMPLETE PROGRAM OUTLINE IS ATTACHED**

Western Illinois University

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Department Chair

Highland Community College

\_\_\_\_\_  
Douglas R. Block, Chair  
Board of Trustees

\_\_\_\_\_  
Tim Hood  
President

\_\_\_\_\_  
Christina Kuberski  
Executive Vice President

\_\_\_\_\_  
Jim Phillips  
Dean, Humanities, Social Sciences, & Fine Arts

Spring 2018



## 2+2 Degree Plan



Transfer Center  
Western Illinois University  
1 University Circle  
103 Sherman Hall  
Macomb, IL 61455  
(309) 298-3120

### Theatre – Performance

The 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Theatre at WIU.

Students intending to complete a baccalaureate degree in Theatre from WIU should follow the Associate in Arts degree program outlined in this brochure from Highland Community College.

Students who complete the Associate of Arts degree at Highland Community College may transfer to WIU and complete their Bachelor of Arts degree in Theatre in an additional two years.

#### 1<sup>st</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
	ENGL 121	3	ENG 180
	THEA 196	3	THEA 100
	THEA 187	3	THEA 150
	THEA 183	3	THEA 172
	HIST/POL Gen Ed	3	Elective
	LIBS 199	2	Elective
	Semester Hours	17	

#### 1<sup>st</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
	ENGL 122	3	ENG 280
	THEA 283	2	THEA 130
	SPCH 191	3	COMM 241
	Humanities Gen Ed	3	Elective
	Physical/ Life Science Gen Ed	4	Elective
	Semester Hours	15	

#### 2<sup>nd</sup> Year, Fall Semester

Notes	HCC Courses	SH	WIU Equivalents
	THEA 184	3	THEA 311 (lower division credit)
	THEA 283	2	THEA 230
	Hum/Fine Arts Gen Ed	3	Elective
	Physical/ Life Science Gen Ed	3-4	Elective
	Social and Behavioral Science Gen Ed	3	Elective
	Math Gen Ed	3	Elective
	Semester Hours	17/18	

Both community college and university requirements are subject to change. The courses listed here are intended as a projected course guide.

2<sup>nd</sup> Year, Spring Semester

Notes	HCC Courses	SH	WIU Equivalents
	THEA 283	2	THEA 330 (lower division credit)
	Social and Behavioral Science Gen Ed	3	Elective
	Hum/Fine Arts Gen Ed	3	Elective
	THEA Electives	6	Electives
	Semester Hours	14	

## Notes for HCC:

1. This 2+2 is a four-year plan that leads to a Bachelor of Arts degree in Theatre with an option in Performance at WIU.
2. Students intending to complete a baccalaureate degree in Theatre from WIU should follow the Associate in Arts degree program with an area of concentration in Theatre outlined by Highland Community College. See Counseling for specific course requirements or recommendations.
3. One course must have a multicultural or diversity emphasis. This is not an additional credit hour requirement. See Counseling for specific course requirements or recommendations.

**WIU Suggested Course Sequence:**3<sup>rd</sup> Year, Fall Semester

Notes	WIU Courses	SH
1	THEA 390	3
1	THEA 321	3
	THEA 165/THEA 145	3
	THEA 151	1
	THEA 101	3
	Minor	3
	Semester Hours	16

4<sup>th</sup> Year Fall Semester

Notes	WIU Courses	SH
1	THEA 392	2
1	THEA 381	3
1	THEA Elective 300+	3
1	Minor 300+	3
1	Elective 300+	4
	Semester Hours	15

3<sup>rd</sup> Year, Spring Semester

Notes	WIU Courses	SH
	THEA 170	2
	THEA 171	2
1	THEA 391	3
	THEA 251	1
1	Minor 300+	3
1	Minor 300+	3
	Semester Hours	14

4<sup>th</sup> Year, Spring Semester

Notes	WIU Courses	SH
1	Electives 300+	9
1	Minor 300+	3
1	Minor 300+	3
	Semester Hours	15

## Notes for WIU

1. Students must complete 42 semester hours of upper division credit to graduate.
2. THEA 390 meets Foreign Language/ Global Issues graduation requirement if not already met.

AGENDA ITEM #XI-A-6  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY  
ACADEMIC TRANSFER PARTNERSHIP  
BACHELOR OF ARTS IN GENERAL STUDIES (BGS)

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the Academic Transfer Partnership to support the seamless transition of Highland students to Western Illinois University for completion of a Bachelor of Arts in General Studies.

**BACKGROUND:** This agreement is the result of discussions between Thedford Jackson, Transfer Coordinator, Jim Phillips, Dean of Humanities, Social Sciences, and Fine Arts, and representatives of Western Illinois University.

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

**Academic Transfer Partnership**

**Between**

**Highland Community College**

**and**

**Board of Trustees of**

**Western Illinois University**

**Bachelor of Arts in General Studies**

**Degree Program**

***Building on Partnerships***

**A SHARED COMMITMENT TO EDUCATIONAL QUALITY,  
OPPORTUNITY AND AFFORDABILITY**

**October 2018**

## ADMISSION AGREEMENT

Highland Community College and Western Illinois University agree to facilitate the transfer of students who have enrolled in Highland Community College's Associate of Applied Science, Associate of Arts, Associate of Engineering Science, Associate of General Studies, and Associate of Science degree programs and wish to enroll in the Western Illinois University's Bachelor of Arts in General Studies (BGS) Degree Program. Students of Highland Community College Associate's degree programs may take one or more courses, and at the same time work toward completing WIU's Bachelor of Arts in General Studies Degree without campus attendance at Western Illinois University.

A key benefit of this partnership agreement is that place-bound students within the Highland Community College area can now earn a Bachelor of Arts degree from Western Illinois University without being required to relocate. Therefore, through association, Highland Community College can market a bachelor completion program to students and Western Illinois University can provide additional educational opportunities to students who are unable to attend one of the WIU campuses. Students who have completed the Associate of Applied Science, Associate of Arts, Associate of Engineering Science, Associate of General Studies, and Associate of Science degrees at Highland Community College and wish to transfer to Western Illinois University into the Bachelor of Arts in General Studies (BGS) Degree Program may be admitted to the degree program as long as the minimum required admission standards have been achieved.

1. Students who wish to participate in this partnership program shall complete the Western Illinois University Bachelor of Arts in General Studies Degree Program application, pay the application fee, and supply Western Illinois University with official transcripts from all colleges attended. This application may be completed through the Western Illinois University web site ([http://www.wiu.edu/global\\_education/bgs/apply.php](http://www.wiu.edu/global_education/bgs/apply.php)). Students can also print a paper copy of the application from this site and mail it in to the General Studies Degree Program office.
2. Applicants must meet all admission criteria at the time they officially matriculate to Western Illinois University. Admission to Highland Community College does not constitute admission to Western Illinois University's Bachelor of Arts in General Studies Degree Program. Applicants are subject to all policies and procedures of each institution.

Western Illinois University Bachelor of Arts in General Studies Degree admission requirements:

Students must be at least five years beyond the scheduled high school graduation. This requirement is waived for students who meet one of the following requirements:



- A. Earned at least 24 hours of college credit with a minimum 2.0 GPA on a 4.0 scale from the last institution attended as well as a minimum cumulative 2.0 GPA on a 4.0 scale from all schools attended.
- B. Has served one year active duty and not attended another regionally accredited institution since discharge (copy of current orders or DD-214 required for documentation).
- C. If a student does not meet A or B, that student may be considered for admission if that student has been separated from higher education institutions for five or more years.

Students who do not meet the criteria identified in A-C above may appeal to the BGS Advisory Committee for admission.

Any former WIU student admitted to the degree program under option C above will continue under the last transcribed academic standing status (e.g. academic probation, academic warning).

Note: Students who have been academically suspended or dismissed from Western Illinois University must be readmitted to the University before seeking admission to the BGS degree program.

- 3. Applicants must request that original transcripts from all other institutions previously attended be forwarded directly to the General Studies Degree Program office at Western Illinois University before they will receive transcript evaluations from Western Illinois University.
- 4. Students in this partnership program will follow the *Western Illinois University Undergraduate Catalog* in effect the date they begin their enrollment at WIU, unless otherwise requested and approved.
- 5. When Western Illinois University has received a WIU BGS Degree Program application (online or paper), appropriate application fee, and official transcripts from all previously attended institutions that verify transfer eligibility, and minimum admission criteria met, an acceptance will be granted into the Bachelor of Arts in General Studies Degree Program. The student will receive written notification of this acceptance.
- 6. Students transferring to Western Illinois University will start with a new grade point average provided they have never attended WIU. Students on federal financial aid have a time frame allowed for degree completion. Credit hours, as determined by the Financial Aid office, would be counted toward the number of semesters a student could receive financial assistance if they wish to maintain financial aid. Students must graduate within 150% of the credit hours necessary to receive a degree.

### **Tuition**

1. All domestic, undergraduate students, regardless of state of residence, will qualify for in-state rates at Western Illinois University.
2. Western Illinois University offers guaranteed tuition and fees, as well as guaranteed room and meal plan rates for each new entering undergraduate student. The guaranteed rates remain in effect for four years as long as the student maintains continuous enrollment. Western Illinois University was the first public university in Illinois to offer this guarantee and is still the only public university in the state to include fees and room and board as part of the guarantee. This offer extends to students enrolled at the WIU Quad Cities campus as well, minus the room and board and health insurance costs. Detailed information regarding tuition is located at [www.wiu.edu/tuition/](http://www.wiu.edu/tuition/).

### **Fees**

1. When applying for admission to the Western Illinois University Bachelor of Arts in General Studies Degree Program, students are assessed a one-time, non-refundable application fee of \$30.
2. A \$15 one-time, non-refundable transcript fee will be assessed to all new matriculating students. This fee entitles the student to unlimited paper transcripts. An additional charge applies to expedited transcripts.
3. Distance Learning students will be assessed a \$50 per semester hour distance learning instructional enhancement charge for all courses designated Internet (I and IC), Correspondence (C), and Extension site (E).
4. Students attending class on the Macomb or Quad Cities campuses must pay student fees associated with their respective campus of attendance.

### **Financial Aid**

1. All students seeking financial aid must complete the Free Application for Federal Student Aid (FAFSA).
2. Students receiving financial aid at Highland Community College should indicate Western Illinois University's financial aid number (WIU Title IV School Code: 001780) on their financial aid renewal form prior to transferring.
3. Students awarded financial aid at WIU must meet Western Illinois University standards for satisfactory progress. Copies of the standards are available from the Financial Aid office (<http://fa.wiu.edu/>) at WIU.

### **Scholarships**

1. Western Illinois University has several scholarships reserved for transfer students. For specific information, contact the Scholarship Office online (<http://www.wiu.edu/Scholarships/>) or at 309/298-2001.

### **Student Services**

1. Western Illinois University will provide enrolled students financial aid counseling, academic advising services, personal and career counseling, access to library services and career placement services for Western Illinois University graduates. Each BGS student is assigned a specific designated Western Illinois University academic adviser who will be the primary contact person for this student. The adviser can be reached at 309/298-1929 or through e-mail at [BGS@wiu.edu](mailto:BGS@wiu.edu).
2. Each semester, Western Illinois University will provide a copy of the student's evaluation of coursework to track his or her requirements toward degree completion.

This Agreement shall commence upon the Effective Date and shall automatically renew each year, consecutive terms, until terminated by either party by providing at least one hundred twenty (120) days written notice to the other party prior to the commencement of any subsequent renewal term. The individual program directors will review and update the Transfer Guide annually as needed. In the event that the agreement is terminated, Western Illinois University will allow all accepted students to complete the program.

## SIGNATURE PAGE

WESTERN ILLINOIS UNIVERSITY

HIGHLAND COMMUNITY COLLEGE

---

Jack Thomas, Ph.D.                      Date  
President

---

Douglas R. Block                      Date  
Chair, Board of Trustees

---

Kathleen Neumann, Ph.D.              Date  
Interim Provost and Academic Vice President

---

Tim Hood                                  Date  
President

---

Joseph A. Rives, Ph.D.                  Date  
Vice President, Quad Cities and Planning

---

Christina Kuberski                      Date  
Executive Vice President

---

Jeffrey W. Hancks, Ed.D.                Date  
Executive Director, Bachelor of Arts  
in General Studies Degree Program

---

Jim Phillips                              Date  
Dean, Humanities, Social Sciences & Fine Arts

---

Wm. Oster                                  Date  
Director, Ins. Risk Mgmt. & Compliance

---

Thedford Jackson  
Transfer Coordinator

**AGENDA ITEM #XI-A-7  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**HIGHLAND COMMUNITY COLLEGE AND LEWIS UNIVERSITY  
COURSE TO COURSE ARTICULATION AGREEMENT PLANS LEADING TO A  
BACHELOR OF SCIENCE IN NURSING DEGREE**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board of Trustees approves the attached course to course articulation agreement to support the seamless transition of Highland Community College students completing their Associate of Applied Science – Associate Degree in Nursing program at Highland to Lewis University for completion of a Bachelor of Science in Nursing.

**BACKGROUND:** This agreement is the result of discussions between Associate Dean of Nursing and Allied Health Dr. Jen Grobe and Lewis University. The process follows a similar path as other course articulations and memorandum of understanding agreements Highland has with BSN programs in the area. By providing the simple transfer opportunity, nursing graduates of Highland past and present will be able to move quickly to the BSN level while staying local. The course work is offered in a completely online format, as well as in a blended format with face-to-face classes offered every other week on site at FHN in a cohort model. This particular agreement also provides an enhanced partnership between the largest educator of nurses and the largest employer of nurses in our area. The current climate of health care has enhanced the need for a speedy, consistent, and articulated transition from ADN to BSN.

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

## MEMORANDUM OF UNDERSTANDING

This agreement is entered into between Lewis University, hereinafter "Lewis" and Highland Community College hereinafter "HCC" to offer qualified students a convenient, cost effective, and streamlined approach to earn both the Associate of Applied Science in Nursing at HCC, and the Bachelor of Science in Nursing at Lewis.

With mutual institutional respect, our two institutions enter into a partnership agreement. The objectives of the agreement are as follows:

- Offer HCC students the ability to complete both their Associate of Applied Science and Bachelor of Science degrees in Nursing.
- Collaboratively advise students to enhance their education and streamline articulation between the two institutions.
- Jointly prepare students to take full advantage of the growing career opportunities in nursing.
- Provide an affordable pathway to complete these degree programs.

### Agreement

1. All provisions of this agreement are confined to the offering of the Bachelor of Science in Nursing in online or blended cohort formats, and to the students admitted specifically into this program option. None of the terms contained within this document are applicable outside of this agreement and its specific intent.
2. Students must complete the Associate of Applied Science degree program at HCC and pass the NCLEX exam prior to enrolling in Lewis classes.
3. Students will be required to complete 128 credit hours for the Bachelor of Science in Nursing degree as detailed in Appendix A.
4. Graduates of HCC must complete a minimum of 32 credit hours from Lewis to be awarded the Bachelor of Science in Nursing degree. All other program requirements apply.
5. Students should ideally apply for admission to Lewis in their first semester at HCC in order to receive appropriate advising and maximize their semesters at HCC.
6. Students completing the Associate of Applied Science degree with a minimum cumulative grade point average of 2.5 will be guaranteed admission to Lewis.
7. HCC will charge tuition for their courses at their most recently published and approved rates.
8. Lewis will charge tuition for their courses at a 15% discount from the published RN-BSN per credit hour rate. Students will not be eligible for any additional Lewis funded grant or scholarship aid.
9. Lewis and HCC will each be responsible for billing the student for the respective courses taken at each institution.
10. The Lewis program representative, HCC program representative, and other instructional staff and administrators identified by either representative, shall meet at least annually, and in the interim whenever necessary, for the purpose of coordination of the agreement.

### HCC Responsibilities:

1. HCC will assist Lewis in the promotion and recruitment of students by distributing printed materials, providing mailing lists and contact information of interested students, and advising current and potential students of this degree program option.
2. HCC will include information on their web site promoting this degree program option.
3. HCC will list Lewis on its website as a partner organization.

4. HCC shall designate an individual to serve as a representative for the purpose of monitoring and coordinating this Agreement. HCC shall notify Lewis in writing of the person's name and contact information prior to commencement of each semester.
5. HCC will not use the text of this MOU verbatim in agreements for Bachelor degree completion program with other four-year institutions.
6. HCC will provide space to Lewis University Advisors at mutually agreed upon times. Location of advising space may vary depending upon room availability.

**Specific Services Lewis will provide to HCC:**

1. Lewis will provide onsite advisors at regularly scheduled times to meet with and advise students. Lewis understands that the location of the advising space may change depending upon room availability.
2. Lewis will provide program information to HCC students seeking information on pursuing their degree with Lewis in HCC offices and other appropriate spaces located on HCC's campus.
3. Lewis will list HCC as a partner on its website.
4. Lewis shall designate an individual to serve as a representative for the purpose of monitoring and coordinating this Agreement. Lewis shall notify HCC in writing of the person's name and contact information prior to commencement of each semester.

**Terms:**

1. This MOU will begin on the execution date of the Agreement and continue for 5 years, and be jointly reviewed annually. Renewal after 5 years is to be mutually agreed upon.
2. Either party may terminate this agreement with 180 days advance written notice. Termination by either party must be accompanied by a plan to allow all currently enrolled students to complete their program of study under the terms of this agreement.

**Additional Agreements:**

1. Both parties shall maintain all necessary and required accreditations with the appropriate accreditation agencies, including the Higher Learning Commission. In the event either party's accreditation is revoked or otherwise limited, this MOU may be terminated immediately. In the event of such termination for loss of accreditation, all participating students shall be accommodated to the extent possible at the institution that remains appropriately accredited.
2. Lewis shall indemnify, defend, and hold Lewis, its officers, agents, trustees, and employees harmless from any and all claims, demands, losses, damages, liabilities, costs, judgments, settlements and charges, including reasonable attorneys' fees and expenses arising out of or directly related to negligent acts or omissions of HCC or its officers, agents, trustees, and employees. This indemnification obligation shall survive any termination of this Agreement.
3. HCC shall indemnify, defend, and hold Lewis, its officers, agents, trustees, and employees harmless from any and all claims, demands, losses, damages, liabilities, costs, judgments, settlements and charges, including reasonable attorneys' fees and expenses arising out of or directly related to negligent acts or omissions of HCC or its officers, agents, trustees, and employees. This indemnification obligation shall survive any termination of this Agreement.
4. No agreements concerning the transfer or exchange of any asset of either party is intended or implied by this memorandum. Lewis and HCC are separate and independent institutions of higher education and by this agreement both will continue to operate as separate institutions. The administrators of Lewis and HCC are authorized to sign, prepare and implement plans of action and procedures necessary to effect this agreement.
5. In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.
6. Each party assumes full responsibility for the payment of all federal, state and local taxes it incurs as a result of this MOU.
7. This Agreement is executed by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
8. Neither party shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military

service, or any other factor as prohibited by law, rule or regulation.

- 9. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in a court of competent jurisdiction.
- 10. Any modifications and amendments to the MOU must be in writing and signed by authorized agents of both parties.

IN WITNESS WHEREOF, the undersigned parties, by and through their duly authorized officers, have executed this agreement on the date written above.

**For Lewis University:**

**For Highland Community College:**

\_\_\_\_\_  
Dr. David J. Livingston, President

\_\_\_\_\_  
Mr. Tim Hood, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Christopher Sindt, Provost

\_\_\_\_\_  
Ms. Chris Kuberski, Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Douglas R. Block, Chair  
Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Jennifer Grobe, Associate Dean, Nursing  
& Allied Health

\_\_\_\_\_  
Date

**Lewis University**  
**One University Parkway**  
**Romeoville IL 60446-2200**

**Highland Community College**  
**2998 W. Pearl City Road**  
**Freeport IL 61032**



**Attachment A: Bachelor of Science in Nursing  
Highland Community College (total credits = 94)**

First Semester	Hours	Second Semester	Hours
ENG121 (Rhetoric and Composition I)	3	BIOL214 (Anatomy and Physiology II)	4
BIO213 (Anatomy and Physiology I)	4	BIO211 (General Microbiology)	4
PSYC161 (Introduction to Psychology)	3	PSYC262(Human Growth & Development)	3
CHEM120 (Elementary General Chemistry)	4	Nursing Elective	2
		SOCIAL SCIENCE	3
<b>Total Hours</b>	<b>14</b>		<b>16</b>

Third Semester	Hours	Fourth Semester	Hours
NURS103(Pharmacology)	2	NURS192 (Health and Illness I)	8
NURS191 (Fundamentals of Nursing)	8	NURS291 (Family Nursing)	5
ENG122 (Rhetoric & Composition II)	3	HUMANITY	3
SPCH191 (Fundamentals of Speech)	3		
<b>Total Hours</b>	<b>16</b>		<b>16</b>

Fifth Semester	Hours	Sixth Semester	Hours
NURS292 (Health and Illness II)	8	NURS294 (Health and Illness III)	8
NURS293 (Psychiatric Nursing)	5	NURS298 (Professionalism and Leadership)	2
SOCI276 (Racism&Diversity in Contemp)	3	FINE ART/HUMANITY	3
		HUMANITY	3
<b>Total Hours</b>	<b>16</b>		<b>16</b>

**Lewis University (total credits = 53 including PLA credit)**

First Semester	Hours	Second Semester	Hours
THEO10600 (Intro to Theology)	3	CHEM10500 (Organic and Biochemistry)	3
PHIL33000 (Ethics)	3	BIOL27000 (Pathophysiology)	3
PSYC 30300 (Statistics)	3		
<b>Total Hours</b>	<b>9</b>		<b>6</b>

Third Semester	Hours	Fourth Semester	Hours
NURS30600 (Concepts)	4	NURS30100 (Evidence Based Practice)	3
NURS31200 (Health Assessment)	3	NURS34000 (Pharmacotherapeutics)	3
<b>Total Hours</b>	<b>7</b>		<b>6</b>

Fifth Semester	Hours	Sixth Semester	Hours
NURS43200* (Promoting Health Com)	5	NURS40200 (Professional Development)	3
Workshops X2	2	NURS43510 (Leadership Practicum)	3
<b>Total Hours</b>	<b>7</b>		<b>6</b>

\*Upon Completion of the NURS43200 course, students are awarded 12 hours of PLA for their Nursing License obtainment.

**AGENDA ITEM #XI-B-1  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

No additions or revisions have been made since Trustees approved the first reading at their July 17, 2018, regular meeting.

**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 #XI-B-2  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

SECOND READING – POLICY MANUAL POLICY ON POLICIES

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees affirms for second 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.

No additions or revisions have been made since Trustees approved the first reading at their July 17, 2018, regular meeting.

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 #XI-D-1  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE  
AUXILIARY ENTERPRISES FUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$135,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

**BACKGROUND:** The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations or activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. For FY18, the expenses in the Auxiliary Enterprises Fund exceeded the revenues by \$195,000. Support from the College's operating funds in the amount of \$135,000 results in an ending fund balance in the Auxiliary Fund equal to \$63,198, which is 5% of the expenses in that fund. This transaction will be included in the College's fiscal year 2018 financial records.

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

**AGENDA ITEM #XI-D-2  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE  
RESTRICTED PURPOSES FUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Restricted Purposes Fund in the amount of \$35,000 to support future expenses in the Adult Education Fund.

**BACKGROUND:** The College operating budget has supported the Adult Education Program in the amount of \$35,000-\$40,000 annually since FY04, with the majority of the Program's funding coming from the State of Illinois. Due to the State of Illinois budget situation in fiscal years 2016, 2017, and 2018, State Adult Education funding was dramatically decreased, grant requirements and program timelines were established late in each fiscal year, and budget parameters did not follow normal fiscal years.

The Adult Education Program at the College has adjusted accordingly during the past several fiscal years, which has resulted in reduced services and lower overall costs. The College operating budget included support for the Adult Education Program in the amount of about \$35,000 for FY18, however, after utilizing State funds to the fullest, the Adult Education Program required minimal operating support. In future years, the Adult Education Program anticipates restoring services and relying upon College support as it has in the past. This transaction will allow for that support and will be included in the College's fiscal year 2018 financial records.

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

**AGENDA ITEM #XI-D-3  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO  
OPERATIONS AND MAINTENANCE, RESTRICTED FUND**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$225,000 to support future debt certificate payments and/or campus deferred maintenance, repairs, or improvements.

**BACKGROUND:** The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations and to assist with debt certificate payments. The recommended transfer of \$225,000 will restore a portion of the fund balance and provide for future needs. This transaction will be included in the College's fiscal year 2018 financial records.

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



**AGENDA ITEM #XI-D-4  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**TRANSFER OF INTEREST**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves this Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$106,493.31 for FY18, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

**BACKGROUND:** The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate Resolution directing the treasurer to make such transfer and stating the purpose therefor.

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

**BOARD OF TRUSTEES OF HIGHLAND  
COMMUNITY COLLEGE DISTRICT 519**

**RESOLUTION AUTHORIZING TRANSFER OF INTEREST  
FROM WORKING CASH FUND TO EDUCATIONAL FUND  
FOR GENERAL PURPOSES**

**WHEREAS**, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the "District") is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

**WHEREAS**, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$106,493.31, which the District desires and intends to transfer to the Educational Fund for general purposes.

**NOW, THEREFORE**, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

Section 1: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$106,493.31 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

ADOPTED this \_\_\_\_ day of September, 2018, by the following roll call vote upon the motion of \_\_\_\_\_, seconded by \_\_\_\_\_.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees

**AGENDA ITEM #XI-D-5  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE**

**2018-2019 BUDGET**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2018-2019 budget.

**BACKGROUND:** On September 18, 2018, a public hearing on the 2018-2019 Budget was declared and held in accordance with State law. The attached budget, as compared to the FY19 Tentative Budget, includes changes in the Operating Funds, Operations and Maintenance, Restricted Fund, Auxiliary Enterprises Funds, and Restricted Funds for changes in state and federal grant funding, changes in tuition revenue, changes in local revenue, and known and estimated changes in operating costs.

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

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2019 budget with the following resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board, and

WHEREAS, said budget in tentative form has been made conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, on September 18, 2018, a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District as required by law, and all other legal requirements have been complied with,

WHEREAS, the State of Illinois, in 110 ILCS 805/3-20.3, provides for the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes,

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board as follows:

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2018, and ending June 30, 2019, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

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(A true, complete and correct copy of such budget is attached to and made a part of the minutes of this meeting.)

Board action: \_\_\_\_\_

A copy of the adopted budget is enclosed.

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chairman, Board of Trustees

**2018-2019 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
<b><u>REVENUE</u></b>							
Local							
Resources	\$4,983,383	\$4,980,833	\$2,550	\$1,515,338	\$1,510,996	\$4,342	\$6,892
State	1,140,867	1,130,411	10,456	170,866	170,866	0	10,456
Federal	35,541	35,541	0	0	0	0	0
Tuition	5,514,588	5,454,588	60,000	0	0	0	60,000
Other	1,336,381	1,275,921	60,460	81,176	81,176	0	60,460
Totals	<u>\$13,010,760</u>	<u>\$12,877,294</u>	<u>\$133,466</u>	<u>\$1,767,380</u>	<u>\$1,763,038</u>	<u>\$4,342</u>	<u>\$137,808</u>
<b><u>EXPENSES BY OBJECT</u></b>							
Salaries	\$8,713,629	\$8,689,125	\$24,504	\$581,627	\$593,579	(\$11,952)	\$12,552
Employee							
Benefits	2,077,476	2,081,121	(3,645)	226,205	226,205	0	(3,645)
Contractual	692,881	760,305	(67,424)	136,576	136,576	0	(67,424)
Materials	760,885	750,835	10,050	173,868	173,468	400	10,450
Conference	326,411	326,411	0	1,350	1,350	0	0
Fixed Charges	502,282	502,282	0	0	0	0	0
Utilities	19,200	19,200	0	677,901	677,901	0	0
Other	606,647	677,718	(71,071)	(253,631)	(253,631)	0	(71,071)
Transfer	(374,574)	(228,000)	(146,574)	0	0	0	(146,574)
TOTALS	<u>\$13,324,837</u>	<u>\$13,578,997</u>	<u>(\$254,160)</u>	<u>\$1,543,896</u>	<u>\$1,555,448</u>	<u>(\$11,552)</u>	<u>(\$265,712)</u>

**2018-2019 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
OPERATIONS AND MAINTENANCE,  
RESTRICTED FUND**

**Operations & Maintenance, Restricted  
Fund**

	Final Budget	Tentative Budget	Net Inc/Dec
<b><u>REVENUE</u></b>			
Local Govt Sources	\$704,000	\$704,000	\$0
Totals	<u>\$704,000</u>	<u>\$704,000</u>	<u>\$0</u>

**EXPENSES BY OBJECT**

Contractual Service:	\$79,223	\$79,223	\$0
Materials	8,995	8,995	-
Capital	2,300,642	1,667,951	632,691
<b>TOTALS</b>	<u>2,388,860</u>	<u>1,756,169</u>	<u>\$632,691</u>



**2018-2019 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
AUXILIARY ENTERPRISES FUND**

<b>Auxiliary Enterprises Fund</b>			
	<b>Final Budget</b>	<b>Tentative Budget</b>	<b>Net Inc/Dec</b>
<b><u>REVENUE</u></b>			
Activity Fee	\$430,000	\$430,000	\$0
Bookstore			
Sales	792,200	792,200	-
Athletics	42,460	42,460	-
Other	<u>117,000</u>	<u>117,000</u>	<u>-</u>
Totals	<u>\$1,381,660</u>	<u>\$1,381,660</u>	<u>\$0</u>
 <b><u>EXPENSES BY OBJECT</u></b>			
Salaries	\$292,177	\$292,177	\$0
Employee			
Benefits	33,347	33,347	-
Contractual	94,743	89,263	5,480
Materials	734,937	734,937	-
Fixed Costs	5,724	5,724	-
Utilities	600	600	-
Conference	202,336	172,336	30,000
Capital	1,593	1,593	-
Other	14,893	14,899	(6)
Transfers	<u>(65,000)</u>	<u>(135,000)</u>	<u>70,000</u>
TOTALS	<u>1,315,350</u>	<u>1,209,876</u>	<u>105,474</u>

**2018-2019 BUDGET  
CHANGES FROM TENTATIVE BUDGET  
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<b><u>REVENUE</u></b>			
State	\$441,173	\$468,166	(\$26,993)
Federal	\$4,749,769	\$4,748,769	1,000
Other	<u>975,660</u>	<u>1,034,695</u>	<u>(59,035)</u>
Totals	<u>\$6,166,602</u>	<u>\$6,251,630</u>	<u>(\$85,028)</u>
 <b><u>EXPENSES BY OBJECT</u></b>			
Salaries	\$1,017,386	\$1,009,594	\$7,792
Employee			
Benefits	225,105	225,105	\$0
Contractual	590,451	593,451	(3,000)
Materials	148,581	134,510	14,071
Conference	91,801	92,301	(500)
Fixed Charges	25,771	25,771	-
Utilities	4,152	4,152	-
Capital	29,990	35,315	(5,325)
Financial Aid	4,042,939	4,042,939	-
Other	93,090	91,149	1,941
Transfers	<u>332,624</u>	<u>333,000</u>	<u>(376)</u>
TOTALS	<u>\$6,601,890</u>	<u>\$6,587,287</u>	<u>\$14,603</u>



**BUDGET  
2018-2019**

**HIGHLAND COMMUNITY COLLEGE  
OPERATING FUND BUDGET**

<u>REVENUE</u>	<u>Adopted Budget 2017-18</u>	<u>Proposed Budget 2018-2019</u>		<u>Increase (Decrease)</u>
		<u>Amount</u>	<u>Percent</u>	
Local Governmental Sources	\$6,367,406	\$6,498,721	44.0%	\$131,315
State Governmental Sources	1,246,517	1,311,733	8.9%	65,216
Federal Governmental Sources	35,541	35,541	0.2%	0
Student Tuition and Fees	5,416,610	5,514,588	37.3%	97,978
Other Sources	<u>1,055,824</u>	<u>1,417,557</u>	<u>9.6%</u>	<u>361,733</u>
Total Revenue	<u>\$14,121,898</u>	<u>\$14,778,140</u>	<u>100.0%</u>	<u>\$656,242</u>
Revenue Percentage Increase				4.6%
 <u>EXPENDITURES</u>				
Salaries	8,879,741	9,295,256	62.5%	\$415,515
Fringe Benefits	2,324,610	2,303,681	15.5%	(20,929)
Contractual Services	805,650	829,457	5.6%	23,807
General Materials & Supplies	926,435	934,753	6.3%	8,318
Conference & Meeting Expense	282,618	327,761	2.2%	45,143
Fixed Charges	497,043	502,282	3.4%	5,239
Utilities	659,741	697,101	4.7%	37,360
Capital Outlay	0	15,597	0.1%	15,597.00
Other	447,484	337,419	2.3%	(110,065)
Transfers	<u>105,119</u>	<u>(374,574)</u>	<u>-2.5%</u>	<u>(479,693)</u>
Total Expenditures	<u>\$14,928,441</u>	<u>\$14,868,733</u>	<u>100.0%</u>	<u>(\$59,708)</u>
Expenditure Percentage Increase				-0.4%
FY2019 Revenues in Excess of Expenses		<u>(\$90,593)</u>		

## HIGHLAND COMMUNITY COLLEGE INSTRUCTION

The narrative on pages 2 through 10 includes comparisons of the 2017-2018 budget to the 2018-2019 budget. It should be noted that 2017-2018 actual results for particular line items may vary from the amount budgeted. Actual 2017-2018 results are reported in the annual financial report.

The 2018-2019 budget includes actual salaries and benefits of new employees and estimates for those positions for which searches were or will be underway during the year. Contractual salaries and benefits are included, as well. For 2018-2019, the College's cost for employee medical insurance premiums increased by about 2%.

Total instruction costs are budgeted to increase \$303,829. Salaries include full-time, part-time, summer instruction, as well as overload. There are three new full-time instructional positions included in the 2019 budget: Fine Arts Technical Coordinator, Instructor of Western Civilization (Spring start), and Instructor of Integrated Reading/Writing/ALP (Spring start).

<b>INSTRUCTION: PROGRAM TOTAL</b>	<b>Adopted Budget <u>2017-2018</u></b>	<b>Proposed Budget <u>2018-2019</u></b>	<b>Proposed Increase <u>(Decrease)</u></b>
Salaries	\$5,575,048	\$ 5,835,183	\$260,135
Employee Benefits	1,129,065	1,151,526	22,461
Contractual Services	85,542	80,240	(5,302)
General Materials & Supplies	254,979	249,308	(5,671)
Conference & Meeting Expense	54,813	80,954	26,141
Fixed Charges	14,500	14,000	(500)
Capital Outlay	0	7,044	7,044
Utilities	700	700	0
Other	<u>2,209</u>	<u>1,730</u>	<u>(479)</u>
<b>Total Instruction</b>	<b><u>\$7,116,856</u></b>	<b><u>\$7,420,685</u></b>	<b><u>\$303,829</u></b>
 <b><u>HUMANITIES DIVISION</u></b>			
Salaries	\$1,233,831	\$1,309,980	\$76,149
Employee Benefits	203,354	236,518	33,164
Contractual Services	10,595	15,550	4,955
General Materials & Supplies	27,963	31,169	3,206
Conference & Meeting Expense	14,681	28,354	13,673
Fixed Charges	500	0	(500)
Capital Outlay	0	5,500	5,500
Other	2,115	<u>1,700</u>	<u>(415)</u>
<b>Total Humanities Division</b>	<b><u>\$1,493,039</u></b>	<b><u>\$1,628,771</u></b>	<b><u>\$135,732</u></b>

Instruction Continued

	<b>Adopted Budget <u>2017-2018</u></b>	<b>Proposed Budget <u>2018-2019</u></b>	<b>Proposed Increase <u>(Decrease)</u></b>
<b><u>SOCIAL SCIENCE DIVISION</u></b>			
Salaries	\$488,313	\$531,703	\$43,390
Employee Benefits	97,073	107,011	9,938
General Materials & Supplies	<u>1,110</u>	<u>1,010</u>	<u>(100)</u>
Total Social Science Division	<u>\$586,496</u>	<u>\$639,724</u>	<u>\$53,228</u>
 <b><u>NATURAL SCIENCE AND HEALTH DIVISION</u></b>			
Salaries	\$1,707,110	\$1,787,977	\$80,867
Employee Benefits	379,330	376,526	(2,804)
Contractual Services	16,836	1,979	(14,857)
General Materials & Supplies	90,704	87,864	(2,840)
Conference & Meeting Expense	17,069	18,288	1,219
Utilities	700	700	0
Capital Outlay	0	530	530
Other	<u>94</u>	<u>30</u>	<u>(64)</u>
Total Natural Science and Health Division	<u>\$2,211,843</u>	<u>\$2,273,894</u>	<u>\$62,051</u>
 <b><u>BUSINESS AND TECHNOLOGY DIVISION</u></b>			
Salaries	\$1,742,783	\$1,800,246	\$57,463
Employee Benefits	371,203	360,063	(11,140)
Contractual Services	16,611	16,611	0
General Materials & Supplies	125,835	125,598	(237)
Conference & Meeting Expense	11,064	12,379	1,315
Fixed Charges	14,000	14,000	0
Capital Outlay	<u>0</u>	<u>1,014</u>	<u>1,014</u>
Total Business and Tech Division	<u>\$2,281,496</u>	<u>\$2,329,911</u>	<u>\$47,401</u>

**Instruction Continued**

	<b><u>Adopted Budget 2017-2018</u></b>	<b><u>Proposed Budget 2018-2019</u></b>	<b><u>Proposed Increase (Decrease)</u></b>
<b><u>TRANSITIONAL MATH</u></b>			
Salaries	\$184,419	\$158,843	(\$25,576)
Employee Benefits	9,869	2,744	(7,125)
General Materials & Supplies	678	578	(100)
Conference & Meeting Expense	<u>0</u>	<u>3,156</u>	<u>3,156</u>
Total Transitional Math	<u>\$194,966</u>	<u>\$165,321</u>	<u>(\$29,645)</u>
 <b><u>INSTRUCTIONAL ADMINISTRATION</u></b>			
Salaries	\$218,592	\$246,434	\$27,842
Employee Benefits	68,236	68,664	428
Contractual Services	41,500	46,100	4,600
General Materials & Supplies	8,689	3,089	(5,600)
Conference & Meeting Expense	<u>11,999</u>	<u>18,777</u>	<u>6,778</u>
Total Instructional Administration	<u>\$349,016</u>	<u>\$383,064</u>	<u>\$34,048</u>

**HIGHLAND COMMUNITY COLLEGE  
ACADEMIC SUPPORT**

Total academic support costs are budgeted to decrease \$7,119. This is due to employee benefits selections.

	<b>Adopted Budget <u>2017-2018</u></b>	<b>Proposed Budget <u>2018-2019</u></b>	<b>Proposed Increase <u>(Decrease)</u></b>
<b><u>AUDIO VISUAL SERVICES</u></b>			
Salaries	\$35,786	\$35,786	\$0
Employee Benefits	8,317	8,476	159
Contractual Services	8,555	7,521	(1,034)
General Materials & Supplies	5,625	5,625	0
Conference & Meeting Expense	2,500	4,050	1,550
Capital Outlay	<u>0</u>	<u>1,034</u>	<u>1,034</u>
Total Audio Visual Services	<u>\$60,783</u>	<u>\$62,492</u>	<u>\$1,709</u>
 <b><u>LIBRARY SERVICES</u></b>			
Salaries	\$218,763	\$222,366	\$3,603
Employee Benefits	88,275	89,442	1,167
Contractual Services	1,000	940	(60)
General Materials & Supplies	79,149	77,369	(1,780)
Conference & Meeting Expense	4,146	4,316	170
Capital Outlay	<u>0</u>	<u>1,500</u>	<u>1,500</u>
Total Library Services	<u>\$391,333</u>	<u>\$395,933</u>	<u>\$4,600</u>
 <b><u>LEARNING ASSISTANCE CENTER</u></b>			
Salaries	\$263,513	\$282,698	\$19,185
Employee Benefits	71,280	40,209	(31,071)
Contractual Services	17,500	17,000	(500)
General Materials & Supplies	15,720	15,550	(170)
Conference & Meeting Expense	<u>3,287</u>	<u>2,415</u>	<u>(872)</u>
Total Learning Assistance Center	<u>\$371,300</u>	<u>\$357,872</u>	<u>(\$13,428)</u>
<b>TOTAL ACADEMIC SUPPORT</b>	<b><u>\$823,416</u></b>	<b><u>\$816,297</u></b>	<b><u>(\$7,119)</u></b>



**HIGHLAND COMMUNITY COLLEGE  
STUDENT DEVELOPMENT**

Student development includes admissions and records, financial aid, recruitment and retention, academic advising, student activities, and counseling and career information. Student development costs are budgeted to decrease a total of \$10,540. There is one new full-time position in Student Development: Executive Assistant to Student Services. Other expenses decreased due to State funding of the Illinois Veteran's Grant for 2019.

<u>STUDENT DEVELOPMENT</u>	<u>Adopted Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$805,598	\$851,536	\$45,938
Employee Benefits	225,443	231,022	5,579
Contractual Services	20,340	22,240	1,900
General Materials & Supplies	19,454	19,288	(166)
Conference & Meeting Expense	22,272	23,232	960
Fixed Charges	10,100	10,100	0
Capital Outlay	0	360	360
Other	65,321	210	(65,111)
<b>TOTAL STUDENT DEVELOPMENT</b>	<u>\$1,168,528</u>	<u>\$1,157,988</u>	<u>(\$10,540)</u>

**HIGHLAND COMMUNITY COLLEGE  
PUBLIC SERVICES**

The public services budget includes off-campus credit offerings as well as non-credit courses and seminars, and includes Business Institute and the International Historic Preservation Studies Program. Public services costs are budgeted to increase by \$173,077. There is one new full-time position in public services, the Director of IHPSP and one new part-time position, Coordinator of Life Long Learning.

<b><u>PUBLIC SERVICES</u></b>	<b><u>Adopted Budget 2017-2018</u></b>	<b><u>Proposed Budget 2018-2019</u></b>	<b><u>Proposed Increase (Decrease)</u></b>
Salaries	\$185,657	\$258,127	\$72,470
Employee Benefits	14,815	31,396	16,581
Contractual Services	192,495	214,179	21,684
General Materials & Supplies	37,452	62,066	24,614
Conference & Meeting Expense	55,950	82,903	26,953
Fixed Charges	4,600	6,275	1,675
Other	<u>1,000</u>	<u>10,100</u>	<u>9,100</u>
<b>TOTAL PUBLIC SERVICES</b>	<b><u>\$491,969</u></b>	<b><u>\$665,046</u></b>	<b><u>\$173,077</u></b>

**HIGHLAND COMMUNITY COLLEGE  
GENERAL ADMINISTRATION**

General administration includes the office of the President, the business office, community relations, human resources, payroll, and the board secretary. Total general administration costs are budgeted to increase \$43,364.

<u>GENERAL ADMINISTRATION</u>	<u>Adopted Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$721,296	\$770,609	\$49,313
Employee Benefits	253,004	242,006	(10,998)
Contractual Services	106,105	115,931	9,826
General Materials & Supplies	216,583	212,672	(3,911)
Conference & Meeting Expense	29,250	29,115	(135)
Utilities	1,390.00	100	(1,290)
Capital Outlay	0	659	659
Other	<u>3,500</u>	<u>3,400</u>	<u>(100)</u>
<b>TOTAL GENERAL ADMINISTRATION</b>	<u>\$1,331,128</u>	<u>\$1,374,492</u>	<u>\$43,364</u>

**HIGHLAND COMMUNITY COLLEGE  
INSTITUTIONAL SUPPORT**

Institutional support includes general college-wide activities and services such as legal services, telephone, postage, fleet vehicles, printing, data processing, and facilities usage and special promotions. The institutional support costs are budgeted to decrease by \$579,187. The decrease is due primarily to the difference in the amount of transfers from other funds included in the 2018-2019 budget to support operations.

Scholarships, grants, and waivers includes athletics waivers, student memberships to the YMCA, discounted dual credit and the College's portion of the Top Scholar award. This amount has increased based on usage.

<b><u>INSTITUTIONAL SUPPORT</u></b>	<b>Adopted Budget <u>2017-2018</u></b>	<b>Proposed Budget <u>2018-2019</u></b>	<b>Proposed Increase <u>(Decrease)</u></b>
Salaries	\$485,034	\$457,324	(\$27,710)
Employee Benefits	311,138	283,399	(27,739)
Contractual Services	235,037	234,830	(207)
General Materials & Supplies	124,645	119,007	(5,638)
Conference & Meeting Expense	106,900	99,426	(7,474)
Fixed Charges	467,843	471,907	4,064
Utilities	18,400	18,400	0
Capital Outlay	0	5,000	5,000
Other	165,400	125,610	(39,790)
Transfer	<u>105,119</u>	<u>(374,574)</u>	<u>(479,693)</u>
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b><u>\$2,019,516</u></b>	<b><u>\$1,440,329</u></b>	<b><u>(\$579,187)</u></b>

**SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

Other	<u>\$395,000</u>	<u>\$450,000</u>	<u>\$55,000</u>
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**HIGHLAND COMMUNITY COLLEGE  
OPERATION AND MAINTENANCE OF PLANT**

The increase of \$28,568 for the operations and maintenance of plant is primarily due to the expected increase in fees associated with electricity.

<u>OPER. &amp; MAINT. OF PLANT</u>	<u>Adopted Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$589,046	581,627	(\$7,419)
Employee Benefits	223,273	226,205	2,932
Contractual Services	139,076	136,576	(2,500)
General Materials & Supplies	172,828	173,868	1,040
Conference & Meeting Expense	3,500	1,350	(2,150)
Utilities	639,251	677,901	38,650
Other	<u>(251,646)</u>	<u>(253,631)</u>	<u>(1,985)</u>
<b>TOTAL OPER. AND MAINT. OF PLANT</b>	<u>\$1,515,328</u>	<u>\$1,543,896</u>	<u>\$28,568</u>



**OFFICIAL  
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
<b>LOCAL GOVERNMENT SOURCES</b>				
Current Taxes	\$ 2,446,872	\$ 655,412	\$ 3,102,284	21.0%
Back Taxes	2,410,711	645,726	3,056,437	20.7%
Corporate Personal Property				
Replacement Tax	<u>125,800</u>	<u>214,200</u>	<u>340,000</u>	<u>2.3%</u>
Total Local Government	<u>\$ 4,983,383</u>	<u>\$ 1,515,338</u>	<u>\$ 6,498,721</u>	<u>44.0%</u>
<b>STATE GOVERNMENTAL SOURCES</b>				
ICCB Credit Hour Grants	968,244	170,866	1,139,110	7.7%
ICCB Equalization Grant	50,000	-	50,000	0.3%
ICCB Career/Tech Education	113,823	-	113,823	0.8%
ICCB Other	8,800	-	8,800	0.1%
Total State Government	<u>\$ 1,140,867</u>	<u>\$ 170,866</u>	<u>\$ 1,311,733</u>	<u>8.9%</u>
<b>FEDERAL GOVERNMENT SOURCES</b>				
Financial aid	-	-	-	0.0%
Indirect Costs	35,541	-	35,541	0.2%
Total Federal Government	<u>\$ 35,541</u>	<u>\$ -</u>	<u>\$ 35,541</u>	<u>0.2%</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	4,747,500	-	4,747,500	32.1%
Fees	767,088	-	767,088	5.2%
Total Tuition and Fees	<u>\$ 5,514,588</u>	<u>\$ -</u>	<u>\$ 5,514,588</u>	<u>37.3%</u>
<b>OTHER SOURCES</b>				
Facilities Rental	28,000	80,876	108,876	0.8%
Interest on Investments	28,000	-	28,000	0.2%
Other Revenue	1,280,381	300	1,280,681	8.7%
Total Other Sources	<u>\$ 1,336,381</u>	<u>\$ 81,176</u>	<u>\$ 1,417,557</u>	<u>9.6%</u>
Total 2018-2019 Budgeted Revenue	<u>\$ 13,010,760</u>	<u>\$ 1,767,380</u>	<u>\$ 14,778,140</u>	<u>100.0%</u>

**HIGHLAND COMMUNITY COLLEGE**  
**Summary of 2018-2019**  
**Operating Budgeted Expenditures**

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
<b>BY PROGRAM:</b>				
Instruction	\$7,420,685	-	\$7,420,685	49.9%
Academic Support	816,297	-	816,297	5.5%
Student Services	1,157,988	-	1,157,988	7.8%
Public Services	665,046	-	665,046	4.5%
Oper./Maint. of Plant	-	1,543,896	1,543,896	10.4%
General Administration	1,374,492	-	1,374,492	9.2%
Institutional Support	1,814,903	-	1,814,903	12.2%
Transfers	(374,574)	-	(374,574)	-2.5%
Scholarships, Grants, Waivers	450,000	-	450,000	3.0%
<b>Total 2018-2019 Budgeted Expenditures</b>	<b>\$ 13,324,837</b>	<b>\$ 1,543,896</b>	<b>\$ 14,868,733</b>	<b>100.0%</b>
<b>BY OBJECT:</b>				
Salaries	\$8,713,629	581,627	\$9,295,256	62.5%
Employee Benefits	2,077,476	226,205	2,303,681	15.5%
Contractual Services	692,881	136,576	829,457	5.6%
General Materials and Supplies	760,885	173,868	934,753	6.3%
Conferences and Meetings	326,411	1,350	327,761	2.2%
Fixed Charges	502,282	-	502,282	3.4%
Utilities	19,200	677,901	697,101	4.7%
Capital Outlay	15,597	-	15,597	0.1%
Other	591,050	(253,631)	337,419	2.3%
Transfers	(374,574)	-	(374,574)	-2.5%
<b>Total 2018-2019 Budgeted Expenditures</b>	<b>\$ 13,324,837</b>	<b>\$ 1,543,896</b>	<b>\$ 14,868,733</b>	<b>100.0%</b>



**HIGHLAND COMMUNITY COLLEGE**  
**2018-2019 Current Budgeted Expenditures**  
**Educational Fund**

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 5,835,183	
Employee Benefits	1,151,526	
Contractual Services	80,240	
General Materials and Supplies	249,308	
Conference and Meetings	80,954	
Fixed Charges	14,000	
Capital Outlay	7,044	
Utilities	700	
Other	<u>1,730</u>	
Total Instruction		\$7,420,685
<b><u>ACADEMIC SUPPORT</u></b>		
Salaries	\$ 540,850	
Employee Benefits	138,127	
Contractual Services	25,461	
General Materials and Supplies	98,544	
Conferences and Meetings	10,781	
Capital Outlay	<u>2,534</u>	
Total Academic Support		816,297
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 851,536	
Employee Benefits	231,022	
Contractual Services	22,240	
General Materials and Supplies	19,288	
Conferences and Meetings	23,232	
Fixed Charges	10,100	
Capital Outlay	360	
Other	<u>210</u>	
Total Student Services		1,157,988

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

**PUBLIC SERVICES**

Salaries	\$ 258,127
Employee Benefits	31,396
Contractual Services	214,179
General Materials and Supplies	62,066
Conferences and Meetings	82,903
Fixed Charges	6,275
Other	<u>10,100</u>

Total Public Services \$ 665,046

**GENERAL ADMINISTRATION**

Salaries	\$ 770,609
Employee Benefits	242,006
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 1,374,492

**INSTITUTIONAL SUPPORT**

Salaries	\$ 457,324
Employee Benefits	283,399
Contractual Services	234,830
General Materials and Supplies	119,007
Conference and Meetings	99,426
Fixed Charges	471,907
Utilities	18,400
Capital Outlay	5,000
Other	<u>125,610</u>

Total Institutional Support 1,814,903

**SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

Other	\$ <u>450,000</u>
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Total Scholarships, Grants, & Waivers \$ 450,000

Transfers (374,574)

Total Educational Fund \$13,324,837

## 2018-2019 Estimated Expenditures

## Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<b><u>OPERATION &amp; MAINT. OF PLANT</u></b>		
Salaries	581,627	
Employee Benefits	226,205	
Contractual Services	136,576	
General Materials and Supplies	173,868	
Conferences and Meetings	1,350	
Utilities	677,901	
Other	<u>(253,631)</u>	
Total Operations and Maintenance Fund		<u>\$ 1,543,896</u>

2018-2019 Operations and Maintenance Fund, Restricted

**BUDGETED REVENUE**

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

**BUDGETED EXPENDITURES**

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTITUTIONAL SUPPORT</u></b>		
Contractual Services	79,223	
General Materials & Supplies	8,995	
Capital Outlay	<u>2,300,642</u>	
Total Expenditures		\$ <u>2,388,860</u>

## 2018-2019 Auxiliary Enterprises Fund

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 292,177	
Employee Benefits	33,347	
Contractual Services	94,743	
General Materials and Supplies	734,937	
Conferences & Meetings	202,336	
Fixed Charges	5,724	
Utilities	600	
Capital Outlay	1,593	
Other	14,893	
Transfers	<u>(65,000)</u>	
Total Expenditures		<u>\$ 1,315,350</u>

## 2018-2019 Liability, Protection, and Settlement Fund

## (SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

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

2018-2019 Audit Fund  
 (SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</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>
<b><u>LOCAL GOVERNMENTAL SOURCES</u></b>		
Current Taxes	\$ 870,850	
Back Taxes	<u>855,150</u>	
Total Revenue		<u>\$ 1,726,000</u>

**BUDGETED EXPENDITURES**

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



## 2018-2019 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<b><u>STATE GOVERNMENTAL SOURCES</u></b>		
ICCB-Vocational Education	\$ 132,385	
ICCB-Adult Education	246,750	
Other Ill. Governmental Sources	<u>62,038</u>	
		\$ 441,173
<b><u>FEDERAL GOVERNMENTAL SOURCES</u></b>		
Dept. of Education	\$ 4,702,813	
Other Federal Sources	<u>46,956</u>	
		4,749,769
<b><u>OTHER SOURCES</u></b>		
Student Tuition & Fees	\$ 630,000	
Sales & Service Fees	26,510	
Investment Revenue	19,624	
Nongovernmental Gifts, Grants	3,400	
Other Revenue	<u>296,126</u>	
		<u>975,660</u>
Grand Total		<u>\$ 6,166,602</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 296,190	
Employee Benefits	50,465	
Contractual Services	2,821	
General Materials and Supplies	60,114	
Conference and Meetings	9,437	
Capital Outlay	21,690	
Other	<u>9,097</u>	
		\$ 449,814

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

**STUDENT SERVICES**

Salaries	\$	289,823
Employee Benefits		118,496
Contractual Services		3,816
General Materials and Supplies		47,873
Conference and Meetings		46,295
Capital Outlay		200
Other		<u>77,818</u>

Total Student Services

\$ 584,321

**PUBLIC SERVICES**

Salaries	\$	55,271
Employee Benefits		7,451
Contractual Services		17,500
General Materials and Supplies		18,072
Conference and Meetings		15,518
Fixed Charges		25,121
Utilities		4,152
Other		<u>4,475</u>

Total Public Services

147,560

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

**GENERAL ADMINISTRATION**

Salaries	\$	220,434
Employee Benefits		31,723
General Materials and Supplies		20,572
Conference and Meetings		20,301
Fixed Charges		650
Capital Outlay		8,100
Other		<u>1,700</u>

Total General Administration

\$ 303,480

**INSTITUTIONAL SUPPORT**

Salaries	\$	75,721
Employee Benefits		16,970
Contractual Services		566,314
General Materials and Supplies		1,950
Conference and Meetings		<u>250</u>

Total Institutional Support

661,205

**SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS**

Salaries	\$	79,947
Financial Aid		<u>4,042,939</u>

Total Scholarships, Grants & Waivers

4,122,886

Transfers

332,624

GRAND TOTAL

\$ 6,601,890

**HIGHLAND COMMUNITY COLLEGE**  
**Summary of Fiscal Year 2018 Budget by Fund**

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	2,731,302	1,118,773	2,300,193	63,198	
Budgeted Revenues	13,010,760	1,767,380	704,000	1,381,660	
Budgeted Expend.	13,699,411	1,543,896	2,388,860	1,380,350	
Budgeted Transfers to Other Funds	77,000				
Budgeted Transfers from Other Funds	451,574			65,000	
Budgeted Ending Bal.	\$2,417,225	\$1,342,257	\$615,333	\$129,508	
	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$1,061,408	\$11,086	\$302,979	\$10,338,286	\$977,633
Budgeted Revenue	6,166,602	44,000	1,035,000	115,000	1,726,000
Budgeted Expend.	6,269,266	46,000	1,138,839	8,050	1,711,558
Budgeted Transfers to Other Funds	344,624			106,950	
Budgeted Transfers from Other Funds	12,000				
Budgeted Ending Bal.	\$626,120	\$9,086	\$199,140	\$10,338,286	\$992,075

The Official Budget, which is accurately summarized in this document, was approved by the Board on September 18th, 2018.

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

AGENDA ITEM #XI-D-6  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD

PAYMENT OF BILLS AND AGENCY FUND REPORT  
JULY 2018

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the July 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 331239 through 331616 amounting to \$793,282.22, Automated Clearing House (ACH) debits W0000481 through W0000484 amounting to \$9,116.96. Electronic Refunds of \$37,922.76 with 7 adjustments of \$1,865.41 such warrants amounting to \$838,456.53 Transfers of funds for payroll amounted to \$539,445.20.

Automated Clearing House (ACH) debits are SISCO payments. Electronic Refunds are issued to students.

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

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$246,164.75	\$416.67	\$0.00	\$246,581.42
FIFTH THIRD	23,266.24	0.00	0.00	23,266.24
UNION LOAN AND SAVINGS	172,742.30	0.00	0.00	172,742.30
<b>TOTAL ASSETS</b>	<b>\$442,173.29</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$442,589.96</b>
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	89,197.03			89,197.03
1018 YMCA ROAD AND LOT	83,779.62	416.67		84,196.29
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,975.08			96,975.08
1022 HCC SECTION 125 PLAN	23,266.24			23,266.24
<b>TOTAL</b>	<b>\$442,173.29</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$442,589.96</b>

**AGENDA ITEM #XI-D-7  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PAYMENT OF BILLS AND AGENCY FUND REPORT  
AUGUST 2018**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 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 331617 through 332081 amounting to \$1,003,948.33, Automated Clearing House (ACH) debits W0000485 through W0000489 amounting to \$13,247.46. Other Debits D0000083 amounting to \$44.80 and Electronic Refunds of \$6,121.36 with 13 adjustments of \$3,414.37, such warrants amounting to \$1,019,947.58. Transfers of funds for payroll amounted to \$779,612.09.

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

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

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

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$246,581.42	\$416.67	\$0.00	\$246,998.09
FIFTH THIRD	23,266.24	0.00	0.00	23,266.24
UNION LOAN AND SAVINGS	172,742.30	0.00	0.00	172,742.30
<b>TOTAL ASSETS</b>	<b>\$442,589.96</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$443,006.63</b>
1010 HCC ORCHESTRA	\$57.00			\$57.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	924.31			924.31
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	89,197.03			89,197.03
1018 YMCA ROAD AND LOT	84,196.29	416.67		84,612.96
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	54,222.13			54,222.13
1021 YMCA/HCC INTEREST	96,975.08			96,975.08
1022 HCC SECTION 125 PLAN	23,266.24			23,266.24
<b>TOTAL</b>	<b>\$442,589.96</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$443,006.63</b>



**AGENDA ITEM #XII-A  
SEPTEMBER 18, 2018  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY18 AND FY19**

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

**FY18 Operating Funds as of June 30, 2018**

- The FY18 reports include unaudited year-to-date figures as of June 30, 2018. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV increased from tax year 2016 to 2017 by 2.1%. The budget included a 1.5% increase. Local tax revenue for FY18 is about \$25,000 more than budgeted (.4%).
- State funding amounted to a total of \$1,255,317, which is \$8,800 more than budgeted. The state has paid the College in full for both FY17 and FY18.
- Tuition & Fees revenue is about 2.2% less than budgeted. The budgeted revenue was based on a tuition rate of \$141 and a 5% decrease in enrollment from FY17 in unrestricted certified credit hours. Actual unrestricted certified credit hours appear to have decreased by about 6% from FY17.
- Non-governmental Gifts and Grants includes the payment received from the Foundation fundraising efforts to make the scheduled payments on the debt certificates used to finance the nursing wing and wind turbine technician facility. In addition, the Foundation provided the College with \$280,545 in gifts to the Operating Funds and a \$269,000 draw down from the Matching Fund.
- Overall total Operating Funds revenue was about .6% (\$85,483) more than the amount budgeted.
- In the Salaries expenditure line item, the actual amount spent was about 3.5% lower than budgeted. This is due to open positions and positions that were filled later in the year than anticipated. In conjunction with this, employee benefits are lower than budgeted.
- The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. This is based on departmental needs for items such as contractual instruction, instructional supplies, consultants, publications & dues, advertising, travel costs, and training. Budget managers have done a great job throughout the year managing resources and cutting costs.

- The Utilities line item is about 5% under budget. This is due to scheduling of the heating/cooling systems according to building occupancy, renegotiation of electricity rates, and mild weather. The College's utility costs have been managed very efficiently and have decreased from year to year.
- The Other Expenditures line item includes the write-off of about \$27,000 of student accounts that were deemed uncollectible, \$425,000 of tuition waivers, as well as the cost of processing credit cards, and other financial charges. Some budget centers utilized budgeted funds in other lines to purchase needed items categorized as capital outlay.
- The Transfer In (Out) line item includes a transfer into the Operating Funds from the Working Cash fund (of net investment revenue) and a transfer of funds for the Hospitality program's services for the Madrigal Dinner. This line also includes a transfer out of the Operating Funds to the Auxiliary Funds and Restricted Purposes Funds to support the activities accounted for in those sets of funds and a transfer to the Operations and Maintenance, Restricted Fund for future deferred maintenance or unplanned campus repairs.
- Total expenditures were about 4.6% lower than budgeted. The actual expenditure amount included in this report is about \$53,000 less than projected in the July report. Most of the variance is due to journal entries made at fiscal year-end to spend down grants/gifts and to accrue utilities and salaries. Adult Education internal allocations were not finalized until June 30<sup>th</sup>, therefore the July report (completed prior to June 30<sup>th</sup>) included the assumption that the Operating Funds would support State funding for Adult Education for FY18. Based on the final adjustments as of June 30<sup>th</sup>, the Operating Funds will only partially support Adult Education. Additionally, as mentioned above, budget managers made efficient use of resources causing many expenses to come in under the amount budgeted.
- The net result for the fiscal year is an Operating funds excess of expenses over revenues in the amount of \$30,022.

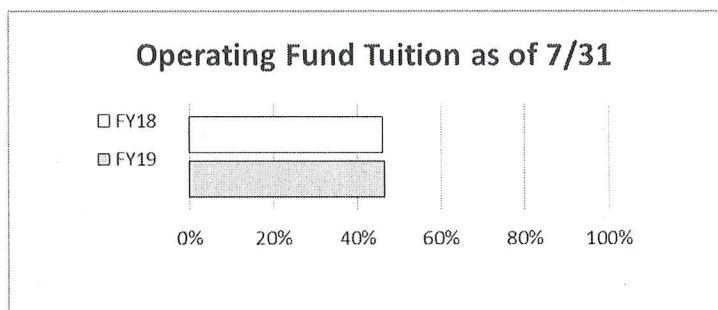
#### **FY18 Other Funds as of June 30, 2018**

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for Protection, Health, and Safety Projects: phone system and emergency call boxes, fire alarm project, campus sidewalks, Fine Arts room 10, and air quality and building materials testing. This fund also includes expenditures for bond projects from the 2016 bond issuance.
- The Bond and Interest Fund reflects payments made on the 2014 funding bonds and the 2012 working cash bond.

- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. This fund has a small fund balance as of the end of FY18.
- The Restricted Purpose Fund includes all restricted grants received by the College during the fiscal year. In addition, the Health Insurance Fund is included here.
- The expenses in the Liability, Protection, and Settlement Fund include liability insurance, worker's compensation insurance, and safety-related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program

### FY19 All Funds as of July 31, 2018

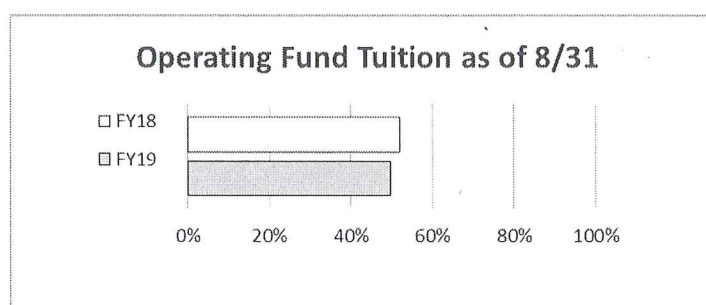
- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.
- In the expenditure line items, the health insurance premium for the month of July has been paid, however, the costs have not yet been allocated to those budget centers/funds that include employee benefits.
- **Current Results as of Month End:** The following chart shows the comparison of the FY18 Operating Funds tuition revenue results to FY19 results as of July 31<sup>st</sup>. The FY18 bar is the year-to-date results as of July 31, 2017, divided by the actual year end results for FY18. The FY19 bar is the year-to-date results for July 31, 2018, divided by the annual budgeted amount for FY19.



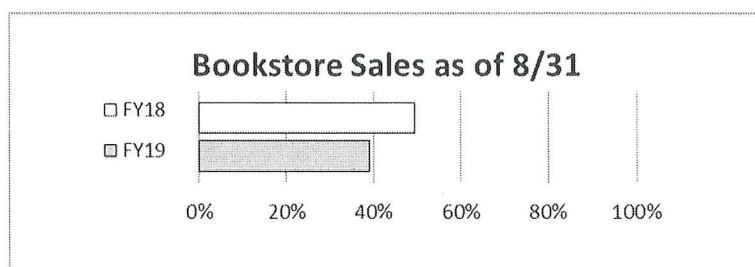
The amount of tuition and fee revenue budgeted in the Operating Funds for FY19 appears to be slightly higher than this time last year. An adjustment to tuition revenue of about 1% (\$60,000) may be made in the FY19 permanent budget.

### FY19 All Funds as of August 31, 2018

- As of August 31<sup>st</sup>, we are 16.6% of the way into FY19.
- The August 31<sup>st</sup> reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30<sup>th</sup> reports.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY18 results to FY19 results as of August 31<sup>st</sup>. The FY18 bar is the year-to-date results as of August 31, 2017, divided by the actual year end results for FY18. The FY19 bar is the year-to-date results for August 31, 2018, divided by the annual budgeted amount for FY19.



Due to the large increase in budgeted tuition revenue attributed to the International Historic Preservation Society and the difference in timing that source of revenue will have from traditional tuition and fees, the comparison of tuition revenue to the prior year may not be as consistent as in the past. In addition, the later start date for Fall semester classes in 2018 may be impacting the comparison between FY18 and FY19 tuition revenue, as well as bookstore sales below. Now it appears that tuition revenue is about 2% lower than included in the tentative budget.



Bookstore sales are about 10% lower at August 31, 2018, than at August 31, 2017 (\$76,000).

- The Liability, Protection, and Settlement Fund includes costs that support the College's Risk Management Plan. This fund accounts for property, liability insurance and worker's compensation policies. Purchase orders for the annual premium amounts are included in the year-to-date expenses.

**June 2018**  
**Financials**  
**(FY18)**

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 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 June 30, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,034,298	\$6,058,932	100.4%
Credit Hour Grants	1,084,350	1,084,350	100.0%
Equalization	50,000	50,000	0.0%
ICCB Career/Tech Education	112,167	112,167	100.0%
ICCB Performance	-	8,800	0.0%
CPP Replacement Tax	333,108	358,243	107.5%
Dept. of Educ.	6,000	22,028	367.1%
Other Federal Sources	29,541	18,683	63.2%
Tuition & Fees	5,416,610	5,300,057	97.8%
Sales & Services	39,250	52,893	134.8%
Facilities Revenue	108,876	90,360	83.0%
Interest on Investments	8,000	36,596	457.5%
Non-Govt. Gifts, Grants	889,398	960,411	108.0%
Miscellaneous	16,489	60,050	364.2%
	-----	-----	
Total Revenue	\$14,128,087	\$14,213,570	100.6%
<u>EXPENDITURES:</u>			
Salaries	\$8,879,741	\$8,568,561	96.5%
Employee Benefits	2,324,610	2,138,714	92.0%
Contractual Services	805,650	704,043	87.4%
Materials & Supplies	926,435	715,211	77.2%
Conference & Meeting	282,618	192,616	68.2%
Fixed Charges	57,612	53,845	93.5%
Debt Certificate Payment	439,431	437,931	99.7%
Utilities	659,741	625,411	94.8%
Capital Outlay	-	86,549	100.0%
Other Expenditures	447,484	421,887	94.3%
Transfers (In) Out	105,119	298,823	284.3%
	-----	-----	
Total Expenditures	\$14,928,441	\$14,243,591	95.4%
Excess of Revenues Over Expenditures	(\$800,354)	(\$30,021)	
Fund Balance 7/1/17	3,880,209	3,880,209	
	-----	-----	
Fund Balance 6/30/18	\$3,079,855	\$3,850,188	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$741,500	\$741,361	100.0%
Interest on Investments	-	22,910	0.0%
-----	-----	-----	-----
Total Revenue	\$741,500	\$764,271	100.0%
EXPENDITURES:			
-----			
Contractual Services	125,698	26,585	21.1%
Materials & Supplies	8,995	40	0.4%
Capital Outlay	1,974,653	545,307	27.6%
Transfers Out (In)	-	(225,000)	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,109,346	\$346,932	16.4%
Excess of Revenues Over Expenditures	(\$1,367,846)	\$417,339	
Fund Balance 7/1/17	\$1,882,853	\$1,882,853	
-----	-----	-----	
Fund Balance 6/30/18	\$515,007	\$2,300,192	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$315,000	\$292,427	92.8%
Bookstore Sales	834,000	780,058	93.5%
Athletics	42,460	34,018	80.1%
Other	121,100	232,846	192.3%
	-----	-----	-----
Total Revenue	\$1,312,560	\$1,339,349	102.0%
EXPENDITURES:			
-----			
Salaries	\$302,850	\$250,365	82.7%
Employee Benefits	33,489	32,733	97.7%
Contractual Services	86,770	74,887	86.3%
Materials & Supplies	816,562	786,802	96.4%
Conference & Meeting	182,965	200,812	109.8%
Fixed Charges	5,470	3,614	66.1%
Utilities	600	542	90.3%
Capital Outlay	500	31,385	6277.0%
Other Expenditures	15,016	32,393	215.7%
Transfers	(135,000)	(134,320)	99.5%
	-----	-----	-----
Total Expenditures	\$1,309,222	\$1,279,213	97.7%
Excess of Revenues Over Expenditures	\$3,338	\$60,136	
Fund Balance 7/1/17	\$3,062	\$3,062	
	-----	-----	
Fund Balance 6/30/18	\$6,400	\$63,198	



AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

RESTRICTED PURPOSE FUND  
 Statement of Revenue, Expenditures, & Changes in Fund Balance  
 For the Period Ended June 30, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$106,727	\$106,727	100.0%
Adult Education	273,927	246,796	90.1%
Other Illinois Sources	56,394	45,060	79.9%
Department of Education	4,422,960	4,546,661	102.8%
Other Federal Sources	34,443	44,730	129.9%
Tuition & Fees	575,000	528,995	92.0%
Sales & Service Fees	26,510	54,004	203.7%
Interest	18,581	20,310	109.3%
Non-govt. Gifts, Grants	23,400	95,820	409.5%
Other	304,785	377,147	123.7%
	-----	-----	-----
Total Revenue	\$5,842,727	6,066,250	103.8%
 <u>EXPENDITURES:</u>			
Salaries	\$871,765	\$934,036	107.1%
Employee Benefits	181,984	175,050	96.2%
Contractual Services	588,030	467,059	79.4%
Materials & Supplies	85,982	84,468	98.2%
Conference & Meeting	55,760	78,757	141.2%
Fixed Charges	24,221	22,296	92.1%
Utilities	4,152	4,152	100.0%
Capital Outlay	31,299	58,549	187.1%
Other Expenditures	43,703	53,661	122.8%
Financial Aid	4,042,939	4,074,122	100.8%
Transfers out	13,881	(45,996)	0.0%
	-----	-----	-----
Total Expenditures	\$5,943,716	\$5,906,154	99.4%
Excess of Expenditures Over Revenue	(\$100,989)	\$160,096	
Fund Balance 7/1/17	901,263	901,263	
	-----	-----	
Fund Balance 6/30/18	\$800,274	\$1,061,359	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18  
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$44,038	100.1%
	-----	-----	-----
Total Revenue	\$44,000	\$44,038	100.1%
EXPENDITURES:			
-----			
Contractual Services	\$46,000	\$46,000	100.0%
	-----	-----	-----
Total Expenditures	\$46,000	\$46,000	100.0%
Excess of Revenues Over Expenditures	(\$2,000)	(\$1,962)	
Fund Balance 7/1/17	\$13,048	\$13,048	
	-----	-----	
Fund Balance 6/30/18	\$11,048	\$11,086	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,694,688	\$1,693,821	99.9%
Total Revenue	\$1,694,688	\$1,693,821	99.9%
EXPENDITURES:			
-----			
Fixed Charges	\$1,680,721	\$1,680,761	100.0%
Total Expenditures	\$1,680,721	\$1,680,761	100.0%
Excess of Revenues Over Expenditures	\$13,967	\$13,060	
Fund Balance 7/1/17	\$964,572	\$964,572	
Fund Balance 6/30/18	\$978,539	\$977,632	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY18

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$993,000	\$992,463	99.9%
Other	0	10,170	100.0%
-----	-----	-----	-----
Total Revenue	\$993,000	\$1,002,633	101.0%
EXPENDITURES:			
-----			
Salaries	\$285,461	\$277,774	97.3%
Employee Benefits	347,553	296,319	85.3%
Contractual Services	296,012	276,219	93.3%
Materials & Supplies	11,900	11,151	93.7%
Conference & Meetings	13,200	3,410	25.8%
Fixed Charges	214,916	215,447	100.2%
Utilities	6,822	5,372	78.7%
-----	-----	-----	-----
Total Expenditures	\$1,175,864	\$1,085,692	92.3%
Excess of Revenues Over Expenditures	(\$182,864)	(\$83,059)	
Fund Balance 7/1/17	\$386,040	\$386,040	
-----	-----	-----	
Fund Balance 6/30/18	\$203,176	\$302,981	

**July 2018**  
**Financials**  
**(FY19)**

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE  
 FY19

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

<u>REVENUE:</u>	<u>Tentative Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,158,721	\$88,604	1.4%
Credit Hour Grants	1,139,110	169,540	14.9%
Equalization	50,000	-	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	-	0.0%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	27,241	447	1.6%
Tuition & Fees	5,454,588	2,538,110	46.5%
Sales & Services	46,090	1,663	3.6%
Facilities Revenue	108,876	4,711	4.3%
Interest on Investments	28,000	5,478	19.6%
Non-Govt. Gifts, Grants	1,159,131	-	0.0%
Miscellaneous	15,000	4,692	31.3%
	-----	-----	
Total Revenue	\$14,640,332	\$2,813,245	19.2%
<u>EXPENDITURES:</u>			
Salaries	\$9,282,704	\$599,130	6.5%
Employee Benefits	2,307,326	520,661	22.6%
Contractual Services	896,881	97,665	10.9%
Materials & Supplies	924,303	178,196	19.3%
Conference & Meeting	327,761	5,982	1.8%
Fixed Charges	58,151	20,382	35.1%
Debt Certificate Payment	444,131	-	0.0%
Utilities	697,101	653,551	93.8%
Capital Outlay	15,706	6,692	100.0%
Other Expenditures	408,381	110,674	27.1%
Transfers (In) Out	(228,000)	-	0.0%
	-----	-----	
Total Expenditures	\$15,134,445	\$2,192,933	14.5%
Excess of Revenues Over Expenditures	(\$494,113)	\$620,312	
Fund Balance 7/1/18	3,858,220	3,858,220	
	-----	-----	
Fund Balance 7/31/18	\$3,364,107	\$4,478,532	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$704,000	\$9,775	1.4%
Interest on Investments	-	-	100.0%
Other	-	-	100.0%
-----	-----	-----	-----
Total Revenue	\$704,000	\$9,775	100.0%
EXPENDITURES:			
-----			
Contractual Services	79,223	6,250	100.0%
Materials & Supplies	8,995	-	0.0%
Capital Outlay	1,667,951	474,270	28.4%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,756,169	\$480,520	27.4%
Excess of Revenues Over Expenditures	(\$1,052,169)	(\$470,745)	
Fund Balance 7/1/18	\$2,300,193	\$2,300,193	
-----	-----	-----	
Fund Balance 7/31/18	\$1,248,024	\$1,829,448	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$430,000	\$202,305	47.0%
Bookstore Sales	792,200	56,652	7.2%
Athletics	42,460	100	0.2%
Other	117,000	8,688	7.4%
-----	-----	-----	-----
Total Revenue	\$1,381,660	\$267,745	19.4%
EXPENDITURES:			
-----			
Salaries	\$292,177	\$19,008	6.5%
Employee Benefits	33,347	-	0.0%
Contractual Services	89,263	6,412	7.2%
Materials & Supplies	734,937	204,599	27.8%
Conference & Meeting	172,336	2,768	1.6%
Fixed Charges	5,724	-	0.0%
Utilities	1,593	600	37.7%
Capital Outlay	600	6,587	1097.8%
Other Expenditures	14,899	1,153	7.7%
Transfers	(135,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,209,876	\$241,127	19.9%
Excess of Revenues Over Expenditures	\$171,784	\$26,618	
Fund Balance 7/1/18	\$63,198	\$63,198	
-----	-----	-----	
Fund Balance 7/31/18	\$234,982	\$89,816	



AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

<u>REVENUE:</u>	Tentative Budget	Year-to-Date	Percent
Vocational Education	\$132,201	\$0	0.0%
Adult Education	273,927	-	0.0%
Other Illinois Sources	62,038	-	0.0%
Department of Education	4,701,813	-	0.0%
Other Federal Sources	46,956	-	0.0%
Tuition & Fees	660,000	303,389	46.0%
Sales & Service Fees	26,510	-	0.0%
Interest	20,000	-	0.0%
Non-govt. Gifts, Grants	23,400	19	0.1%
Other	304,785	2,767	0.9%
	-----	-----	-----
Total Revenue	\$6,251,630	306,175	4.9%
 <u>EXPENDITURES:</u>			
Salaries	\$1,009,594	\$122,601	12.1%
Employee Benefits	225,105	5,722	2.5%
Contractual Services	593,451	24,606	4.1%
Materials & Supplies	134,510	34,452	25.6%
Conference & Meeting	92,301	7,474	8.1%
Fixed Charges	25,771	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	35,315	2,012	5.7%
Other Expenditures	424,149	6,174	1.5%
Financial Aid	4,042,939	-	0.0%
Transfers out	333,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,920,287	\$203,041	2.9%
 Excess of Expenditures Over Revenue	(\$668,657)	\$103,134	
 Fund Balance 7/1/18	1,061,408	1,061,408	
	-----	-----	
Fund Balance 7/31/18	\$392,751	\$1,164,542	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19  
 AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$629	1.4%
	-----	-----	-----
Total Revenue	\$44,000	\$629	1.4%
EXPENDITURES:			
-----			
Contractual Services	\$46,000	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$46,000	\$0	0.0%
Excess of Revenues Over Expenditures	(\$2,000)	\$629	
Fund Balance 7/1/18	\$11,086	\$11,086	
	-----	-----	
Fund Balance 7/31/18	\$9,086	\$11,715	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,726,000	\$24,450	1.4%
-----	-----	-----	-----
Total Revenue	\$1,726,000	\$24,450	1.4%
EXPENDITURES:			
-----			
Fixed Charges	\$1,711,558	\$0	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,711,558	\$0	0.0%
Excess of Revenues Over Expenditures	\$14,442	\$24,450	
Fund Balance 7/1/18	\$977,633	\$977,633	
-----	-----	-----	
Fund Balance 7/31/18	\$992,075	\$1,002,083	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,035,000	\$14,798	1.4%
-----	-----	-----	-----
Total Revenue	\$1,035,000	\$14,798	1.4%
EXPENDITURES:			
-----			
Salaries	\$290,132	\$28,062	9.7%
Employee Benefits	333,717	71,666	21.5%
Contractual Services	295,582	25,149	8.5%
Materials & Supplies	8,888	3,710	41.7%
Conference & Meetings	16,575	1,610	9.7%
Fixed Charges	186,843	126,162	67.5%
Utilities	7,102	2,482	34.9%
-----	-----	-----	-----
Total Expenditures	\$1,138,839	\$258,841	22.7%
Excess of Revenues Over Expenditures	(\$103,839)	(\$244,043)	
Fund Balance 7/1/18	\$302,979	\$302,979	
-----	-----	-----	
Fund Balance 7/31/18	\$199,140	\$58,936	

**August 2018**  
**Financials**  
**(FY19)**

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE  
 FY19

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended August 31, 2018

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$6,158,721	\$653,326	10.6%
Credit Hour Grants	1,139,110	169,540	14.9%
Equalization	50,000	4,167	0.0%
ICCB Career/Tech Education	112,167	-	0.0%
ICCB Performance	-	-	0.0%
CPP Replacement Tax	333,108	6,170	1.9%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	27,241	16,886	62.0%
Tuition & Fees	5,454,588	2,710,473	49.7%
Sales & Services	46,090	3,486	7.6%
Facilities Revenue	108,876	14,340	13.2%
Interest on Investments	28,000	11,198	40.0%
Non-Govt. Gifts, Grants	1,159,131	-	0.0%
Miscellaneous	15,000	8,208	54.7%
	-----	-----	
Total Revenue	\$14,640,332	\$3,597,794	24.6%
<u>EXPENDITURES:</u>			
Salaries	\$9,282,704	\$1,232,179	13.3%
Employee Benefits	2,307,326	401,716	17.4%
Contractual Services	896,881	219,762	24.5%
Materials & Supplies	924,303	255,326	27.6%
Conference & Meeting	327,761	15,108	4.6%
Fixed Charges	58,151	20,907	36.0%
Debt Certificate Payment	444,131	-	0.0%
Utilities	697,101	656,155	94.1%
Capital Outlay	15,706	8,156	100.0%
Other Expenditures	408,381	159,569	39.1%
Transfers (In) Out	(228,000)	-	0.0%
	-----	-----	
Total Expenditures	\$15,134,445	\$2,968,878	19.6%
Excess of Revenues Over Expenditures	(\$494,113)	\$628,916	
Fund Balance 7/1/18	3,850,075	3,850,075	
	-----	-----	
Fund Balance 8/31/18	\$3,355,962	\$4,478,991	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$704,000	\$72,676	10.3%
Interest on Investments	-	-	100.0%
Other	-	-	100.0%
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Total Revenue	\$704,000	\$72,676	100.0%
EXPENDITURES:			
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Contractual Services	79,223	6,250	100.0%
Materials & Supplies	8,995	1,184	13.2%
Capital Outlay	1,667,951	919,996	55.2%
Transfers Out	-	-	0.0%
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Total Expenditures	\$1,756,169	\$927,430	52.8%
Excess of Revenues Over Expenditures	(\$1,052,169)	(\$854,754)	
Fund Balance 7/1/18	\$2,300,193	\$2,300,193	
-----	-----	-----	
Fund Balance 8/31/18	\$1,248,024	\$1,445,439	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----			
Tuition and Fees	\$430,000	\$221,257	51.5%
Bookstore Sales	792,200	309,692	39.1%
Athletics	42,460	2,745	6.5%
Other	117,000	32,867	28.1%
	-----	-----	-----
Total Revenue	\$1,381,660	\$566,561	41.0%
EXPENDITURES:			
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Salaries	\$292,177	\$33,837	11.6%
Employee Benefits	33,347	5,558	16.7%
Contractual Services	89,263	13,730	15.4%
Materials & Supplies	734,937	302,903	41.2%
Conference & Meeting	172,336	7,828	4.5%
Fixed Charges	5,724	-	0.0%
Utilities	1,593	600	37.7%
Capital Outlay	600	8,351	1391.8%
Other Expenditures	14,899	1,569	10.5%
Transfers	(135,000)	-	0.0%
	-----	-----	-----
Total Expenditures	\$1,209,876	\$374,376	30.9%
Excess of Revenues Over Expenditures	\$171,784	\$192,185	
Fund Balance 7/1/18	\$63,198	\$63,198	
	-----	-----	
Fund Balance 8/31/18	\$234,982	\$255,383	



AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

<u>REVENUE:</u>	Tentative <u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$132,201	\$0	0.0%
Adult Education	273,927	-	0.0%
Other Illinois Sources	62,038	-	0.0%
Department of Education	4,701,813	402,267	8.6%
Other Federal Sources	46,956	-	0.0%
Tuition & Fees	660,000	331,102	50.2%
Sales & Service Fees	26,510	-	0.0%
Interest	20,000	19,624	98.1%
Non-govt. Gifts, Grants	23,400	19	0.1%
Other	304,785	5,471	1.8%
	-----	-----	-----
Total Revenue	\$6,251,630	758,483	12.1%
 <u>EXPENDITURES:</u>			
Salaries	\$1,009,594	\$206,768	20.5%
Employee Benefits	225,105	44,331	19.7%
Contractual Services	593,451	41,247	7.0%
Materials & Supplies	134,510	109,187	81.2%
Conference & Meeting	92,301	20,392	22.1%
Fixed Charges	25,771	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	35,315	2,027	5.7%
Other Expenditures	424,149	306,023	72.1%
Financial Aid	4,042,939	-	0.0%
Transfers out	333,000	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,920,287	\$729,975	10.5%
Excess of Expenditures Over Revenue	(\$668,657)	\$28,508	
Fund Balance 7/1/18	1,061,408	1,061,408	
	-----	-----	
Fund Balance 8/31/18	\$392,751	\$1,089,916	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19  
 AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$44,000	\$4,685	10.6%
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Total Revenue	\$44,000	\$4,685	10.6%
EXPENDITURES:			
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Contractual Services	\$46,000	\$27,000	58.7%
	-----	-----	-----
Total Expenditures	\$46,000	\$27,000	58.7%
Excess of Revenues Over Expenditures	(\$2,000)	(\$22,315)	
Fund Balance 7/1/18	\$11,086	\$11,086	
	-----	-----	
Fund Balance 8/31/18	\$9,086	(\$11,229)	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$1,726,000	\$181,920	10.5%
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Total Revenue	\$1,726,000	\$181,920	10.5%
EXPENDITURES:			
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Fixed Charges	\$1,711,558	\$0	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,711,558	\$0	0.0%
Excess of Revenues Over Expenditures	\$14,442	\$181,920	
Fund Balance 7/1/18	\$977,633	\$977,633	
Fund Balance 8/31/18	\$992,075	\$1,159,553	

AGENDA ITEM #XII-A  
 SEPTEMBER 18, 2018  
 HIGHLAND COMMUNITY COLLEGE BOARD  
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----			
Local Taxes	\$1,035,000	\$110,117	10.6%
Total Revenue	\$1,035,000	\$110,117	10.6%
EXPENDITURES:			
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Salaries	\$290,132	\$49,646	17.1%
Employee Benefits	333,717	95,781	28.7%
Contractual Services	295,582	54,758	18.5%
Materials & Supplies	8,888	3,710	41.7%
Conference & Meetings	16,575	1,735	10.5%
Fixed Charges	186,843	126,162	67.5%
Utilities	7,102	3,944	55.5%
Total Expenditures	\$1,138,839	\$335,736	29.5%
Excess of Revenues Over Expenditures	(\$103,839)	(\$225,619)	
Fund Balance 7/1/18	\$302,979	\$302,979	
Fund Balance 8/31/18	\$199,140	\$77,360	