

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting

October 16, 2018

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

3:15 p.m. Special Meeting – Ceremonial Signing of Articulation Agreements with Western Illinois University

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: September 5, 2018 Board Retreat
September 5, 2018 Budget Work Session
September 18, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Audit Report
- VII. Budget Report
- VIII. PH&S Project Discussion
- IX. Foundation Report
- X. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- XI. Main Motions
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel (None)

D. Financial

1. Subaward Agreement Between Highland Community College and Rock Valley College, a Grantee of the Community Foundation of Northern Illinois Linking Talent with Opportunity Regional Grant (Page 6)
2. Acceptance of FY18 Annual Audit (Page 26)
3. Payment of Bills and Agency Fund Report (Page 27)

XII. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 29)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XIII. Old Business

- A. Discussion on Inviting Guest Presenters

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
- 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

XVI. New Business

XVII. Dates of Importance

- A. Next Regular Board Meeting – November 20, 2018, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – December 5, 2018, at 8:30 a.m. in room H-206 in the Student/Conference Center

XVIII. Adjournment

**AGENDA ITEM #X-C-1
OCTOBER 16, 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 | | | | | | | | |
|----------------------------|-----------|---------|------------------------|-----------------------------------|-------|--------|------------|------------|
| Science/Math/Allied Health | | | | COURSE | CLOCK | CREDIT | | TOTAL |
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Jim | Dole | 3398 | NSCI133NX | Intro to Astronomy w/Lab | | 1.9 | \$546.33 | \$1,038.03 |
| Jim | Dole | 3397/99 | NSCI133N/134N | Intro to Astronomy w/Lab | | 3 | \$546.33 | \$1,638.99 |
| Heather | Fricke | 3859 | NURS108HBX | Phlebotomy Techniques Lab | 64 | | \$30.00 | \$1,920.00 |
| Heather | Fricke | | Curriculum Development | | | | | \$480.00 |
| John | Giuffre | 3593 | BIOL120NX | Found of A&P Lab | | 1.9 | \$546.33 | \$1,038.03 |
| John | Giuffre | 3592 | BIOL120NX | Found of A&P | | 4 | \$546.33 | \$2,185.32 |
| D'Anne | Homer | 3647 | NURS292AXA | Health & Illness Lab | 88 | | \$38.00 | \$3,344.00 |
| Patti | Jackson | 3703 | NURS107HB | Intro to Phlebotomy | 32 | | \$30.00 | \$960.00 |
| Patti | Jackson | 3704 | NURS108A | Phlebotomy Techniques | 36 | | \$30.00 | \$1,080.00 |
| Patti | Jackson | 3705 | NURS108AX | Phlebotomy Techniques Lab | 72 | | \$30.00 | \$2,160.00 |
| Patti | Jackson | | Curriculum Development | | | | | \$480.00 |
| Alicia | Kepner | 3697 | NURS125HB | Fund of Electronic Health Rec | | 1 | \$634.52 | \$634.52 |
| Alicia | Kepner | 3698 | NURS125HBX | Fund of Electronic Health Rec Lab | | 2.28 | \$634.52 | \$1,446.71 |
| Alicia | Kepner | | Curriculum Development | | | | | \$480.00 |
| Alicia | Kepner | 3699 | NURS126A | Admin Procedures in Healthcare | | 3 | \$634.52 | \$1,903.56 |
| Margie | Kocksmier | 3650 | NURS292BX | Health & Illness Lab | 96 | | \$38.00 | \$3,648.00 |
| Amanda | Lessman | 3688 | NURS091HXB | Portion of BNA Clinical | 20 | | \$30.00 | \$600.00 |
| Amanda | Lessman | 3695 | NURS120A | Portion of MA Clinical Proc | 2.5 | | \$30.00 | \$75.00 |
| Amanda | Lessman | 3687 | NURS091HBX | BNA Clinical | 40 | | \$30.00 | \$1,200.00 |
| Amanda | Lessman | 3688 | NURS091HXB | Portion of BNA Clinical | 20 | | \$30.00 | \$0.00 |
| Connie | O'Brien | 3702 | NURS289A | Legal/Ethical Issues | 40 | | \$38.00 | \$1,520.00 |
| Molly | Thomann | 3661 | NURS192AAX | Health & Illness Lab | 96 | | \$38.00 | \$3,648.00 |
| | | | | | | | | |
| Steve | Curran | 3589 | GEOL132A | Portion of Natural Hazards | | 0.8 | \$1,269.03 | \$1,015.22 |
| David | Esch | 3400 | PHYS120A | Portion of Intro Engineering | | 0.56 | \$1,269.03 | \$710.56 |
| Karla | Giuffre | 3419 | BIOL214A | A&P II | | 3 | \$1,269.03 | \$3,807.09 |
| Karla | Giuffre | 3420 | BIOL214AX | Portion of A&P II | | 0.5 | \$1,395.93 | \$697.97 |
| Tony | Grahame | 3583 | BIOL213A | Portion of A&P I | | 0.5 | \$1,269.03 | \$634.52 |
| Steve | Mihina | 3573 | MATH169A | Portion of Applied Math | | 1.2 | \$1,269.03 | \$1,522.84 |
| Juliet | Moderow | 3391 | BIOL213N | A&P I | | 3 | \$1,269.03 | \$3,807.09 |
| Juliet | Moderow | 3392 | BIOL213NX | Portion of A&P I Lab | | 1.6 | \$1,395.93 | \$2,233.49 |
| John | Sullivan | 3561 | CHEM120B | Portion of Elem Gen Chem | | 2.17 | \$1,269.03 | \$2,753.80 |
| | | | | | | | | |
| Stephanie | Eymann | 3651 | NURS292BBX | Portion of Health & Illness Lab | | 3.24 | \$1,269.03 | \$3,807.09 |
| | | | | | | 0.24 | \$1,395.93 | \$335.02 |
| Jessica | Larson | 3649 | NURS292B | Portion of Health & Illness | | 2.12 | \$1,269.03 | \$2,690.34 |
| Cassie | Mekeel | 3686 | NURS091HB | BNA | | 2.56 | \$1,269.03 | \$3,248.72 |
| Shelly | Morgan | 3640 | NURS192AAX | Portion of Fund Nurs Lab | | 3 | \$1,269.03 | \$3,807.09 |
| | | | | | | 2.1 | \$1,395.93 | \$2,931.45 |
| Chrislyn | Senneff | 3656 | NURS293AXX | Portion of Psych Nurs Lab | | 0.4 | \$1,269.03 | \$507.61 |
| Kay | Sperry | 3660 | NURS192AXX | Portion of Health & Illness Lab | | 3 | \$1,269.03 | \$3,807.09 |
| | | | | | | 2.96 | \$1,395.93 | \$4,131.95 |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|----------------------------|----------------|------|------------|--|--------------|---------------|------------|-----------------|
| Miscellaneous | | | | | | | | |
| Jennifer | Smith-Norman | 3712 | PHYD239N | Body Mechanics/Yoga | | 1.8 | \$546.33 | \$983.39 |
| Wes | Bertrom | | | Assistant Men's Basketball Coach | | | | \$1,015.22 |
| Kyle | Heikkinen | | | Assistant Men's Basketball Coach | | | | \$1,015.22 |
| Alex | Keith | | | Assistant Baseball Coach | | | | \$2,538.05 |
| Dale | Anderson | 3793 | PERS037TCC | Metal Detecting | 2 | | \$25.00 | \$50.00 |
| Kathy | Heid | 3953 | PERS036NCC | Walk & Stretch | 30 | | \$18.00 | \$540.00 |
| Michael | Staver | 3830 | PERS036LCC | Chicken | 3 | | \$30.00 | \$90.00 |
| Shara | Ibalio | 3812 | PERS032MCC | Smartphone II | 1.5 | | \$26.00 | \$39.00 |
| Monica | Pierce | 3900 | LIBS199HBB | FYES Ag Emphasis | | 1 | \$1,395.93 | \$1,395.93 |
| Sam | Fiorenza | | | COMM090 Coordinator | | 1 | \$1,395.93 | \$1,395.93 |
| Jennifer | Roser | 3975 | OCED290H | Work PI Experience CJS | | 2 | \$1,269.03 | \$253.81* |
| Heidi | Spotts-Manthey | | | Chamber Singers Accompanist | | | | \$600.00 |
| Sarah | Long | | | Choreography for Newsies | | | | \$1,000.00 |
| Robin | Natanel | 3797 | PERS037WCC | Beginner TaiChi | | | | \$300.00 |
| Allen | Reed | 3794 | PERS037UCC | Black Hawk War | | | | \$240.00 |
| Applied Music | | | | | | | | |
| Dagny | Brandt | | | Applied Music Major | | | | \$400.00 |
| Jody | Brubaker | | | Applied Music Major | | | | \$400.00 |
| Jody | Brubaker | | | Applied Music Minor | | | | \$200.00 |
| Rianna | Caswell | | | Applied Music Major | | | | \$800.00 |
| Brandon | Lamm | | | Applied Music Major | | | | \$400.00 |
| Scott | Stitch | | | Applied Music Minor | | | | \$200.00 |
| Nadia | Wirchnianski | | | Applied Music Major | | | | \$400.00 |
| Nadia | Wirchnianski | | | Applied Music Minor | | | | \$200.00 |
| Business/Technology | | | | | | | | |
| Kayla | Clark | | | COSMETOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Diane | DeWitt | | | OFFICE TECHNOLOGY LAB- P/T Instructor | TBD | | \$28.68 | TBD |
| Carol | Engelkens | | | OFFICE TECHNOLOGY LAB- Lab Assistant | TBD | | \$12.91 | TBD |
| Nina | Harn | | | COSMETOLOGY LAB - P/T Instructor | TBD | | \$24.87 | TBD |
| Heidi | Lessen | | | COSMETOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Gloria | Maurer | | | OFFICE TECHNOLOGY LAB- P/T Instructor | TBD | | \$28.68 | TBD |
| Jean | Meyers | | | COSMETOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Dorie | Oloff | | | OFFICE TECHNOLOGY LAB- P/T Instructor | TBD | | \$25.66 | TBD |
| Eric | Piper | | | AUTO BODY LAB- P/T Instructor | TBD | | \$25.66 | TBD |
| Bruce | Pittluck | | | OFFICE TECHNOLOGY LAB- Lab Assistant | TBD | | \$12.91 | TBD |
| Melissa | Schleuning | | | COSMETOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Vicki | Standley | | | OFFICE TECHNOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Sarah | Warfield | | | OFFICE TECHNOLOGY LAB - P/T Instructor | TBD | | \$25.66 | TBD |
| Scott | Anderson | 3898 | OCED290E | Work PI Exp-EQUINE | | 2 | \$634.52 | \$253.81* |
| Scott | Anderson | 3927 | OCED290F | Work PI Exp-EQUINE | | 1 | \$634.52 | \$63.45* |
| Joseph | DeParasis | 3333 | EQUI117HBN | Equine Physiology | | 3 | \$546.33 | \$1,638.99 |
| Joseph | DeParasis | 3340 | EQUI145HB | Stable Management I | | 2 | \$546.33 | \$546.33* |

| FIRST | LAST | CRN | SUBJECT | COURSE TITLE | CLOCK HRS | CREDIT HRS | RATE | TOTAL SALARY |
|---|------------|--------------------|------------|------------------------------|--------------|---------------|------------|-----------------|
| Kristi | Dinderman | 3528 | AGOC144A | Evaluation Of Dairy | | 2.9 | \$473.69 | \$1,373.70 |
| Carol | Engelkens | 3474 | INFT295Y1 | MS Publisher 2016-Online | | 1 | \$488.69 | \$244.35* |
| Ashley | Harms | 3846 | ECE122HBN | Child Growth & Development | | 3 | \$531.33 | \$1,062.66* |
| Pamela | Harrison | 3327 | BUSN141HB | Business Communications | | 3 | | \$2,812.38** |
| Thomas | Harrison | 3325 | BUSN125A | Math of Business | | 3 | \$488.69 | \$1,466.07 |
| Thomas | Harrison | 3326 | BUSN125Y2 | Math of Business | | 3 | \$488.69 | \$1,466.07 |
| Thomas | Harrison | 3836 | MATH111TC | Technical Math | | 3 | \$488.69 | \$1,466.07 |
| Roger | Hicks | 3328 | WELD130N | Introduction to Welding | | 3.9 | \$488.69 | \$1,905.89 |
| Marissa | Hurlbert | 3867 | EQUI111HBN | Equine Massage I | | 2 | \$473.69 | \$914.22* |
| Marissa | Hurlbert | 3334 | EQUI119HBN | Equine Stress Points I | | 2 | \$473.69 | \$686.85* |
| Hank | Ils | 3331 | WELD233N | Adv Welding Processes | | 3.9 | \$546.33 | \$2,130.69 |
| Melissa | Johnson | 3498 | ECE121HB | Intro to Early Childhood Ed | | 3 | \$634.52 | \$1,269.04* |
| Mark | Kloeping | 3866 | SPTP214TC | Level III Welding | | 2 | \$473.69 | \$947.38 |
| Mark | Kloeping | 3674/38 35/3895 | WELD130DC | Introduction to Welding | | 3.9 | \$473.69 | \$1,847.39 |
| Bruce | Pittluck | 3379 | INFT140Y1 | Beginning Excel | | 1 | \$546.33 | \$546.33 |
| Elizabeth | Priller | 3547 | ITHC220Y1 | Anatomy for Info Tech | | 3.9 | \$473.69 | \$1,847.39 |
| Crimson | Pulver | 3337 | EQUI135HB | Horse Training II | | 2 | \$488.69 | \$474.03* |
| Crimson | Pulver | 3339 | EQUI141HB | Riding Instruction I | | 2 | \$488.69 | \$708.60* |
| Brandi | Widmer | 3332 | EQUI107HB | Equine Health Care I | | 2.9 | \$488.69 | \$1,417.20 |
| Brandi | Widmer | 3336 | EQUI131HB | Horse Shoeing | | 1.45 | \$488.69 | \$708.70 |
| Brandi | Widmer | 3338 | EQUI137HB | Riding I | | 2 | \$488.69 | \$943.17* |
| *Pro rated based on students | | | | | | | | |
| ** Estimated - based on non exempt overtime calculation | | | | | | | | |
| Amy | Chamberlin | | | Cosmetology Classes | | 3 | \$1,269.03 | \$3,807.08 |
| | | | | | | 3 | \$1,395.93 | \$4,187.79 |
| | | | | | | 1.03 | \$1,522.83 | \$1,568.51 |
| Justin | Ebert | | AGOC142HB | Lvstk Facilities/Waste Mgmt | | 0.6 | \$1,269.03 | \$761.42 |
| Justin | Ebert | | AGOC229Y1 | Agri Business Seminar | | 1.8 | \$1,269.03 | \$2,284.25 |
| Justin | Ebert | | AGRI186HB | Intro Animal Science | | 0.6 | \$1,269.03 | \$761.42 |
| | | | | | | 3 | \$1,395.93 | \$4,187.79 |
| | | | | | | 1.3 | \$1,522.83 | \$1,979.68 |
| James | Palmer | | | Auto Mech classes | | 0.48 | \$1,269.03 | \$609.13 |
| Monica | Pierce | | AGRI284HB | Introduction Soils | | 3 | \$1,269.03 | \$3,807.08 |
| | | | | | | 0.3 | \$1,395.93 | \$418.78 |
| Aaron | Sargent | | DRAF105A | Computer Aided Drafting I | | 3 | \$1,269.03 | \$3,807.08 |
| | | | | | | 0.9 | \$1,395.93 | \$1,256.33 |
| Aaron | Sargent | | MTEC270B | CNC Mill I, Lathe, Machining | | 2.1 | \$1,395.93 | \$2,931.45 |
| | | | | | | 1.21 | \$1,522.83 | \$1,842.62 |
| Kristin | Stinnett | | | Auto Mech classes | | 3 | \$1,269.03 | \$3,807.08 |
| | | | | | | 3 | \$1,395.93 | \$4,187.79 |
| | | | | | | 0.1 | \$1,522.83 | \$152.28 |

| | | | | COURSE | CLOCK | CREDIT | TOTAL | |
|--------------------------|-------------|------------|----------------|--|--------------|---------------|--------------|---------------|
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Todd | Vacek | | | Auto Body classes | | 2.1 | \$1,269.03 | \$2,664.96 |
| Todd | Vacek | | | Early Start | | 0.8 | \$1,269.03 | \$1,015.22 |
| Todd | Vacek | | WELD135A | Shield Arc/Oxy Weldng | | 0.1 | \$1,269.03 | \$126.90 |
| | | | | | | 3 | \$1,395.93 | \$4,187.79 |
| | | | | | | 0.8 | \$1,522.83 | \$1,218.26 |
| Amy | Chamberlin | | | Part-time Instruction Supervision | | | | \$507.64 |
| Amy | Chamberlin | | | Part-time Instruction Supervision | | | | \$253.81 |
| Justin | Ebert | | | Part-time Instruction Supervision | | | | \$253.81 |
| Denise | Johnson | | | Part-time Instruction Supervision | | | | \$634.55 |
| Denise | Johnson | | | Part-time Instruction Supervision | | | | \$126.91 |
| Jeremy | Monigold | | | Part-time Instruction Supervision | | | | \$126.91 |
| Todd | Vacek | | | Part-time Instruction Supervision | | | | \$126.91 |
| | | | | | | | | |
| | | | | | | | | |
| September 1, 2018 | | | | COURSE | CLOCK | CREDIT | TOTAL | |
| FIRST | LAST | CRN | SUBJECT | TITLE | HRS | HRS | RATE | SALARY |
| Other Assignments | | | | | | | | |
| Barton | Macomber | | | Speaker's honorarium fee for September 2018 Leadership Forum | | | | \$ 400.00 |
| Kim | Ramirez | | | Medical coding course for 1 student | | | | \$ 1,380.00 |
| David | Vrtol | | | Set design/construction for Newsies | | | | \$ 800.00 |
| Kurtis | Wagner | | | Drawing assistant | | 3 | \$ 12.00 | \$ 36.00 |
| John | Hartman | | | Piano tuning | | | | \$ 130.00 |

**AGENDA ITEM #XI-D-1
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**SUBAWARD AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE AND
ROCK VALLEY COLLEGE, A GRANTEE OF THE COMMUNITY FOUNDATION OF
NORTHERN ILLINOIS LINKING TALENT WITH OPPORTUNITY REGIONAL
GRANT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached subaward agreement between Highland Community College and Rock Valley College, a grantee of the Community Foundation of Northern Illinois Linking Talent with Opportunity regional grant.

BACKGROUND: Highland Community College and Rock Valley College have partnered to utilize grant funds from the Community Foundation of Northern Illinois to develop programs to build the local workforce of Northwest Illinois through targeted training to individuals who are seeking employment. An emphasis will be placed on aligning local talent with employer needs, ensuring that the training received is what is needed to support the region. The workforce development strategy will view all of education and other programs as one system. Pathway development will be created to serve 10th-12th grade students in the region by defining and identifying specific road maps to careers. Under the agreement, Highland Community College will be awarded \$75,000 per year for three years for salaries, benefits, professional development, and marketing efforts that directly support the program.

BOARD ACTION: _____

SUBAWARD AGREEMENT

THIS Subaward AGREEMENT (this "Agreement") is entered into as of October __, 2018, by and between Rock Valley College, with principal offices at 3301 Mulford Road, Rockford, IL. and Highland Community College, ("Subrecipient"), with principal offices at 2998 W. Pearl City Road, Freeport, IL. This Agreement shall govern certain activities and responsibilities to be carried out by Subrecipient on behalf of RVC, a grantee of the Community Foundation of Northern Illinois Linking Talent with Opportunity: A Regional Strategy, Grant ID #14805 ("Grantor").

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Rock Valley College and Subrecipient hereby agree as follows:

1. **TERM.** This Agreement shall govern the performance of the parties for the period July 1, 2018 (the "Effective Date") through June 30, 2021, unless earlier terminated by either party in accordance with the terms of this Agreement (such period of performance, the "Agreement Term").

2. SCOPE OF SERVICES AND BUDGET; PRIOR APPROVAL FOR CHANGES.

a. **Scope of Services and Budget.** Subrecipient shall, in a satisfactory manner as determined by Rock Valley College, perform all activities described in the project description as approved by Rock Valley College and attached hereto as Exhibit A, as may be amended from time to time (the "Approved Services") in accordance with the program budget as approved by Rock Valley College and attached hereto as Exhibit B, as may be amended from time to time (the "Approved Budget").

b. **Prior Approval for Changes.** Subrecipient shall not transfer allocated funds among cost categories within a budgeted program account without the prior written approval of Rock Valley College; nor shall Subrecipient make any changes, directly or indirectly, in program design or in the Approved Services or in the Approved Budget without the prior written approval of Rock Valley College.

3. COMPENSATION.

a. **Payment of Funds.** Rock Valley College agrees to reimburse Subrecipient for costs actually incurred and paid by Subrecipient in accordance with the Approved Budget attached hereto as Exhibit E and for the performance of the Approved Services under this Agreement in an amount not to exceed \$225,000 (the "Total Agreement Funds"). The amount of Total Agreement Funds, however, is subject to adjustment by Rock Valley College if a substantial change is made in the Approved Services that affects this Agreement or if this Agreement is terminated prior to the expiration of the Agreement as provided in Section 1 above. Program funds shall not be expended prior to the Effective Date, or following the earlier of the expiration of termination of this Agreement. Costs incurred shall only be as necessary and allowable to carry out the purposes and activities of the Approved Services and may not exceed

the maximum limits set in the Approved Budget. Expenses charged against the Total Agreement Funds shall be incurred in accordance with the Prime Award; and the authorizations, restrictions and requirements contained in the Notice of Prime Award, attached hereto as Exhibit C, and any amendments thereto and other applicable laws, regulations, grant terms and conditions or policies.

b. Invoices. On or before the twentieth (20th) day of each month and in any event no later than thirty (30) days after the earlier of the expiration or termination of this Agreement, Subrecipient shall submit an invoice, in a form supplied by Rock Valley College, for the most recent month ended, to Rock Valley College, setting forth actual expenditures of Subrecipient in accordance with this Agreement. Within ten (10) working days from the date it receives such invoice, Rock Valley College may disapprove the requested compensation if such expenses are not meeting grant requirements. If the compensation is so disapproved, Rock Valley College shall notify Subrecipient as to the disapproval. If payment is approved, no notice will be given and Rock Valley College shall issue payment in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.

c. Contingency. The payment of funds to Subrecipient under the terms of this Agreement shall be contingent on the receipt of such funds by Rock Valley College from the Grantor and shall be subject to Subrecipient's continued eligibility to receive funds under the applicable provisions of state and federal laws and the Notice of Prime Award. If the amount of funds that Rock Valley College receives from the Grantor is reduced, Rock Valley College reserves the right to reduce the amount of funds awarded under, or to terminate, this Agreement. Rock Valley College also reserves the right to deny payment for Subrecipient's expenditures for Approved Services where invoices and/or other reports are not submitted by the deadlines specified Sections 3(b) above and 4(d) below.

4. FINANCIAL ACCOUNTABILITY AND GRANT ADMINISTRATION.

a. Financial Management. Subrecipient shall maintain a financial management system and financial records and shall administer funds received pursuant to this Agreement in accordance with all applicable federal and state requirements and the Notice of Prime Award. Subrecipient shall adopt such additional financial management procedures as may from time to time be prescribed by Rock Valley College if required by applicable laws, regulations or guidelines from its federal and state government funding sources. Subrecipient shall maintain detailed, itemized documentation and records of all income received and expenses incurred pursuant to this Agreement.

b. Limitations on Expenditures. Subrecipient shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date, or following the earlier of the expiration or termination of this Agreement. Rock Valley College shall only reimburse Subrecipient for documented expenditures incurred during the Agreement Term that are: (i) reasonable and necessary to carry out the Rock Valley College Linking Talent with Opportunity Program; (ii) documented by contracts or other evidence of liability consistent with established Rock Valley College and Subrecipient procedures; and (iii) incurred in

accordance with all applicable requirements for the expenditure of funds payable under this Agreement.

c. Indirect Cost Rate. The subaward data attached hereto as Exhibit D contains information on Rock Valley College's indirect cost rate under the Notice of Prime Award. The indirect cost rate information, if any, indicated in the Approved Budget attached hereto as Exhibit D shall apply to the subaward.

d. Financial and Other Reports. Subrecipient shall submit to Rock Valley College such reports and back-up data as may be required by the Grantor or Rock Valley College, including without limitation such reports which enable Rock Valley College to submit its own quarterly financial and annual programmatic reports to the Grantor and the reports required in accordance with the following schedule:

| <u>REPORT</u> | <u>DEADLINE</u> |
|---------------------------|--|
| Quarterly Progress Report | October 5, 2018 January 3, 2019 |
| | January 4, 2019 April 3, 2020 |
| | April 5, 2018 July 3, 2020 |
| | July 5, 2019 October 2, 2020 |
| | October 4, 2019 |
| | *Likely one more report due – date TBD |

This provision shall survive the expiration or termination of this Agreement with respect to any reports which Subrecipient is required to submit to Rock Valley College following the expiration or termination of this Agreement.

e. Improper Payments. Any item of expenditure by Subrecipient under the terms of this Agreement which is found by auditors, investigators, and other authorized representatives of Rock Valley College, the U.S. Government Accountability Office or the Comptroller General of the United States to be improper, unallowable, in violation of federal or state law or the terms of the Notice of Prime Award or this Agreement, or involving any fraudulent, deceptive, or misleading representations or activities of Subrecipient, shall become Subrecipient's liability, to be paid by Subrecipient from funds other than those provided by Rock Valley College under this Agreement or any other agreements between Rock Valley College and Subrecipient. This provision shall survive the expiration or termination of this Agreement.

f. Audited Financial Statements. Subrecipient shall provide Rock Valley College with a copy of Subrecipient's most recent audited financial statements, federal Single Audit report, if applicable (including financial statements, schedule of expenditures of federal awards, schedule of findings and questioned costs, summary of prior audit findings, and corrective action plan, if applicable), within thirty (30) days after execution of this Agreement and thereafter within nine (9) months following the end of Subrecipient's most recently completed fiscal year.

g. Closeout. Final payment request(s) from Subrecipient under this Agreement must be received by Rock Valley College no later than thirty (30) days from the earlier of the expiration date or termination date of this Agreement. In consideration of the execution of this Agreement by Rock Valley College, Subrecipient agrees that its acceptance of final payment from Rock Valley College will constitute an agreement by Subrecipient to release and forever discharge Rock Valley College, its board members, administrators, agents, employees, representatives, affiliates, successors and assigns from any and all claims, demands, damages, liabilities, actions, causes of action or suits of any nature whatsoever, which Subrecipient has at the time of acceptance of final payment or may thereafter have, arising out of or in any way relating to any and all injuries and damages of any kind as a result of or in any way relating to this Agreement. Subrecipient's obligations to Rock Valley College under this Agreement shall not terminate until all closeout requirements are completed to the satisfaction of Rock Valley College. Such requirements shall include, without limitation, submitting final reports to Rock Valley College and providing any closeout-related information requested by Rock Valley College by the deadlines specified by Rock Valley College. This provision shall survive the expiration or termination of this Agreement.

5. COOPERATION IN MONITORING AND EVALUATION.

a. Rock Valley College Responsibilities. Rock Valley College shall monitor, evaluate and provide guidance and direction to Subrecipient in the conduct of Approved Services performed under this Agreement. Rock Valley College has the responsibility to determine whether Subrecipient has spent funds in accordance with applicable laws, regulations, including the federal audit requirements and agreements and shall monitor the activities of Subrecipient to ensure that Subrecipient has met such requirements. Rock Valley College may require Subrecipient to take corrective action if deficiencies are found.

b. Subrecipient Responsibilities.

i. Subrecipient shall permit Rock Valley College to carry out monitoring and evaluation activities, including any performance measurement system required by applicable law, regulation, funding sources guidelines or by the terms and conditions of the applicable Notice of Prime Award, and Subrecipient agrees to ensure, to the greatest extent possible, the cooperation of its agents, employees and board members in such monitoring and evaluation efforts. This provision shall survive the expiration or termination of this Agreement.

ii. Subrecipient shall cooperate fully with any reviews or audits of the activities under this Agreement by authorized representatives of Rock Valley College or the Grantor and Subrecipient agrees to ensure to the extent possible the cooperation of its agents, employees and board members in any such reviews and audits. This provision shall survive the expiration or termination of this Agreement.

6. RECORD RETENTION AND ACCESS. Subrecipient shall maintain all correspondence, emails, statements, receipts, records, books, papers and other documents, whether in physical or electronic form, related to its performance of Approved Services under this Agreement (including without limitation personnel, property, financial and medical records)

for a period of 7 years following the date that Rock Valley College makes the last payment to Subrecipient under this Agreement, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Agreement. Subrecipient shall make all such documents that relate to this Agreement available at all reasonable times for inspection, review, and audit by the authorized representatives of Rock Valley College or the Grantor.

7. INDEPENDENT CONTRACTOR RELATIONSHIP. The relationship of Subrecipient to Rock Valley College is that of an independent contractor and not of an employee/employer. It is expressly understood that any individual performing services under this Agreement on behalf of Subrecipient shall not be deemed to be an employee or independent contractor of Rock Valley College, and such individual shall not be entitled to tax withholding, workers' compensation, unemployment compensation or any employee benefits, statutory or otherwise, from Rock Valley College. Subrecipient agrees that it is solely responsible for the reporting and payment of income, social security and other employment taxes due to the proper taxing authorities with respect to such personnel. Subrecipient agrees to indemnify, defend and hold harmless Rock Valley College and its board members, administrators, directors, officers, employees and agents from and against any and all costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney's fees, relating to the reporting and payment of income, social security and other employment taxes and the provision of employee benefits (including but not limited to workers' compensation, unemployment insurance and health insurance coverage or assessable payments required under the Patient Protection and Affordable Care Act, P.L.111-148) with respect to such individual performing services under this Agreement on behalf of Subrecipient. This provision shall survive the expiration or termination of this Agreement.

8. COMPLIANCE WITH GRANT AGREEMENT AND APPLICABLE LAWS.

a. Compliance with Prime Award and Subaward. Subrecipient shall perform all activities funded by this Agreement in accordance with: (i) the Notice of Prime Award attached hereto as Exhibit A, including any amendments thereto; (ii) the Subaward Data attached hereto as Exhibit B, including any amendments thereto; (iii) the Project Description attached hereto as Exhibit C, including any amendments thereto; (iv) the Deliverables and Milestones attached hereto as Exhibit D, including any amendments thereto; (v) the Approved Budget attached hereto as Exhibit E, and (vi) the applicable contract provisions for non-federal entity contracts under federal awards required under Appendix II to the Uniform Guidance and attached hereto as Exhibit E (the "Required Contract Provisions") (each of (i) – (vi) above is hereby incorporated by reference into this Agreement). In addition, Subrecipient shall cooperate fully with Rock Valley College in its efforts to comply with the requirements of the Notice of Prime Award, including any amendments thereto.

b. Compliance with Applicable Laws. Subrecipient shall perform all activities funded by this Agreement in accordance with all applicable federal, state and local laws. The term "federal, state and local laws" as used in this Agreement shall mean all applicable statutes, rules, regulations, executive orders, directives or other laws, including all laws as presently in

effect and as may be amended or otherwise altered during the Agreement Term, as well as all such laws which may be enacted or otherwise become effective during the Agreement Term.

c. Administrative Requirements; Cost Principles; Audit Requirements. Subrecipient shall comply with the Higher Education Cost Principles.

d. Covenant Against Contingent Fees. Subrecipient represents and warrants that no person or entity has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. In the event of a breach or violation of this representation and warranty, Rock Valley College shall have the right to annul this Agreement without liability or, in its discretion, to offset against amounts it owes Subrecipient under this Agreement or otherwise recover from Subrecipient the full amount of such commission, percentage, brokerage, or contingent fee, and to seek any other legal remedies available to it as a result of such breach.

e. Suspension and Debarment. Subrecipient represents that neither it nor any of its principals has been debarred, suspended or determined ineligible to participate in federal assistance awards or contracts as defined in regulations implementing Office of Management and Budget Guidelines on Governmentwide Debarment and Suspension (Nonprocurement) in Executive Order 12549. Subrecipient further agrees that it will notify Rock Valley College immediately if it or any of its principals are placed on the list of parties excluded from federal procurement or nonprocurement programs available at www.sam.gov.

f. DUNS Number. Subrecipient agrees and acknowledges that Rock Valley College may not grant the Subaward and Subrecipient may not receive the subaward, unless Subrecipient has provided its Data Universal Numbering System (“DUNS”) number to Rock Valley College. The DUNS number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.

g. Federal Funding Accountability and Transparency Act of 2006. Subrecipient agrees to provide Rock Valley College with all information requested by Rock Valley College to enable Rock Valley College to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282, as amended by section 6202 of P.L. 110-252).

h. Regulations on Nondiscrimination. Subrecipient shall comply with state and federal regulations on nondiscrimination in Linking Talent with Opportunity programs or activities.

i. Drug-Free Workplace. Subrecipient shall comply with the requirements of the Drug-Free Workplace Act 30 ILCS 580/3.

j. Equal Treatment for Faith-Based Organizations. Subrecipient shall comply with state and federal regulations regarding the equal treatment of religious organizations in Linking Talent with Opportunity programs.

k. Pro-Children Act of 2001. In accordance with the Pro-Children Act of 2001, Subrecipient certifies that Subrecipient, its employees, agents, contractors, and subcontractors will not permit smoking in any portion of an indoor facility owned or leased or contracted for by Subrecipient and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18.

l. Licenses, Certifications, Permits, Accreditation. Subrecipient shall procure and keep current any license, certification, permit or accreditation required by federal, state or local law and shall submit to Rock Valley College proof of any licensure, certification, permit or accreditation upon request.

9. EMPLOYMENT LAWS AND POLICIES.

a. Non-Discrimination in Employment. Subrecipient shall not discriminate against any qualified employee or applicant for employment because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, religion, genetic information, or disability. Subrecipient shall comply with all applicable provisions of federal, state and local laws prohibiting discrimination in employment.

b. Salary and Benefits. Funds provided to Subrecipient under this Agreement shall be used to pay the salary and benefits package of an individual(s) that is consistent with the rate paid and benefits offered for similar positions in the Subrecipients classification/compensation structure.

10. INDEMNIFICATION. Subrecipient shall defend and hold Rock Valley College, its board members, administrators, employees, officers, directors, agents and representatives harmless from any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which they may suffer arising from any act or omission or neglect of Subrecipient, its employees, officers, directors, agents or representatives, subcontractors, or any other person or entity that performs work or services on behalf of Subrecipient, or for who Subrecipient may be responsible for, in the performance of Subrecipient's obligations under this Agreement. This provision shall survive the expiration or termination of this Agreement. Rock Valley College shall defend and hold Subrecipient, its board members, administrators, employees, officers, directors, agents and representatives harmless from any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which they may suffer arising from any act or omission or neglect of Rock Valley College, its employees, officers, directors, agents or representatives, subcontractors, or any other person or entity that performs work or services on behalf of Rock Valley College, or for who Rock Valley College may be responsible for, in the performance of Rock Valley College's obligations under this Agreement. This provision shall survive the expiration or termination of this Agreement.

11. INSURANCE. Subrecipient shall, at all times throughout the Agreement Term, carry insurance in such form and in such amounts as Rock Valley College may from time to time reasonably require against other insurable hazards and casualties that are commonly insured

against in the performance of similar services as are to be provided under this Agreement. At a minimum, Subrecipient shall maintain during the Agreement Term at least the following types and limits of insurance coverage:

- a. Workers' compensation in amounts no less than required by law;
- b. Employer's Liability Insurance with a limit of \$1,000,000;
- c. Commercial general liability insurance, including personal injury, contractual liability and property damage, with limits of \$1,000,000 per occurrence and \$3,000,000 aggregate;
- d. Abuse and molestation insurance with a limit of \$1,000,000 per claim; than \$1,000,000 per occurrence and \$3,000,000 aggregate; and
- e. Umbrella liability insurance with a limit of \$5,000,000 per occurrence and in the aggregate.

All policies (other than workers' compensation and employer's liability insurance) providing such coverage shall name Rock Valley College as an additional insured with respect to Subrecipient's performance of services under this Agreement. Subrecipient shall provide Rock Valley College with certificates of insurance evidencing such coverage within thirty (30) days after execution of this Agreement, which certificates shall provide that Rock Valley College shall receive thirty (30) days' advance written notice of any pending cancellation or non-renewal of any of the coverages required by Rock Valley College pursuant to this Agreement. Insurance coverages that expire before the expiration of the Agreement Term shall be promptly renewed by Subrecipient so that there is no gap in coverage and certificates of insurance evidencing such renewal coverage shall be provided to Rock Valley College (by a copy provided to Rock Valley College pursuant to the notice provisions set forth in Section 16(f)) immediately upon renewal. Subrecipient's failure to maintain insurance in the form and/or amounts required by Rock Valley College pursuant to this Agreement shall be deemed a material breach of this Agreement and Rock Valley College shall have the right thereupon to terminate this Agreement immediately in addition to any other remedy provided herein.

12. TERMINATION.

a. By Rock Valley College. Rock Valley College may, by giving written notice to Subrecipient, terminate this Agreement in whole or in part for cause, which shall include, without limitation: (i) failure for any reason of Subrecipient to fulfill timely and properly any of its obligations under this Agreement, including failure to comply with any provision of Section 8 of this Agreement; (ii) Subrecipient's default, breach or any intervening casualty which poses an immediate threat to life, health or safety; (iii) Subrecipient's breach of its representations, warranties and certifications contained in this Agreement; (iv) the suspension or debarment or determination that Subrecipient or any of its principals are ineligible to participate in federal assistance awards or contracts; (v) Subrecipient's failure to maintain the insurance coverage in the form and/or amounts required by Rock Valley College pursuant to this Agreement; (vi) the submission by Subrecipient to the Grantor or Rock Valley College of reports that are incorrect or incomplete in any material respect; (vii) ineffective or improper use by Subrecipient of funds received under this Agreement; (viii) suspension, termination, in whole or in part of, or absence or reduction of appropriations for, grants or reimbursements to Rock Valley College (ix) the

necessity for termination and/or amendment of this Agreement so as to make any terms of this Agreement consistent with federal, state or local laws; (vi) fraudulent activities on the part of Subrecipient; and (x) the filing of bankruptcy, receivership or dissolution by or with respect to Subrecipient. Rock Valley College may also terminate this Agreement in whole or in part without cause upon thirty (30) days' written notice to Subrecipient.

b. By Subrecipient. If Subrecipient is unable or unwilling to comply with any additional conditions or requirements which may arise as a result of changes in or additions to any federal, state or local laws after the commencement of the Agreement Term, including without limitation those applied by the Grantor in their grants and reimbursements to Rock Valley College, and which thereby become applicable to Subrecipient during the Agreement Term, Subrecipient shall terminate this Agreement by giving written notice to Rock Valley College. The effective date of such notice of termination shall be no earlier than thirty (30) days from the date of the notice.

c. Transfer of Performance Upon Termination. Upon giving or receiving notice of termination, Rock Valley College may require Subrecipient to ensure that adequate arrangements have been made for the transfer of performance of the Approved Services to another entity or to Rock Valley College, including the reasonable payments of any costs involved in such transfer out of compensation otherwise due Subrecipient under this Agreement.

d. Disposition of Property. In the event of any termination of this Agreement, all property and finished or unfinished documents, data, studies, and reports purchased or prepared by Subrecipient under this Agreement shall be disposed of according to state law, and Subrecipient shall be entitled to compensation for any expenses reasonably and necessarily incurred in satisfactory performance of this Agreement during the Agreement Term, which has not been reimbursed.

e. Liability for Default. Whether or not this Agreement is terminated, Subrecipient shall be liable to Rock Valley College for damages sustained by Rock Valley College by virtue of any breach of this Agreement by Subrecipient, and Rock Valley College shall be liable to Subrecipient for damages sustained by Subrecipient by virtue of any breach of this Agreement by Rock Valley College. This shall include, without limitation, liability of Subrecipient for the disallowance by the Grantor of the reimbursement of charges submitted by Rock Valley College for services provided by Subrecipient under this Agreement where the disallowance is in any way attributable to Subrecipient, including the provision or maintenance by Subrecipient of inadequate or erroneous records or billing documentation of services provided. If any such reimbursement of charges is disallowed as a result of an audit by the Grantor of Subrecipient or Rock Valley College, the amount disallowed must be paid by Subrecipient to Rock Valley College from funds other than those provided by Rock Valley College under this Agreement.

13. GENERAL PROVISIONS.

a. Governing Law. This Agreement shall be governed by the laws of the State of Illinois, without giving effect to the conflicts of laws provisions thereof.

b. Integration. This Agreement supersedes all oral agreements, negotiations and representations between the parties pertaining to the subject matter of this Agreement.

c. Severability. If any provision of this Agreement is found to be invalid, the remaining provisions shall remain in full force and effect.

d. Waiver of Breach. The waiver by either party of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach by the other party of the same or of different provisions.

e. Binding Effect; Assignment. Except as otherwise provided in this Agreement, every covenant, term, and provision of this Agreement shall be binding upon and inure to the benefit of the parties and their respective and permitted successors, transferees and assigns. Subrecipient shall not assign, subcontract or transfer any of its rights, responsibilities or obligations under this Agreement without Rock Valley College's prior written consent, which Rock Valley College may withhold in its sole discretion. Should Subrecipient assign, subcontract or transfer any of its rights, responsibilities or obligations hereunder with such consent from Rock Valley College, Subrecipient and the party to which it proposes to assign or subcontract its responsibilities or services hereunder must enter into a written agreement that is consistent with this Agreement and the various requirements specified hereunder and that is approved by Rock Valley College prior to its execution.

f. Notices. Notices required by this Agreement shall be made in writing and delivered via U.S. mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means (provided that receipt is confirmed). Any notice delivered or sent as described above shall be effective on the date received. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

If to Rock Valley College:

Kelly Cooper
Executive Director of Engineering our Future and Early Learning
3301 Mulford Road
Rockford, IL.
(815)921-4092
k.cooper@rockvalleycollege.edu

If to Subrecipient:

Jill Janssen
Vice President, Administrative Services
Highland Community College
2998 West Pearl City Road
Freeport, IL
61032

jill.janssen@highland.edu

g. Amendment. Any amendment to this Agreement, including to the Approved Services and the Approved Budget, shall be reduced to writing, signed by an authorized representative of each party, and attached to this Agreement.

h. Counterpart Execution; Facsimile Execution. This Agreement may be executed in any number of counterparts with the same effect as if all of the parties had signed the same document. Such executions may be transmitted to the other parties by facsimile or other electronic transmission and such facsimile or other electronic execution shall have the full force and effect of an original signature. All fully executed counterparts, whether original executions or facsimile executions, electronic executions or a combination of the foregoing, shall be construed together and shall constitute one and the same agreement.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, each of the parties has executed this Agreement by its duly authorized officer as of the day and year first written above.

Rock Valley College

Highland Community College:

By: _____

Name: Douglas Jensen, Ed

Title: President

By: _____

Name: Tim Hood

Title: President

SUBAWARD AGREEMENT

List of Exhibits

- Exhibit A** **Project Description**
- Exhibit B** **Approved Budget**
- Exhibit C** **Notice of Prime Award**
- Exhibit D** **Subaward Data**
- Exhibit E** **Deliverables or Milestones**

Exhibit A

Project Description

Grant funds will be used on activities inclusive of, but not limited to, a collaborative approach to build the local workforce of Northwest Illinois through targeted training to individuals who are seeking employment. An emphasis will be placed on aligning local talent with employer needs, ensuring that the training received is what is needed to support our region. Our workforce development strategy will view all of education and other programs as one system. Pathway development will be created to serve 10th-12th grade students in the region by defining and identifying specific road maps to careers.

Exhibit B**Approved Budget**

Performance period: 3 years

Award amount year 1: \$75,000

Award amount year 2: \$75,000

Award amount year 3: \$75,000

Grand total \$225,000

Funds may be utilized during the performance period after the year in which they are initially awarded.

Allowable Expenses:

| LTO –Highland Community College Category Descriptions | Proposed Expenditures |
|--|------------------------------|
| Marketing | \$6,420 |
| Support 10% of salary of Recruiter/Dual Credit Coordinator | \$4,080 |
| Supplement salary of Recruiter/ Dual Credit Coordinator | \$2,000 |
| Full-time Administrative Assistant (AA) | \$30,000 |
| Benefits for FT AA | \$24,000 (up to) |
| Additional Funds to support VP of Business, Technology and Community Programs (Oversees LTO grant) | \$5,000 |
| Professional Development (example: the National Career Pathway Network Conference \$525 each) | \$1,500 |
| Travel (Conference Travel & In-District Travel to Visit Schools) | \$2,000 |
| Total Expenditures | \$75,000 |

Should there be cost savings on the expenditures outlined above, Highland Community College is able to increase marketing, travel, and professional development funds.

Exhibit C Notice of Prime Award

December 19, 2017

Dr. Douglas J. Jensen
Rock Valley College
3301 N Mulford Rd
Rockford, IL 61114 5699

Dear Dr. Jensen:

Congratulations! The Board of Trustees of the Community Foundation of Northern Illinois has approved a grant from the Community Grants Program as of 12/13/2017 for Rock Valley College with support from the Dr. Louis & Violet Rubin Fund of the Community Foundation of Northern Illinois for Linking Talent with Opportunity: A Regional Strategy (Grant ID #14805).

This award may be renewed annually for up to two additional years in the amount of \$225,000.00. Future funding is contingent upon completion of a progress report and approval by CFNIL. Your first progress report is due by 3/1/2019. Your second progress report is due by 3/1/2020. Your final report is due by 3/1/2021.

Enclosed are:

- Your first year's grant award in the amount of \$225,000.00,
- A copy of the Grant Agreement you signed when you submitted your grant application, and
- CFNIL's Grant Communication Guidelines.

By accepting this grant, you are affirming that your organization agrees to the terms and conditions outlined in the Grant Agreement, Grant Communication Guidelines and this letter regarding renewal requirements.

We encourage you to review the online progress report form now to familiarize yourself with the grant reporting requirements. You may access this form through CFNIL's Web Portal (<http://cfnil.spectrumportal.net/>). Once logged on, choose "My Awards" from the "Grant Applicant" menu. Then click the blue link of the proposal that matches the proposal title listed above. You will find a link to your progress reports and final report with due dates.

The next opportunity to apply for a grant from the Community Grants Program will be in the fall of 2018. Please check our website for updates including the grant deadline date and the date of our annual grantseekers meeting.

Please contact Grants Officer James Patterson at jpatterson@cfnil.org or call (779)210-8206 with any questions. The Community Foundation of Northern Illinois looks forward to learning the results of your project and its impact.

Sincerely,

Jon Bates
President

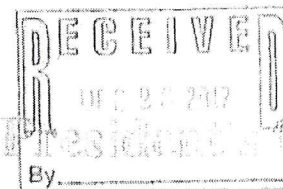


Exhibit D**Subaward Data**

| | | |
|--------|---|---|
| (i) | Subrecipient Name | Highland Community College |
| (ii) | Subrecipient Unique Entity Identifier: | 01-021-6521 |
| (iii) | Award Identification Number: | 14805 |
| (iv) | Subaward Period of Performance Start Date: | 7/1/18 |
| | Subaward Period of Performance End Date: | 6/30/21 |
| (v) | Amount Grantor Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient: | \$225,000 |
| (vi) | Total Amount of the Grantor Award Committed to the Subrecipient by the Pass-Through Entity: | \$225,000 |
| (vii) | Grantor Award Project Description: | Linking Talent with Opportunity: A Regional Strategy |
| (viii) | Name of Awarding Agency: | Community Foundation of Northern Illinois |
| | Name of Pass-Through Entity: | Rock Valley College |
| | Contact Information for Grantor Awarding Official: | Sarah Lambert Community Investment Director Ph: (779)210-8207 |
| | Contact Information for Rock Valley College Authorizing Official: | Beth Young Vice President / CFO (815)921-4445 |
| | Contact Information for Rock Valley College Project Director: | Kelly Cooper |
| (ix) | Indirect Cost Rate for Rock Valley College Award: | 40.42 |

Exhibit E

Deliverables or Milestones

Year 1: Highland Community College will begin discussion and exploration of Pathways with area K-12 Districts.

Year 2: Highland Community College will execute at least one agreement with a school district for pathway implementation.

Year 3: Highland Community College will execute two more agreements with school districts for pathway implementation.

Overall targets:

1. Increase the level of dual credit course work being delivered by 20%.
2. Expand the level of remedial math and reading offered at the local school districts by 20%.
3. 100% of Pathways will have the potential to complete or achieve certifications or credentials.
4. Each career and educational pathway will have a minimum of one partner outside the educational system that consults on the relevance and validity of the credential or certificate.

The following activities will be undertaken:

Activity 1: Development of high priority occupation educational stackable career pathways beginning in grade 10 running through post-secondary education.

Indicators:

- a. Documentation of identified pathways that include specific coursework, co-requisite math and reading remedial coursework and timelines for completion of the educational and career goal.
- b. Executed agreements between the K-12 Districts and Highland Community College that identify delivery and financing of Pathways coursework for each high school.

Activity 2: Build a collaborative community college and high school infrastructure and culture that values and utilizes career pathways. This alignment with regional high priority occupations associated with educational opportunities will expand career, work force, and economic development.

Indicators:

- a. Dual credit coursework being offered at the local school districts.
- b. Students will complete between 6-15 college credits and graduate high school college-ready in math and reading.

Activity 3: Expand and address equity issues for students going into high priority occupations utilizing educational pathways and promote efforts to reduce barriers for students going into Pathway programs.

Activity 4: Utilize one Pathway coach in Highland Community College's region to serve 10th-12th grade students. The coach will collaborate with local K-12 districts to establish and recruit for Pathways and coordinate articulated credit and dual credit classes between the high schools and Highland Community College.

Activity 5: Create a database of K-12 teachers that are qualified to teach dual credit courses.

Activity 6: For each Pathway, industry experts will be engaged to assist in identifying certifications or endorsements.

Indicators:

- a. Each Pathway will have identified and embedded credentials or certifications.
- b. Business and Industry partners will validate and endorse certifications as relevant.

Activity 7: Conduct regular meetings with high school counselors to help maintain student success in Pathways and advise and assist high school students with their transition into College or career.

Activity 8: Monitor high school program courses in collaboration with academic divisions and the Director, Admissions and Records.

Activity 9: College and verify all admissions requirements for dual credit students have been completed and submitted.

Activity 10: Schedule placement testing for district high schools in coordination with the Testing Center.

**AGENDA ITEM #IX-D-2
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

ACCEPTANCE OF FY18 ANNUAL AUDIT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board accepts the annual audit for FY18.

BACKGROUND: The audit was prepared by Wipfli for all funds of the College including Title IV Federal Financial Aid for Students. Retention of the firm's services was approved at the March 20, 2018, Board meeting.

Due to a change in the ICCB deadline to submit the annual audit, it was not necessary for the Audit & Finance Committee to review the audit at a separate meeting and authorize submission to ICCB.

BOARD ACTION: _____

**AGENDA ITEM #XI-D-3
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the September 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 332082 through 332543 amounting to \$897,827.78, Automated Clearing House (ACH) debits W0000490 through W0000493 amounting to \$11,596.17, Electronic Refunds of \$77,763.82, with 5 adjustments of \$768.82, such warrants amounting to \$809,236.61. Transfers of funds for payroll amounted to \$570,057.91.

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

BOARD ACTION: _____

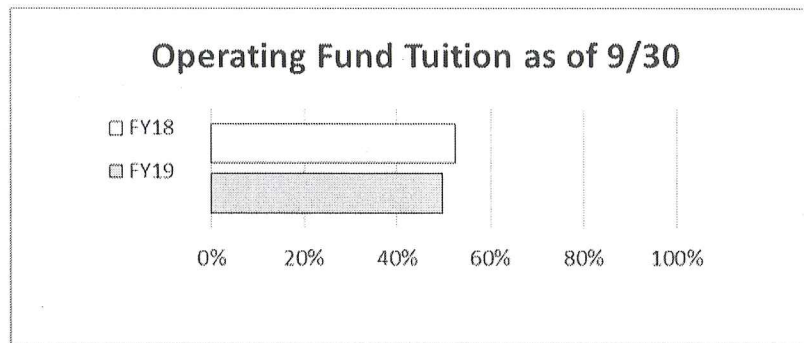
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, September 30, 2018

| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|-----------------------------|---------------------|-----------------|---------------|---------------------|
| US BANK | \$246,998.09 | \$416.67 | \$0.00 | \$247,414.76 |
| 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 |
| TOTAL ASSETS | \$443,006.63 | \$416.67 | \$0.00 | \$443,423.30 |
| | | | | |
| 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 | 84,612.96 | 416.67 | | 85,029.63 |
| 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 |
| TOTAL | \$443,006.63 | \$416.67 | \$0.00 | \$443,423.30 |

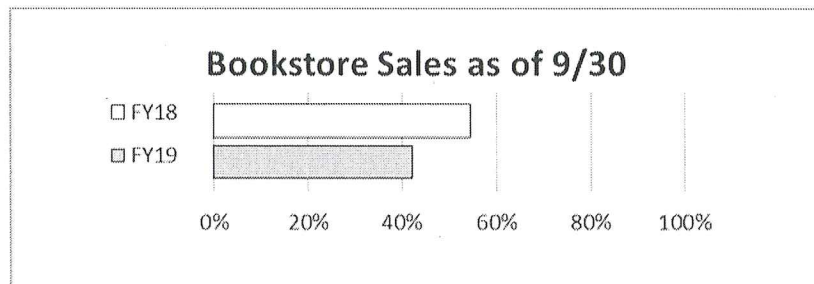
**AGENDA ITEM #XII
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19**

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

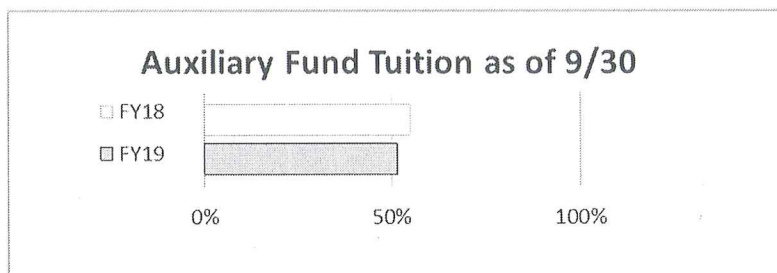
- As of September 30th, we are 25% of the way into FY19.
- The FY19 reports have been updated to include the permanent budget amounts.
- Local tax payments have been received from the County Treasurers' offices, as reflected in the "local taxes" line items in the funds for which we levy.
- **Current Results as of Month End:** The following chart shows the comparison of the FY18 Operating Funds tuition revenue results to FY19 results as of September 30th. The FY18 bar is the year-to-date results as of September 30, 2017, divided by the actual year end results for FY18. The FY19 bar is the year-to-date results for September 30, 2018, divided by the annual budgeted amount for FY19.



- Operating Funds tuition revenue appears to be about 3% lower than anticipated at this point in time. If Operating Fund tuition revenue is 3% lower than budgeted for the fiscal year that amounts to about \$165,000.



- Bookstore sales appear to be about 12% lower than anticipated at this point in time. A review of revenue, inventory levels and cost of goods sold will be completed to determine if bookstore net income should end the fiscal year around the amount budgeted.



- Auxiliary Fund tuition revenue appears to be about 4% below the amount anticipated at this point in time. If Auxiliary Fund tuition revenue is lower than budgeted for the fiscal year that amounts to \$17,000.

AGENDA ITEM #XII-A
OCTOBER 16, 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 September 30, 2018

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year- to-Date</u> | <u>Percent</u> |
|---|---------------|--------------------------|----------------|
| Local Taxes | \$6,158,721 | \$1,648,949 | 26.8% |
| Credit Hour Grants | 1,139,110 | 222,588 | 19.5% |
| Equalization | 50,000 | 4,167 | 0.0% |
| ICCB Career/Tech Education | 113,823 | - | 0.0% |
| ICCB Performance | 8,800 | - | 0.0% |
| CPP Replacement Tax | 340,000 | 6,170 | 1.8% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 27,241 | 17,252 | 63.3% |
| Tuition & Fees | 5,514,588 | 2,742,570 | 49.7% |
| Sales & Services | 46,550 | 6,081 | 13.1% |
| Facilities Revenue | 108,876 | 21,118 | 19.4% |
| Interest on Investments | 28,000 | 17,104 | 61.1% |
| Non-Govt. Gifts, Grants | 1,219,131 | - | 0.0% |
| Miscellaneous | 15,000 | 11,933 | 79.6% |
| | ----- | ----- | ----- |
| Total Revenue | \$14,778,140 | \$4,697,932 | 31.8% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$9,295,256 | \$1,926,349 | 20.7% |
| Employee Benefits | 2,303,681 | 581,514 | 25.2% |
| Contractual Services | 829,457 | 253,566 | 30.6% |
| Materials & Supplies | 934,753 | 320,017 | 34.2% |
| Conference & Meeting | 327,761 | 38,724 | 11.8% |
| Fixed Charges | 58,151 | 22,392 | 38.5% |
| Debt Certificate Payment | 444,131 | - | 0.0% |
| Utilities | 697,101 | 657,532 | 94.3% |
| Capital Outlay | 15,597 | 9,491 | 100.0% |
| Other Expenditures | 337,419 | 167,480 | 49.6% |
| Transfers (In) Out | (374,574) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$14,868,733 | \$3,977,065 | 26.7% |
| | | | |
| Excess of Revenues Over Expenditures | (\$90,593) | \$720,867 | |
| | | | |
| Fund Balance 7/1/18 | 3,850,075 | 3,850,075 | |
| | ----- | ----- | |
| Fund Balance 9/30/18 | \$3,759,482 | \$4,570,942 | |

AGENDA ITEM #XII-A
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$704,000 | \$183,571 | 26.1% |
| Interest on Investments | - | - | 100.0% |
| Other | - | - | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$704,000 | \$183,571 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 79,223 | 6,250 | 100.0% |
| Materials & Supplies | 8,995 | 1,184 | 13.2% |
| Capital Outlay | 2,300,642 | 923,452 | 40.1% |
| Transfers Out | - | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$2,388,860 | \$930,886 | 39.0% |
| | | | |
| Excess of Revenues Over Expenditures | (\$1,684,860) | (\$747,315) | |
| | | | |
| Fund Balance 7/1/18 | \$2,300,193 | \$2,300,193 | |
| ----- | ----- | ----- | |
| Fund Balance 9/30/18 | \$615,333 | \$1,552,878 | |

AGENDA ITEM #XII-A
 OCTOBER 16, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | | | |
| Tuition and Fees | \$430,000 | \$222,068 | 51.6% |
| Bookstore Sales | 792,200 | 334,393 | 42.2% |
| Athletics | 42,460 | 4,285 | 10.1% |
| Other | 117,000 | 49,708 | 42.5% |
| | ----- | ----- | ----- |
| Total Revenue | \$1,381,660 | \$610,454 | 44.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$292,177 | \$55,557 | 19.0% |
| Employee Benefits | 33,347 | 8,337 | 25.0% |
| Contractual Services | 94,743 | 17,269 | 18.2% |
| Materials & Supplies | 734,937 | 326,928 | 44.5% |
| Conference & Meeting | 202,336 | 20,138 | 10.0% |
| Fixed Charges | 5,724 | 99 | 1.7% |
| Utilities | 1,593 | 600 | 37.7% |
| Capital Outlay | 600 | 8,614 | 1435.7% |
| Other Expenditures | 14,893 | 9,980 | 67.0% |
| Transfers | (65,000) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$1,315,350 | \$447,522 | 34.0% |
| | | | |
| Excess of Revenues Over Expenditures | \$66,310 | \$162,932 | |
| | | | |
| Fund Balance 7/1/18 | \$63,198 | \$63,198 | |
| | ----- | ----- | |
| Fund Balance 9/30/18 | \$129,508 | \$226,130 | |

AGENDA ITEM #XII-A
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

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

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year-to-Date</u> | <u>Percent</u> |
|-------------------------------------|---------------|---------------------|----------------|
| Vocational Education | \$132,385 | \$0 | 0.0% |
| Adult Education | 246,750 | - | 0.0% |
| Other Illinois Sources | 62,038 | - | 0.0% |
| Department of Education | 4,702,813 | 436,009 | 9.3% |
| Other Federal Sources | 46,956 | - | 0.0% |
| Tuition & Fees | 630,000 | 332,302 | 52.7% |
| Sales & Service Fees | 26,510 | - | 0.0% |
| Interest | 19,624 | 19,624 | 100.0% |
| Non-govt. Gifts, Grants | 3,400 | 19 | 0.6% |
| Other | 296,126 | 7,361 | 2.5% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,166,602 | 795,315 | 12.9% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,017,386 | \$286,335 | 28.1% |
| Employee Benefits | 225,105 | 65,478 | 29.1% |
| Contractual Services | 590,451 | 67,295 | 11.4% |
| Materials & Supplies | 148,581 | 127,292 | 85.7% |
| Conference & Meeting | 91,801 | 23,925 | 26.1% |
| Fixed Charges | 25,771 | - | 0.0% |
| Utilities | 4,152 | - | 0.0% |
| Capital Outlay | 29,990 | 2,027 | 6.8% |
| Other Expenditures | 93,090 | 307,596 | 330.4% |
| Financial Aid | 4,042,939 | - | 0.0% |
| Transfers out | 332,624 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$6,601,890 | \$879,948 | 13.3% |
| | | | |
| Excess of Expenditures Over Revenue | (\$435,288) | (\$84,633) | |
| | | | |
| Fund Balance 7/1/18 | 1,061,408 | 1,061,408 | |
| | ----- | ----- | |
| Fund Balance 9/30/18 | \$626,120 | \$976,775 | |

AGENDA ITEM #XII-A
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19
AUDIT FUND

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-----------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$44,000 | \$11,837 | 26.9% |
| | ----- | ----- | ----- |
| Total Revenue | \$44,000 | \$11,837 | 26.9% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | \$46,000 | \$27,000 | 58.7% |
| | ----- | ----- | ----- |
| Total Expenditures | \$46,000 | \$27,000 | 58.7% |
| | | | |
| Excess of Revenues Over Expenditures | (\$2,000) | (\$15,163) | |
| | | | |
| Fund Balance 7/1/18 | \$11,086 | \$11,086 | |
| | ----- | ----- | |
| Fund Balance 9/30/18 | \$9,086 | (\$4,077) | |

AGENDA ITEM #XII-A
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

BOND AND INTEREST FUND

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

| REVENUE: | Budget | Year to-Date | Percent |
|---|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,726,000 | \$459,545 | 26.6% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,726,000 | \$459,545 | 26.6% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,711,558 | \$0 | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,711,558 | \$0 | 0.0% |
| | | | |
| Excess of Revenues Over Expenditures | \$14,442 | \$459,545 | |
| | | | |
| Fund Balance 7/1/18 | \$977,633 | \$977,633 | |
| ----- | ----- | ----- | |
| Fund Balance 9/30/18 | \$992,075 | \$1,437,178 | |

AGENDA ITEM #XII-A
OCTOBER 16, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

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

| REVENUE: | Tentative Budget | Year to-Date | Percent |
|---|---------------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,035,000 | \$278,167 | 26.9% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,035,000 | \$278,167 | 26.9% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$290,132 | \$71,525 | 24.7% |
| Employee Benefits | 333,717 | 114,310 | 34.3% |
| Contractual Services | 295,582 | 60,913 | 20.6% |
| 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 | 3,953 | 55.7% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,138,839 | \$382,308 | 33.6% |
| | | | |
| Excess of Revenues Over Expenditures | (\$103,839) | (\$104,141) | |
| | | | |
| Fund Balance 7/1/18 | \$302,979 | \$302,979 | |
| ----- | ----- | ----- | |
| Fund Balance 9/30/18 | \$199,140 | \$198,838 | |