

HIGHLAND COMMUNITY COLLEGE
District #519

AGENDA

Board of Trustees Meeting
November 20, 2018
Robert J. Rimington Board Room (H-228)
Highland Community College Student/Conference Center
Freeport, Illinois

3:00 p.m. Special Meeting

4:00 p.m. Regular Meeting

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: October 16, 2018 Special Meeting
 October 16, 2018 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Student Recognition: Early Childhood Education Service Project Report
 Forensics Team
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration
 1. Appointment of Assistant Local Election Official (Page 1)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 2)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 1. New Program: Hotel Management Certificate (Page 5)
 2. New Program: Restaurant Management Certificate (Page 14)
 3. New Program: Hospitality Start-up Certificate (Page 21)
 4. CollegeNOW Agreement Between Highland Community College and Dakota and Aquin High Schools for the 2019 – 2020 (FY20) Academic Year (Page 28)

5. Highland Community College and Western Illinois University Academic Transfer Partnership – Associate of General Studies (AGS) to Bachelor of Arts in General Studies (BGS) (Page 37)

B. Administration (None)

C. Personnel (None)

D. Financial

1. Education and Building Fund Levy (Page 43)
2. Insurance Levy (Page 46)
3. Audit Levy (Page 49)
4. Social Security and Medicare Levy (Page 51)
5. Resolution Authorizing Project “Building M Room #120 ADA Accessibility” and to Authorize Approval for a Health and Safety Levy (Page 53)
6. Resolution Authorizing Project “Interior Lighting Energy Efficiency” and to Authorize Use of Protection, Health, and Safety Funds for Payment of the Same, with Approval for a Health and Safety Levy of Additional Funds (Page 56)
7. Resolution Authorizing Project “Campus Security Camera Server Replacement” and to Authorize Approval for a Health and Safety Levy (Page 59)
8. Resolution Authorizing Project “Solar Photovoltaic System” and to Authorize Approval for a Health and Safety Levy (Page 62)
9. Resolution to Approve a Locally Funded Capital Project – Building E Room #102 Agriculture Laboratory Remodel (Page 65)
10. Purchase and Installation Services of Genetec Security Center Software and Server Hardware (Page 67)
11. Solar Construction Contract with Eagle Point Solar for a Turn-Key Solar Photovoltaic System (Page 79)
12. Payment of Bills and Agency Fund Report (Page 89)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 91)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XII. Old Business

XIII. CLOSED SESSION

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

XIV. ACTION, IF NECESSARY

- A. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel for the Public Body, Including Hearing Testimony on a Complaint Lodged Against an Employee of the Public Body or Against Legal Counsel for the Public Body to Determine its Validity
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees
 - 1. Approval of Side Letter Agreement (Handout)

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – January 15, 2019, 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

XVII. Adjournment

**AGENDA ITEM #IX-B-1
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF ASSISTANT LOCAL ELECTION OFFICIAL

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board of Trustees approves the following Resolution:

Be it resolved that the Board of Trustees of Highland Community College District #519 appoints Ms. Sandy Johnson as Assistant Local Election Official. The Assistant will act as the Local Election Official for Highland Community College for the nonpartisan election if Ms. Terri Grimes, Local Election Official, is not available during the filing period. The filing period will be December 10 – 17, 2018, from 8:00 a.m. to 5:00 p.m.

BACKGROUND: The above Resolution is proposed under the recommendation of the State Board of Elections.

BOARD ACTION: _____

AGENDA ITEM #IX-C-1
NOVEMBER 20, 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								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Cristina	Szterensus		Writing Center			0.75	\$1,269.03	\$951.77
Loretta	Swanson	3224	ART110Y1B	Intro to Art		3	\$546.33	\$1,638.99
Jeremy	Monigold	3775	PERS037KCC	3D Printing	2		\$25.00	\$50.00
Stephanie	Riedel		Intramural Director					\$500.00
Mark	Peterson	3814	PERS032OCC	History of the Civ Cons Corps				\$55.00
Shara	Ibalio	3809	PERS032JCC	Pics on My Phone	1.5		\$26.00	\$39.00
Share	Ibalio	3803	PERS032CCC	Excel Intro	4.5		\$26.00	\$117.00
Michael	Staver	3822	PERS036CCC	Knives/Soups	3		\$30.00	\$90.00
Terry	Feinberg	3774	PERS037JCC	Who Haunts Your House	2		\$35.00	\$70.00
Deb	Miller	3719	CED020ACC	Card Making	10		\$25.50	\$255.00
Deb	Miller	3720	CED020BCC	Card Making	10		\$25.50	\$255.00
Chris	Hill		Project Succeed		TBD		\$22.80	TBD
Constance	Taylor		Project Succeed		TBD		\$19.51	TBD
Don	Tresemmer		Project Succeed		TBD		\$19.51	TBD
Michael	Staver	3821	PERS036BCC	French Bistro	3		\$30.00	\$90.00
Mark	Peterson	3816	PERS032QCC	The Church in Hitler's Germany	2		\$27.50	\$55.00
Mark	Peterson	3817	PERS032RCC	The Church in Hitler's Germany	2		\$27.50	\$55.00
Shara	Ibalio	3802	PERS032BCC	Mail Merge	1.5		\$26.00	\$39.00
Michael	Staver	3825	PERS036GCC	Casseroles	3		\$30.00	\$90.00
MAC Lab								
Roberta	Andrews		MATH E2	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH Y3	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH058B	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH067B	Basic Algebra		2	\$488.69	\$977.38
Nancy	Luepke		MATH G2	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH M2	MAC Lab		2.5	\$488.69	\$1,221.73
Ellen	McGinnis		MATH B2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH C2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH D2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH E2	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATH C2	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH D2	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH Y5	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH A2	MAC Lab		2	\$546.13	\$1,092.66
Kathy	Sleezer		MATH F2	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH159B	Int. Algebra		2	\$546.33	\$1,092.66
Don	Tresemmer		MATH058B	Basic Algebra		2	\$488.69	\$977.38
Business/Technology								
Melissa	Johnson	3505	ECE213Y1	Incl Environ for Inf/Tod		3	\$634.52	\$951.78*
Melissa	Johnson	3847	ECE123HBN	Hlth Safety Nutritioin		3	\$634.52	\$951.78*
Roger	Hicks	3330	WELD232N	Int. Welding		3.9	\$488.69	\$1,905.89
Joseph	DeParasis	3341	EQUI147HB	Stable Mgmt		2	\$546.33	\$792.18*
*Pro rated based on enrollment								

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Other Assignments								
Misty	Witt			Worked 1 volleyball game in August and 5 in September				\$ 150.00
Diane	Navickis			Business Institute instructor				\$ 891.56
Kim	Ramirez			Medical coding course for 3 students - second installment				\$ 2,070.00
Kurtis	Wagner			Drawing assistant	3		12	\$ 36.00
Hubert	Baija			International Preservation Studies Center instructor - Gilding Conservation				\$ 450.00
Markus	Dohner			International Preservation Studies Center instructor - Exhibit Design & Planning				\$ 1,350.00
Richard	Andrews			Instrumentalist for From Stage & Screen concert				\$ 125.00
Kenji	Grahame			Sound for From Stage & Screen concert				\$ 115.00
Andrea	Hartman			Instrumentalist for From Stage & Screen concert				\$ 125.00
John	Hartman			Piano tuning				\$ 130.00
Alexander	Jansen			Lights for From Stage & Screen concert				\$ 115.00
Camelot Costumes LLC				Labor for Fall Choral concert				\$ 500.00
Joseph	Steil			Instrumentalist for From Stage & Screen concert				\$ 125.00
Alexander	Jansen			Lights for Newsies				\$ 100.00
Dashacla	Runkle			Hair and makeup for Newsies				\$ 200.00
Annaliesa	Caswell			Orchestra for Newsies				\$ 200.00
Hannah	Caswell			Orchestra for Newsies				\$ 200.00
Grace	Cifonie			Orchestra for Newsies				\$ 200.00
Thomas	Parkinson			Orchestra for Newsies				\$ 250.00
Joseph	Quiroz			Orchestra for Newsies				\$ 200.00
Julie	Smith			Orchestra for Newsies				\$ 250.00
Misty	Witt			Worked 4 volleyball games at scorer's table in October				\$ 100.00

**AGENDA ITEM #X-A-1
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
HOTEL MANAGEMENT CERTIFICATE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Hotel Management Certificate program.

BACKGROUND: Hotel Management students will gain essential skills for entry level positions and career advancement within the lodging industry.

This certificate is an extension of the AAS degree in the Hospitality program and will provide a type of level one entry and exit point for someone who would like to enter the hospitality field.

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

BOARD ACTION: _____

Form 21
(September 2013)

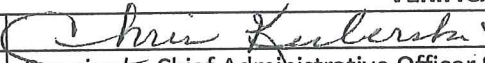
Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:		Highland Community College		5-DIGIT COLLEGE NUMBER:		51901	
CONTACT PERSON:		Evan Talbert		PHONE:		815-599-3510	
EMAIL:		evan.talbert@highland.edu		FAX:		815-599-3625	
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:				Hotel Management Certificate			
CREDIT HOURS:				21			
EXISTING /PARENT PROGRAM TITLE:				Hospitality Management - Associate of Applied Science			
PREFIX	HOSP	NUMBER	217				
PLEASE ATTACH THE FOLLOWING ITEMS:							

- 1. Employment objectives/program purpose.** Provide for both the parent and the proposed extension.
- 2. Catalog description.** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.
- 4. Educational alignment.** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information.
- 5. Approval/accreditation.** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need.** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files.** Completed form 22 (in duplicate) for the proposed new curriculum. Completed Form 11 (in duplicate) for each new course included in the proposed program.

VERIFICATION		
SIGNED		
	Required- Chief Administrative Officer Signature	Date

ICCB USE ONLY:	
REVIEWED BY:	Date:
APPROVED BY:	Date:

Please note: ICCB Use only Box must remain on front page of Application Form.



Hospitality Management (217)

Associate of Applied Science

ABOUT OUR PROGRAM

The Highland Community College Hospitality Management degree was created in partnership with a regional business, Swift Hospitality Group. The degree's main purpose is to create pathways for those pursuing a career in services related to entry level positions within the hospitality and tourism industry. Students will gain the core skills necessary to work in a group or independently. Skill development will come in many forms such as traditional classroom, alternative delivery methods and workplace experiences.

NATURE OF WORK AND EMPLOYMENT

Hospitality Management students will gain the skills needed for entry level positions within the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

SPECIAL CONSIDERATIONS

A workplace experience is required. Participants will have the opportunity to earn Food Sanitation and BASSET certifications. Concepts and material from the program will prepare students for industry certifications from the American Hospitality & Lodging Association, including Certified Hospitality Administrator (CHA), Certified Food & Beverage Executive (CFBE), Certified Hospitality Sales Professional (CHSP), and Certified Hospitality Supervisor (CHS).

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester 16 Sem. Hours

HOSP	101	Introduction to Hospitality	4
HOSP	103	Front Desk Management	3
HOSP	117	Law for Hospitality	3
^ ACCT	105	Elements of Accounting	3
* INFT	180	Introduction to Information Systems	3

Second Semester 17 Sem. Hours

HOSP	105	Service Management Techniques	3
HOSP	107	Alcohol Service	
		-or-	3
HOSP	109	Tourism Management	
^^ ACCT	213	Financial Accounting	4
* BUSN	124	Introduction to Small Business	3
* ENGL	121	Rhetoric and Composition	3
HMEC	192	Food Sanitation	1

Third Semester 16 Sem. Hours

HOSP	111	Food and Beverage	
		-or-	3
HOSP	113	Rooms Division and Housekeeping Mgmt	
HOSP	115	Supervision and HR	3
^^ ACCT	214	Managerial Accounting	4
* BUSN	125	Mathematics of Business	3
SPCH	191	Fundamentals of Speech	3

Fourth Semester 15 Sem. Hours

HOSP	119	Hospitality Cost Control	3
HOSP	121	Professional Meeting and Event Planning	3
HOSP	123	Sales and Marketing	3
* ECON	111	Principles of Economics I	
		-or-	3
* ECON	112	Principles of Economics II	
* OCED	290	Workplace Experience	3

Total Hours = 64

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

Hotel Management Certificate Proposal – Fall 2018

1. **Employment Objectives/program purpose.** Provide for both the parent and the proposed extension.

Hospitality Management Associate of Applied Science:

Hospitality Management students will gain the skills needed for entry level positions with the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

Hotel Management Certificate:

Hotel Management students will gain the skills for entry level positions, and career advancement, within the lodging industry. Entry level positions and career options would include, but are not limited to: Front Desk Agent, Concierge, Housekeeper, Front Desk Manager, Executive Housekeeper, Rooms Division Manager, Operations Manager, and General Manager.

2. **Catalog Description**

This certificate program prepares students for entry level positions or for career advancement in hotel management. It will include introduction and development of important skills such as labor and inventory controls, customer service expectations and techniques, industry metrics and terminology, management of staff, and sales & marketing concepts. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

3. **Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.

Hospitality Management Associate of Applied Science:

See Appendix A: Hospitality Management page in Highland Community College Catalog

Hotel Management Certificate:

First Semester:

HOSP 103	Front Desk Management	3cr
HOSP 117	Hospitality Law	3cr
HOSP 113	Rooms Division and HSKP Management	3cr
ACCT 105	Elements of Accounting	3cr

Second Semester:

HOSP 121	Professional Meeting & Event Planning	3cr
HOSP 123	Sales & Marketing	3cr
BUSN 125	Mathematics of Business	3cr

Hotel Management Certificate Proposal – Fall 2018

- 4. Educational Alignment.** Describe how the proposed extension illustrates a program of Study. Provide the Career Cluster for the proposed extension.

Career Cluster:

Hospitality and Tourism

Programs of Study:

- Lodging
- Travel & Tourism

- 5. Approval/accreditation**

N/A

- 6. Labor Market Need.**

See Appendix B: Hotel Management Certificate Labor Need.

Appendix B – Hotel Management Certificate Labor Need

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* (visited October 12, 2018).**Quick Facts: Lodging Managers**

<u>2017 Median Pay</u>	\$51,800 per year \$24.90 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	47,800
<u>Job Outlook, 2016-26</u>	4% (Slower than average)
<u>Employment Change, 2016-26</u>	1,900

Quick Facts: Food Service Managers

<u>2017 Median Pay</u>	\$52,030 per year \$25.02 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	308,700
<u>Job Outlook, 2016-26</u>	9% (As fast as average)
<u>Employment Change, 2016-26</u>	27,600

Appendix B – Hotel Management Certificate Labor Need

Quick Facts: Gaming Services Workers

<u>2017 Median Pay</u>	\$22,300 per year \$10.72 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	<u>See How to Become One</u>
<u>On-the-job Training</u>	<u>See How to Become One</u>
<u>Number of Jobs, 2016</u>	176,100
<u>Job Outlook, 2016-26</u>	2% (Slower than average)
<u>Employment Change, 2016-26</u>	3,800

Quick Facts: Sales Managers

<u>2017 Median Pay</u>	\$121,060 per year \$58.20 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	385,500
<u>Job Outlook, 2016-26</u>	7% (As fast as average)
<u>Employment Change, 2016-26</u>	28,900

Appendix B – Hotel Management Certificate Labor Need

Quick Facts: Information Clerks

<u>2017 Median Pay</u>	\$33,680 per year \$16.19 per hour
<u>Typical Entry-Level Education</u>	<u>See How to Become One</u>
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	<u>See How to Become One</u>
<u>Number of Jobs, 2016</u>	1,516,800
<u>Job Outlook, 2016-26</u>	3% (Slower than average)
<u>Employment Change, 2016-26</u>	38,600

Quick Facts: Customer Service Representatives

<u>2017 Median Pay</u>	\$32,890 per year \$15.81 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	Short-term on-the-job training
<u>Number of Jobs, 2016</u>	2,784,500
<u>Job Outlook, 2016-26</u>	5% (As fast as average)
<u>Employment Change, 2016-26</u>	136,300

Appendix B – Hotel Management Certificate Labor Need

Quick Facts: Human Resources Specialists

<u>2017 Median Pay</u>	\$60,350 per year \$29.01 per hour
<u>Typical Entry-Level Education</u>	Bachelor's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	547,800
<u>Job Outlook, 2016-26</u>	7% (As fast as average)
<u>Employment Change, 2016-26</u>	38,900

AGENDA ITEM #X-A-2
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

NEW PROGRAM
RESTAURANT MANAGEMENT CERTIFICATE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Restaurant Management Certificate program.

BACKGROUND: Restaurant Management students will gain essential skills for entry level positions and career advancement within the restaurant industry.

This certificate is an extension of the AAS degree in the Hospitality program and will provide a type of level one entry and exit point for someone who would like to enter the restaurant field.

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

BOARD ACTION: _____

Form 21
(September 2013)

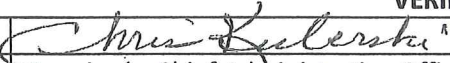
Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Evan Talbert	PHONE:	815-599-3510
EMAIL:	evan.talbert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Restaurant Management Certificate		
CREDIT HOURS:	21		
EXISTING /PARENT PROGRAM TITLE:	Hospitality Management - Associate of Applied Science		
PREFIX	HOSP	NUMBER	217
PLEASE ATTACH THE FOLLOWING ITEMS:			

- 1. Employment objectives/program purpose.** Provide for both the parent and the proposed extension.
- 2. Catalog description.** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.
- 4. Educational alignment.** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information.
- 5. Approval/accreditation.** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need.** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files.** Completed form 22 (in duplicate) for the proposed new curriculum. Completed Form 11 (in duplicate) for each new course included in the proposed program.

VERIFICATION	
SIGNED	
Required- Chief Administrative Officer Signature	Date

ICCB USE ONLY:	
REVIEWED BY:	Date:
APPROVED BY:	Date:

Please note: ICCB Use only Box must remain on front page of Application Form.



Hospitality Management (217)

Associate of Applied Science

ABOUT OUR PROGRAM

The Highland Community College Hospitality Management degree was created in partnership with a regional business, Swift Hospitality Group. The degree's main purpose is to create pathways for those pursuing a career in services related to entry level positions within the hospitality and tourism industry. Students will gain the core skills necessary to work in a group or independently. Skill development will come in many forms such as traditional classroom, alternative delivery methods and workplace experiences.

NATURE OF WORK AND EMPLOYMENT

Hospitality Management students will gain the skills needed for entry level positions within the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

SPECIAL CONSIDERATIONS

A workplace experience is required. Participants will have the opportunity to earn Food Sanitation and BASSET certifications. Concepts and material from the program will prepare students for industry certifications from the American Hospitality & Lodging Association, including Certified Hospitality Administrator (CHA), Certified Food & Beverage Executive (CFBE), Certified Hospitality Sales Professional (CHSP), and Certified Hospitality Supervisor (CHS).

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester 16 Sem. Hours

HOSP	101	Introduction to Hospitality	4
HOSP	103	Front Desk Management	3
HOSP	117	Law for Hospitality	3
^ ACCT	105	Elements of Accounting	3
* INFT	180	Introduction to Information Systems	3

Second Semester 17 Sem. Hours

HOSP	105	Service Management Techniques	3
HOSP	107	Alcohol Service	3
		--or--	3
HOSP	109	Tourism Management	3
^* ACCT	213	Financial Accounting	4
* BUSN	124	Introduction to Small Business	3
* ENGL	121	Rhetoric and Composition	3
HMEC	192	Food Sanitation	1

Third Semester 16 Sem. Hours

HOSP	111	Food and Beverage	3
		--or--	3
HOSP	113	Rooms Division and Housekeeping Mgmt	3
HOSP	115	Supervision and HR	3
^* ACCT	214	Managerial Accounting	4
* BUSN	125	Mathematics of Business	3
SPCH	191	Fundamentals of Speech	3

Fourth Semester 15 Sem. Hours

HOSP	119	Hospitality Cost Control	3
HOSP	121	Professional Meeting and Event Planning	3
HOSP	123	Sales and Marketing	3
* ECON	111	Principles of Economics I	3
		--or--	3
* ECON	112	Principles of Economics II	3
* OCED	290	Workplace Experience	3

Total Hours = 64

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

Restaurant Management Certificate Proposal – Fall 2018

1. **Employment Objectives/program purpose. Provide for both the parent and the proposed extension.**

Hospitality Management Associate of Applied Science:

Hospitality Management students will gain the skills needed for entry level positions with the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

Restaurant Management Certificate:

Restaurant Management students will gain the skills for entry level positions, and career advancement, within the foodservice industry. Entry level positions and career options include Bartender, Server, Caterer, Service Manager, Bar Manager, and Restaurant Manager.

2. **Catalog Description**

This certificate program prepares students for entry level positions or for career advancement in restaurant management. It will include introduction and development of important skills such as labor and inventory controls, responsible alcohol service, general service techniques, management of staff, and menu development and pricing. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

3. **Curriculum. Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.**

Hospitality Management Associate of Applied Science:

See Appendix A: Hospitality Management page in Highland Community College Catalog

Restaurant Management Certificate:

First Semester:

HOSP 111	F&B Management	3cr
HOSP 115	Supervision and Hr	3cr
ACCT 105	Elements of Accounting	3cr

Second Semester:

HOSP 105	Service Management Techniques	3cr
HOSP 107	Alcohol Service	3cr
HOSP 119	Hospitality Cost Control	3cr
BUSN 125	Mathematics of Business	3cr

- 4. Educational Alignment. Describe how the proposed extension illustrates a program of Study. Provide the Career Cluster for the proposed extension.**

Career Cluster:

Hospitality and Tourism

Programs of Study:

- Restaurants & Food/Beverage Services
- Travel & Tourism

- 5. Approval/accreditation**

N/A

- 6. Labor Market Need.**

See Appendix B: Restaurant Management Certificate Labor Need.

Appendix B – Restaurant Management Certificate Labor Need

Quick Facts: Food and Beverage Serving and Related Workers	
2017 Median Pay	\$20,410 per year \$9.81 per hour
Typical Entry-Level Education	No formal educational credential
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2016	5,122,600
Job Outlook, 2016-26	14% (Faster than average)
Employment Change, 2016-26	694,300
Quick Facts: Bartenders	
2017 Median Pay	\$21,690 per year \$10.43 per hour
Typical Entry-Level Education	No formal educational credential
Work Experience in a Related Occupation	None
On-the-job Training	Short-term on-the-job training
Number of Jobs, 2016	611,200
Job Outlook, 2016-26	2% (Slower than average)
Employment Change, 2016-26	15,100
Quick Facts: Food Service Managers	
2017 Median Pay	\$52,030 per year \$25.02 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	Less than 5 years
On-the-job Training	None
Number of Jobs, 2016	308,700
Job Outlook, 2016-26	9% (As fast as average)
Employment Change, 2016-26	27,600

Appendix B – Restaurant Management Certificate Labor Need

Quick Facts: Waiters and Waitresses	
<u>2017 Median Pay</u>	\$20,820 per year \$10.01 per hour
<u>Typical Entry-Level Education</u>	No formal educational credential
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	Short-term on-the-job training
<u>Number of Jobs, 2016</u>	2,600,500
<u>Job Outlook, 2016-26</u>	7% (As fast as average)
<u>Employment Change, 2016-26</u>	182,500

Quick Facts: Chefs and Head Cooks	
<u>2017 Median Pay</u>	\$45,950 per year \$22.09 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	5 years or more
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	146,500
<u>Job Outlook, 2016-26</u>	10% (Faster than average)
<u>Employment Change, 2016-26</u>	14,100

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* (visited October 11, 2018).

AGENDA ITEM #X-A-3
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

NEW PROGRAM
HOSPITALITY START-UP CERTIFICATE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Hospitality Start-up Certificate program.

BACKGROUND: Hospitality Start-up students will gain essential skills and knowledge for the small business owner in a hospitality-related field. Career options would include, but are not limited to, Caterer, Bed & Breakfast Operator, Food Truck/Cart Owner, Restaurant Owner, and Restaurant Manager.

This certificate program is geared toward those interested in starting/owning their own business in the hospitality industry.

This certificate is an extension of the AAS degree in the Hospitality program and will provide a type of level one entry and exit point for someone who would like to enter the hospitality field.

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

BOARD ACTION: _____

Form 2.1
(September 2013)

Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Evan Talbert	PHONE:	815-599-3510
EMAIL:	evan.talbert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Hospitality Start-Up Certificate		
CREDIT HOURS:	25		
EXISTING / PARENT PROGRAM TITLE:	Hospitality Management - Associate of Applied Science		
PREFIX	HOSP	NUMBER	217

PLEASE ATTACH THE FOLLOWING ITEMS:

1. **Employment objectives/program purpose.** Provide for both the parent and the proposed extension.
2. **Catalog description.** Provide a description of the program as it will appear in the college's catalog.
3. **Curriculum.** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.
4. **Educational alignment.** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study website](#) for more information.
5. **Approval/accreditation.** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
6. **Labor market need.** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
7. **Information for the ICCB Master Files.** Completed form 22 (in duplicate) for the proposed new curriculum. Completed Form 11 (in duplicate) for each new course included in the proposed program.

VERIFICATION	
SIGNED	
	Required- Chief Administrative Officer Signature
	Date

ICCB USE ONLY:	
REVIEWED BY:	Date:
APPROVED BY:	Date:

Please note: ICCB Use only Box must remain on front page of Application Form.



Hospitality Management (217)

Associate of Applied Science

ABOUT OUR PROGRAM

The Highland Community College Hospitality Management degree was created in partnership with a regional business, Swift Hospitality Group. The degree's main purpose is to create pathways for those pursuing a career in services related to entry level positions within the hospitality and tourism industry. Students will gain the core skills necessary to work in a group or independently. Skill development will come in many forms such as traditional classroom, alternative delivery methods and workplace experiences:

NATURE OF WORK AND EMPLOYMENT

Hospitality Management students will gain the skills needed for entry level positions within the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

SPECIAL CONSIDERATIONS

A workplace experience is required. Participants will have the opportunity to earn Food Sanitation and BASSET certifications. Concepts and material from the program will prepare students for industry certifications from the American Hospitality & Lodging Association, including Certified Hospitality Administrator (CHA), Certified Food & Beverage Executive (CFBE), Certified Hospitality Sales Professional (CHSP), and Certified Hospitality Supervisor (CHS).

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Scott Anderson, Dean of Business & Technology
- Evan Talbert, Hospitality Management Faculty
- Thedford Jackson, Transfer Coordinator/Student Advisor

First Semester 16 Sem. Hours

HOSP	101	Introduction to Hospitality	4
HOSP	103	Front Desk Management	3
HOSP	117	Law for Hospitality	3
^ ACCT	105	Elements of Accounting	3
* INFT	180	Introduction to Information Systems	3

Second Semester 17 Sem. Hours

HOSP	105	Service Management Techniques	3
HOSP	107	Alcohol Service	
	-or-		3
HOSP	109	Tourism Management	
^^ ACCT	213	Financial Accounting	4
* BUSN	124	Introduction to Small Business	3
* ENGL	121	Rhetoric and Composition	3
HMEC	192	Food Sanitation	1

Third Semester 16 Sem. Hours

HOSP	111	Food and Beverage	
	-or-		3
HOSP	113	Rooms Division and Housekeeping Mgmt	
HOSP	115	Supervision and HR	3
^^ ACCT	214	Managerial Accounting	4
* BUSN	125	Mathematics of Business	3
SPCH	191	Fundamentals of Speech	3

Fourth Semester 15 Sem. Hours

HOSP	119	Hospitality Cost Control	3
HOSP	121	Professional Meeting and Event Planning	3
HOSP	123	Sales and Marketing	3
* ECON	111	Principles of Economics I	
	-or-		3
* ECON	112	Principles of Economics II	
* OCED	290	Workplace Experience	3

Total Hours = 64

* Course has a prerequisite. See course descriptions.

^ Knowledge of Microsoft Excel is recommended for this course.

Hospitality Start-Up Certificate Proposal – Fall 2018

1. **Employment Objectives/program purpose.** Provide for both the parent and the proposed extension.

Hospitality Management Associate of Applied Science:

Hospitality Management students will gain the skills needed for entry level positions with the hospitality field. Career options for successful completers would include, but are not limited to: Front Desk Manager, Food and Beverage Manager, Sales Coordinator, Executive Housekeeping, Bartender/Server, and Maintenance Supervisor.

Hospitality Start-Up Certificate:

Hospitality Start-Up students will gain essential skills and knowledge for the small business owner in a hospitality-related field. Career options would include, but are not limited to: Caterer, Bed & Breakfast Operator, Food Truck/Cart Owner, Restaurant Owner, and Restaurant Manager.

2. **Catalog Description**

The Hospitality Start-Up Certificate is geared towards those interested in starting/owning their own business in the hospitality industry. Students will gain essential skills and knowledge for the small business owner such as sales and marketing techniques, labor and inventory controls, basic laws pertaining to both employees and guests, and personal management styles. Skill development will come in many forms such as traditional classroom, alternative delivery methods and campus/community experiences.

3. **Curriculum. Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension.**

Hospitality Management Associate of Applied Science:

See Appendix A: Hospitality Management page in Highland Community College Catalog

Hospitality Start-Up Certificate:

First Semester:

HOSP 115	Supervision and HR.	3cr
HOSP 117	Hospitality Law	3cr
INFT 180	Intro to Information Systems	3cr
ACCT 105	Elements of Accounting	3cr

Second Semester:

HOSP 119	Hospitality Cost Control	3cr
HOSP 123	Sales & Marketing	3cr
BUSN 124	Intro to Small Business	3cr
ACCT 115	Computer Applications in Accounting	2cr
ACCT 116	Intro to Payroll Accounting	2cr

4. **Educational Alignment. Describe how the proposed extension illustrates a program of Study. Provide the Career Cluster for the proposed extension.**

Hospitality Start-Up Certificate Proposal – Fall 2018

Career Cluster:
Hospitality and Tourism

Program of Study:

- Lodging
- Restaurants & Food/Beverage Service
- Travel & Tourism
- Recreation, Amusements & Attractions

5. Approval/accreditation

N/A

6. Labor Market Need.

See Appendix B: Hospitality Start-Up Certificate Labor Need.

Appendix B – Hospitality Start-Up Certificate Labor Need

Quick Facts: Food Service Managers	
<u>2017 Median Pay</u>	\$52,030 per year \$25.02 per hour
<u>Typical Entry-Level Education</u>	High school diploma or equivalent
<u>Work Experience in a Related Occupation</u>	Less than 5 years
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2016</u>	308,700
<u>Job Outlook, 2016-26</u>	9% (As fast as average)
<u>Employment Change, 2016-26</u>	27,600

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook* (visited October 12, 2018).

In 2015, the value of the U.S. food truck industry increased to 856.7 million U.S. dollars. The industry was forecasted to increase by another 140 million U.S. dollars by 2020. That same year, 90.5 percent of food trucks businesses in the United States were non-employers while California had the highest share of food trucks.

According to a survey published by the National Restaurant Association, consumers aged 18 to 34 years of age were the most likely to purchase a meal from a food truck, followed by 54 percent of diners aged between 35 and 44 years.

Sources: Broadway World; IBISWorld

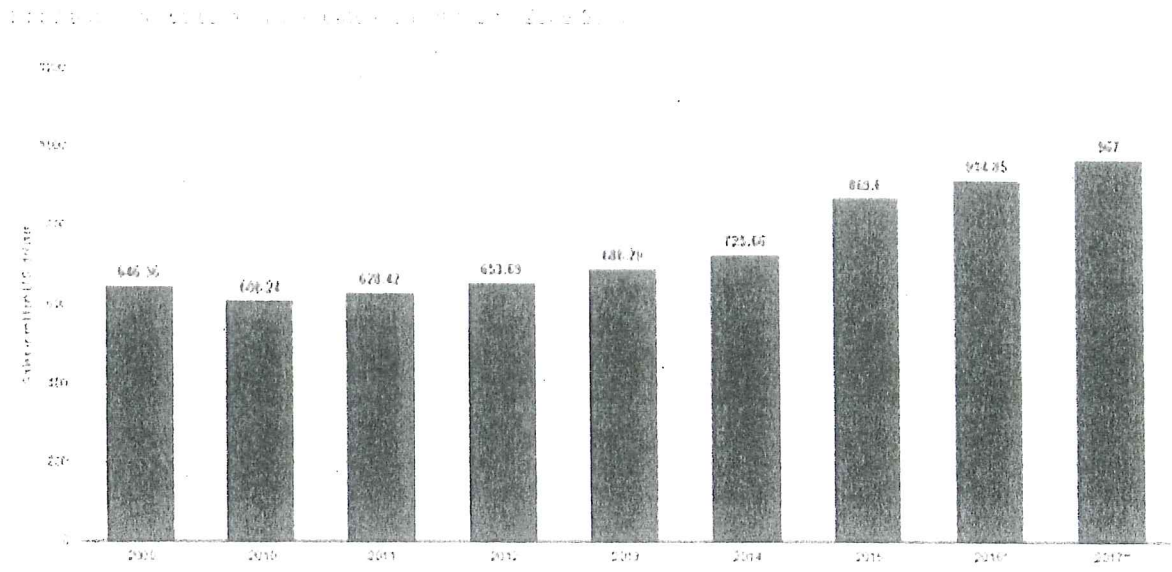
Published by: IBISWorld

Source link: ibisworld.com

Release date: September 2015

Appendix B – Hospitality Start-Up Certificate Labor Need

Food and drink sales of mobile caterers in the United States from 2009 to 2017 (in million U.S. dollars)



Source: U.S. Census Bureau, Economic Report on the U.S. Economy, Table B-10.1, "Food and Drink Sales of Mobile Caterers in the United States: 2009-2017".

03-02-2018-087

AGENDA ITEM #X-A-4
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

COLLEGENOW AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE
AND AQUIN, DAKOTA, FREEPORT, AND ORANGEVILLE HIGH SCHOOLS
FOR THE 2019 – 2020 (FY20) ACADEMIC YEAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for the 2019 – 2020 (FY20) academic year for qualified students attending Aquin, Dakota, Freeport, and Orangeville high schools.

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from two participating high schools in the Fall Semester of 2012 to an anticipated ten participating high schools in the Fall Semester of 2019. The College is renewing the annual agreement with Dakota, Freeport, and Orangeville high schools. Aquin High School is joining the program for the first time. The terms of the agreement for these schools are consistent with the agreements approved last year.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2019 – 2020 Academic Year (FY'20)
Aquino Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2019-2020 year, the CollegeNOW students and their parent or guardian from Aquino High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Aquino High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2019, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

CollegeNOW
TERMS of AGREEMENT
2019 – 2020 Academic Year (FY'20)
Dakota High School and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2019-2020 year, the CollegeNOW students and their parent or guardian from Dakota High School will pay all charges including tuition, universal, lab and course fees for the Summer, fall and spring semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Dakota High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2019, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Dakota School District

President Date

Rob Paster 10/30/18

Superintendent Date

Chair Date
Board of Trustees

Colette Binger 10-30-18

President Date
Board of Education

CollegeNOW
TERMS of AGREEMENT
2019 – 2020 Academic Year (FY'20)
Freeport School District #145 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2019-2020 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Freeport High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2019, registration will occur within the first two weeks of the registration period.

CollegeNOW
TERMS of AGREEMENT
2019 – 2020 Academic Year (FY'20)
Orangeville High School and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2019-2020 year, the CollegeNOW students and their parent or guardian from Orangeville High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplcer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students (in junior standing at Orangeville High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.
- Following fall 2019, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.

- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Orangeville School District

President Date

Deborah Adkins 11/8/18
Superintendent Date

Chair Date
Board of Trustees

Amy Baker 11/12/18
President Date
Board of Education

AGENDA ITEM #X-A-5
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

HIGHLAND COMMUNITY COLLEGE AND WESTERN ILLINOIS UNIVERSITY
ACADEMIC TRANSFER PARTNERSHIP
ASSOCIATE OF GENERAL STUDIES (AGS) TO
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 Associate of General Studies 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

Associate of General Studies

and

Board of Trustees of

Western Illinois University

Bachelor of Arts in General Studies

A Shared Commitment to Educational Quality,
Opportunity and Affordability

Building on Partnerships

16 October 2018

ADMISSION AGREEMENT

Highland Community College and Western Illinois University agree to facilitate the transfer of students enrolled in Highland Community College's Associate of General Studies (AGS) degree program to Western Illinois University's Bachelor of Arts in General Studies (BGS) degree program. Students complete coursework required for the Associate of General Studies degree while simultaneously working toward completion of WIU's Bachelor of Arts in General Studies degree. WIU coursework can be taken completely online without campus attendance at Western Illinois University.

A key benefit of this partnership is that students in the Highland Community College area can earn a Bachelor of Arts degree from Western Illinois University without having to relocate. Through association, Highland Community College can market a bachelor completion program to students, and Western Illinois University can provide additional educational opportunities to those students unable to attend one of the WIU campuses. Highland Community College students will be admitted to Western Illinois University's BGS degree program if the admission requirements are met.

Admission and Enrollment

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. The application may be completed at wiu.edu/bgs. 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 of application. 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. WIU's BGS admission requirements can be found at wiu.edu/bgs.
3. Students in this partnership program will follow the Western Illinois University Undergraduate Catalog in effect upon admission to WIU.
4. Students transferring to Western Illinois University will start with a new grade point average provided they have never attended WIU.

Tuition and Fees

1. All domestic, undergraduate students, regardless of state of residence, will qualify for in-state rates at Western Illinois University.
2. Students will adhere to the [tuition and fee schedule](#) in effect at the time of enrollment at WIU.
3. 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.

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 maintain satisfactory academic progress. Standards for academic progress are available at WIU's [Financial Aid](#) office.

Scholarships

1. Western Illinois University has several scholarships reserved for transfer students. More details are available through WIU's [Scholarship Office](#).

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. If this agreement is terminated, any student accepted to WIU's BGS degree program shall be permitted to complete the program.

The following Transfer Guide is an education plan for students who intend to earn Highland Community College's Associate of General Studies and then transfer to WIU's Bachelor of Arts in General Studies degree program. The plan includes the AGS degree requirements and courses to complete WIU's basic general education curriculum.

Highland Community College Associate of General Studies (AGS)
Western Illinois University Bachelor of Arts in General Studies (BGS)

TRANSFER GUIDE

Core Requirements	AGS Credits	BGS Credits	Credits Remaining
COMMUNICATION SKILLS			
ENGL 121 ¹ , 122 SPCH 191 ¹ <i>¹AGS required course</i>	6	9	3 (ENGL 122)
MATH			
BUSN 221 MATH 168, 169, 171, 172, 177, 268	3	3	--
PHYSICAL & LIFE SCIENCES (1 phys./1 life, including 1 lab)			
Physical Sciences CHEM 120 123 208 GEOL 126, 132 NSCI 131, 132, 133, 232 PHYS 140, 141, 143		Life Sciences BIOL 109, 110, 116, 124, 145, 7	3-4
SOCIAL SCIENCE			
ECON 111, 112 GEOG 132 POLS 151, 152, 253, 254 PSY 161, 162, 262, 264 SOCI 171, 177, 271, 274, 276	6	9	3
HUMANITIES & FINE ARTS (1 Humanities/1 Fine Arts)			
Humanities ENG 223, 224, 225, 226, 227, 228, 229, 230 HIST 141, 142, 143, 144, 243, 244, 245 MCOM 150, 205 PHIL 180, 281, 282 HUMA 110		Fine Arts ART 110, 215, 216, 219 MUS 267, 268 THEA 196 HUMA 104	6
TOTAL GENERAL EDUCATION (IAI) CREDITS	22	37	15
ADDITIONAL REQUIRED CREDITS			
HCC - Business Environment	3		
HCC - Major/Minor Electives May include deficient WIU courses: ENGL 122 (3) Phys/Life Science (3) Social Science (3) Humanities & Fine Arts (6) Foreign Language/Global Issues (3)*	37		
TOTAL REQUIRED CREDITS	62		
Additional Optional Credits (up to 80 hours may transfer to WIU) Could include remaining HCC electives or courses toward BGS minors	18		
TOTAL HOURS FOR BGS DEGREE	80	40*	120 hrs. for BGS

**minimum 40 hours of upper division courses required for BGS*

**AGENDA ITEM #X-D-1
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$5,081,000 and building purposes taxes in the amount of \$1,365,000 for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before Friday, December 21st. Normally the deadline is the last Tuesday in December, but the date has changed because the last Tuesday of December 2018 falls on the 25th this year.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2018 TO BE COLLECTED IN THE YEAR 2019; AND THAT THE LEVY FOR THE YEAR 2018 BE ALLOCATED 50% FOR FY19 AND 50% FOR FY20.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and 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 was made conveniently available to public inspection for at least thirty 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 prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an 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 for the fiscal year beginning July 1, 2018, and ending June 30, 2019, was duly adopted by Resolution of said Board passed and in effect on September 18, 2018;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20, as a special tax for educational purposes the sum of \$5,081,000 not including fees or costs of collection;

Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for building purposes the sum of \$1,365,000 not including fees or costs of collection;

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before Friday, December 21st due to the last Tuesday in December 2018 being the 25th day of December 2018.

**AGENDA ITEM #X-D-2
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$900,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR INSURANCE PURPOSES**

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 20, 2018, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for insurance purposes the sum of \$900,000 not including fees or costs of collection.

The levy \$900,000 consists of levies as follows:

Unemployment Insurance	\$ 30,000
Workers' Compensation	52,772
Security/Safety Services	630,385
Legal Liability	<u>186,843</u>
 Total Levy	 <u>\$900,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability

**AGENDA ITEM #X-D-3
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for audit purposes the sum of \$44,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-4
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 20, 2018, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for Social Security and Medicare purposes the sum of \$135,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-5
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT “BUILDING M ROOM #120 ADA
ACCESSIBILITY” AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Building M Room #120 ADA Accessibility at a cost of \$318,200 and approves a levy of health and safety funds to finance the project.

BACKGROUND: Room #120 in the Marvin Burt Liberal Arts Center at Highland Community College was originally constructed in a tiered design to create a theater style lecture hall. Recently, this design has begun to be an impediment to our students with disabilities. With no access ramp and fixed seating, students with disabilities only have access to limited seating at the upper tier farthest away from the instructor and just inside the entrances to the room. Leveling the floor in this room would achieve compliance with ADA Standards and improve the learning experience for our students with disabilities.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2018 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$725,000 and excess Protection, Health, and Safety monies from prior projects in the amount of \$448,898 will be utilized, for combined project costs totaling \$1,173,898. Project Building M Room #120 ADA Accessibility amounts to \$318,200. Three additional projects, Interior Lighting Energy Efficiency, Campus Security Camera Server Replacement, and Solar Photovoltaic System, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT “BUILDING M ROOM #120 ADA ACCESSIBILITY” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building M Room #120 ADA Accessibility on campus, a project which will result in ADA compliance; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building M Room #120 ADA Accessibility is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018, collected in the year 2019; and to levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for health and safety purposes in the amount not to exceed the sum of \$318,200 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on November 20, 2018, and prior projects that remain open, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the ____ day of _____, 2018.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-6
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

RESOLUTION AUTHORIZING PROJECT “INTERIOR LIGHTING ENERGY EFFICIENCY” AND TO AUTHORIZE USE OF PROTECTION, HEALTH, AND SAFETY FUNDS FOR PAYMENT OF THE SAME, WITH APPROVAL FOR A HEALTH AND SAFETY LEVY OF ADDITIONAL FUNDS

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Interior Lighting Energy Efficiency in the amount of \$569,935, and approves a levy of health and safety funds, along with the use of excess Protection, Health, and Safety funds to finance the project.

BACKGROUND: In an ongoing effort to improve energy efficiency and reduce utility costs, Highland Community College has chosen to continue replacing older lighting on campus with more efficient LED lighting. It has been determined by a committee that the College should begin replacing inefficient interior fluorescent lighting as a first stage of the interior lighting conversion. The existing fluorescent fixtures require costly re-lamping and occasional ballast replacement which increases maintenance costs adding to the already higher cost of operation. The new LED fixtures have a calculated payback period of 7.88 years which is within the ICCB required eight years.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2018 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$725,000 and excess Protection, Health, and Safety monies from prior projects in the amount of \$448,898 will be utilized, for combined project costs totaling \$1,173,898. Project Interior Lighting Energy Efficiency amounts to \$569,935. Three additional projects, Building M Room #120 ADA Accessibility, Campus Security Camera Server Replacement, and Solar Photovoltaic System, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT "INTERIOR LIGHTING ENERGY EFFICIENCY" AND TO AUTHORIZE USE OF PROTECTION, HEALTH, AND SAFETY FUNDS FOR PAYMENT OF THE SAME, WITH APPROVAL OF HEALTH AND SAFETY TAX LEVY OF ADDITIONAL FUNDS

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for energy conservation projects; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Interior Lighting Energy Efficiency, a project which will result in energy conservation; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Interior Lighting Energy Efficiency is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: The Board of Trustees authorizes use of excess funds from prior protection, health, or safety projects, which may not have been used for prior projects, towards Project Interior Lighting Energy Efficiency.

SECTION 5: To finance the balance of the Project, the Board of Trustees hereby further levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018, collected in the year 2019; and to levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for health and safety purposes in the amount not to exceed the sum of \$121,037 exclusive of fees or costs of collection.

SECTION 6: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 7: Other than health and safety resolutions adopted by the Board at the meeting on November 20, 2018, and prior projects that remain open, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 8: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 9: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the ____ day of _____, 2018.

Chairman

ATTEST:

Secretary

AGENDA ITEM #X-D-7
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD

RESOLUTION AUTHORIZING PROJECT "CAMPUS SECURITY CAMERA SERVER
REPLACEMENT" AND TO AUTHORIZE APPROVAL FOR A
HEALTH AND SAFETY LEVY

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project for Campus Security Camera Server Replacement at a cost of \$65,364 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The current servers that control the security camera system are over six years old and are failing. They need constant maintenance to keep them running, and recently have not been recording when campus security has needed the video footage for an investigation. The current system is unsupported on both hardware and software and we are not able to add cameras. The system is regularly used in legal investigations and for student academic integrity. Our current system is no longer stable or reliable.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2018 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$725,000 and excess Protection, Health, and Safety monies from prior projects in the amount of \$448,898 will be utilized, for combined project costs totaling \$1,173,898. The Campus Security Camera Server Replacement project will amount to \$65,364. Three additional projects, Building M Room #120 ADA Accessibility, Interior Lighting Energy Efficiency, and Solar Photovoltaic System, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

RESOLUTION AUTHORIZING PROJECT “CAMPUS SECURITY CAMERA SERVER REPLACEMENT” AND TO AUTHORIZE APPROVAL OF HEALTH AND SAFETY TAX LEVY

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Campus Security Camera Server Replacement on campus, a project which will substantially upgrade the College’s security camera server; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Campus Security Camera Server Replacement is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to, any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018, collected in the year 2019; and to levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for health and safety purposes in the amount not to exceed the sum of \$65,364 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on November 20, 2018, and prior projects that remain open, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the ____ day of _____, 2018.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-8
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "SOLAR PHOTOVOLTAIC SYSTEM"
AND TO AUTHORIZE APPROVAL FOR A HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a Protection, Health, and Safety project in the amount of \$220,399 for a Solar Photovoltaic System and approves a levy of health and safety funds to finance the project.

BACKGROUND: In an ongoing effort to improve energy efficiency and reduce utility costs, Highland Community College has completed an exhaustive process of evaluating solar photovoltaic energy production options, efficiencies, and return on investment. It has been determined by an internal work group that the college should install a solar photovoltaic system to supply the majority of energy to the Ray and Betty Stamm Health Science Nursing Wing. With currently anticipated Solar Renewable Energy Certificate (SREC) values, the college will recoup its initial investment in four years plus save the cost of utilities on the full production of the solar array which makes the payback period for the solar installation much sooner than the ICCB required 8 years.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2018 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$725,000 and excess Protection, Health, and Safety monies from prior projects in the amount of \$448,898 will be utilized, for combined project costs totaling \$1,173,898. Project Solar Photovoltaic System amounts to \$220,399. Three additional projects, Building M Room #120 ADA Accessibility, Interior Lighting Energy Efficiency, and Campus Security Camera Server Replacement, are also being recommended as Protection, Health, and Safety Projects.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT "SOLAR PHOTOVOLTAIC SYSTEM"
AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for energy conservation projects; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Solar Photovoltaic System, a project which will result in energy conservation; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Solar Photovoltaic System is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2018, collected in the year 2019; and to levy for the year 2018 be allocated 50% for FY19 and 50% for FY20 as a special tax for health and safety purposes in the amount not to exceed the sum of \$220,399 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: Other than health and safety resolutions adopted by the Board at the meeting on November 20, 2018, and prior projects that remain open, all resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 7: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 8: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the ____ day of _____, 2018.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-9
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION TO APPROVE A LOCALLY FUNDED CAPITAL PROJECT
BUILDING E ROOM #102 AGRICULTURE LABORATORY REMODEL**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a the Resolution to approve a locally funded project, Building E Room #102 Agriculture Laboratory Remodel, at a cost of \$143,000, and that the project be locally funded by a past bond issuance in the amount of \$62,000 and a Foundation gift in the amount of \$81,000.

BACKGROUND: Beginning in 2017, all agriculture classes are housed in building E with classrooms that are currently composed solely of tables and chairs. Many agriculture classes are science-based (i.e. soil science, crop science, animal science, etc.). In order to most effectively perform the required laboratory activities and experiments needed to follow the Illinois Articulation Initiative (IAI) state-approved syllabi for each of these courses, a classroom laboratory space is needed. The biological and chemical applications of agriculture have driven the design of the proposed new lab.

The scope of the project includes removing and replacing existing flooring, painting walls, and removing the built-in countertops. New cabinetry with epoxy resin tops, sinks, and faucets will be installed. New student tables and seating will be provided, as well as new visual display units. The cost of the agriculture laboratory remodel amounts to \$143,000. The Architect has approved the scope and necessity of the project and that all work being done is code compliant.

BOARD ACTION: _____

RESOLUTION TO APPROVE A LOCALLY FUNDED CAPITAL PROJECT

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519 (HIGHLAND COMMUNITY COLLEGE) COUNTIES OF STEPHENSON, OGLE, JO DAVIESS and CARROLL, in the State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the need for a Building E Room #102 Agriculture Laboratory Remodel; and,

WHEREAS, said Board of Trustees, on advice of staff and its paid architects, finds that it is in the best interests of the College, students, and taxpayers of the district to proceed with the Building E Room #102 Agriculture Laboratory Remodel; and,

WHEREAS, the estimated amount to complete the project is \$143,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #519 as follows:

- 1) There are sufficient funds available in a combination of Restricted Funds of the College from a previous bond issuance and a Foundation gift to complete the project(s) set forth above.
- 2) Completed capital project application forms, reflecting the scope and necessity of the work, shall be completed and kept on file at the College.
- 3) The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with 110 ILCS 805/3-20.3 and 23 Illinois Administrative Code Section 1501.604.

Adopted this 20th day of November, 2018.

Signed _____
Secretary of the Board

Date

Signed _____
Board Chairperson

Date

**AGENDA ITEM #X-D-10
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**PURCHASE AND INSTALLATION SERVICES OF GENETEC SECURITY CENTER
SOFTWARE AND SERVER HARDWARE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the statement of work from Paragon Development Services (PDS) for the installation services and purchase of a Genetec security camera server system at a project cost not to exceed \$65,364.

BACKGROUND: In mid-2012 Highland purchased and installed a campus-wide video security system consisting of four video servers, video recording software, and 134 video cameras. During the last six years, several things have happened to cause the system to starting failing earlier this year: ITS is unable to find support to maintain the video software, which also means new cameras licenses cannot be added to the system, new cameras cannot be added because of lack of system capacity, and the hardware is now outdated cannot be upgraded. All of these problems have recently led the servers to periodically stop recording video, which hinders the work of campus security and other departments who use the security camera system.

The new server and software will be expandable in size and camera count, fully supported by PDS, and run the Genetec Security Center software. Genetec is an industry leader in security systems market and will serve our system well into the future.

BOARD ACTION: _____



Highland Community College Video Surveillance Project

Statement of Work

February 9, 2018

Prepared by PDS
13400 Bishops Lane, Suite 190 • Brookfield, WI 53005
262-569-5300 • 800-966-6090
www.pdsit.net
ISO 9001:2008 registered



Acceptance

The undersigned agree to the terms and conditions set forth in this document and are authorized to execute this agreement.

The terms of this agreement are valid through close of business November 30, 2018

For PDS:

By: _____

Name: Jeff Shell

Title: Director, Technical Services

Date: _____

For Highland Community College:

By: _____

Name: Pete Fink

Title: Network Administrator

Date: _____

Paragon Development Systems, Inc.
13400 Bishops Lane, Suite 190
Brookfield, WI 53005

Highland Community College
2998 W. Pearl St
Freeport, IL 61032

PO# _____ N/A

Version History

Version	Date	Author	Changes
1.0	February 9, 2018	F. Toney	Original composition
2.0	October 22, 2018	Fred Toney	Updated product quote info and removed references to Genetec certified training.



STATEMENT OF WORK

The purpose of this document is to state and agree upon the expectations and conditions Paragon Development Systems (PDS) understands will lead to the successful completion of the work outlined below. This Statement of Work defines the scope, limitations, and the terms and conditions of the work to be conducted by PDS.

Project Scope

Highland Community College wishes to replace their existing DVR servers with new hardware and Genetec software, including camera licenses for 144 cameras and auxiliary firewall configuration. They also wish to include an educational component to help manage their new video environment. To achieve this goal, PDS will be providing the following services.

1. Install and setup of new archive Streamvault 2000 Archive Server
2. Validate installation of Genetec Security software
3. Install and configure up to 5 instances of Genetec Security Desk client
4. Configure 5 mobile app connections
5. Validate installation and configure GSC Omnicast Video Management Service (VMS)
6. Integrate 144 existing cameras into GSC Omnicast Video Management Service (VMS)
7. Configure firewall rules to allow these new servers to be backed up and administered over RDP on campus
8. Train ITS staff on usages, footage review and exporting video

Background

Pete Fink of Highland Community College (Highland) engaged with PDS to gain recommendations and pricing for DVR server replacement and associated software components.

Recommendation

Upon completion of the walk-through, Genetec reviewed the existing hardware and software configuration and made the recommendations as shown on Product Quote 1074766 – 731831.

Server/Storage Installation

PDS will install and configure new archive server / storage hardware and Genetec server and desktop software. Storage capacity based on the camera storage calculator (see below).



Resolution	Compression	FPS	Days	Cameras	Recording %	Bandwidth, Mbit/s	Disk Space, GB	Comment
2592x1944 (5 MP)	H.264-15 (High Quality 5)	30	30	18	50	53.08	8599.6	AV5155
3840x2160 (8 MP)	H.264-15 (High Quality 5)	30	30	1	50	4.87	789.6	AV8185
3840x2160 (8 MP)	H.264-15 (High Quality 5)	30	30	3	50	14.62	2368.9	AV8365
1280x960 (1.22 MP)	H.264-15 (High Quality 10)	30	30	110	50	135.17	21897.2	Vivtek Cameras / 1080P

BCDV VIDEO™ POWERED BY JVS6.COM	Total FPS	Disk space,GB	Bandwidth, Mbit/s
	1210	33655.3	207.74

Network

PDS will configure firewalls so the new servers can be backed up and administered over RDP on campus.

Genetec Software Implementation

1. Validate installation of Genetec Security Center software
2. Configure 5 mobile app connections
3. Install and configure up to 5 instances of Genetec Desktop Security
4. Validate installation and configure GSC Omnicast Video Management Service (VMS)
5. Integrate 144 existing cameras into GSC Omnicast Video Management Service (VMS)

Highland will use GSC Omnicast VMS to record and allow for playback of their existing cameras.

The VMS configuration will include but is not limited to:

- Setting up an interactive facility map
- Setup of customized tiled multi-camera views appropriate for each location
- Assigning appropriate views and privileges to end-users
- Configuring date and timestamps on recorded video
- Configuring appropriate motion recording activation parameters
- Configuring codecs and recording settings to maximize quality of recordings while working within physical storage constraints

Knowledge Transfer

PDS will provide 2 to 3 hours of training for ITS staff on usages/footage review/exporting video.

Approach

PDS will procure the Genetec software per Highland's specifications and assign a qualified Architect and Project Manager to perform the services listed above.

PDS knows that project planning is a necessary component to project success. Project planning will occur with Highland and will be inclusive of the following elements:

1. Identification of project team roles and responsibilities



2. Identification of key focus areas for functionality testing and validation
3. Development of the installation schedule

Services Schedule

Project scheduling and kickoff will commence after this SOW has been duly executed and PDS has accepted a valid Purchase Order if applicable. PDS may require a lead-time of up to a maximum of Twenty (20) business days to assemble the project team. Unless otherwise agreed, services as described in this SOW will be provided by PDS during Standard Business Hours 8:00am to 5:00pm Monday – Friday.

Deliverables and Completion Criteria

This project will be considered complete when the following services or items have been delivered:

1. Archive server and Genetec software components have been installed and configured.
2. The 5 mobile app connections have been configured.
3. The 144 existing cameras have been integrated into GSC Omnicast VMS
4. Listing of outstanding issues, if any, including action plan to resolve the issues.

Client Responsibilities

The following is a list of Highland responsibilities:

1. Pete Fink will be PDS' primary contact as designated by the Highland, and is considered an authoritative decision maker that PDS can rely on for timely response to all client responsibilities and removal of client owned roadblocks. All information, questions and problem-solving issues will be directed to PDS through this individual. If PDS is to provide other individuals ongoing information concerning the work/scheduling of PDS, Highland must provide PDS with the names of the individuals for incorporation into the Project Communication Plan.
2. Highland will provide current CAD drawings of each facility that is to be entered into the VMS.
3. Highland will provide camera names, IP address, subnet and gateway information for each camera location.
4. Highland will provide vendor access to their network as needed during the duration of project.
5. Highland staff will be available to meet with PDS team resources and participate in meetings and information gathering sessions as needed for this project.
6. Project delays resulting from Highland resource constraints are the responsibility of Highland and may result in the unavailability of PDS-supplied or other resources. This could result in increased costs to Highland or additional project delays. Projects delayed more than 90 days as a result of the Highland resource constraints may be cancelled by PDS.



7. Highland will be responsible for obtaining approved change windows prior to finalizing the project schedule to avoid delays.
8. Highland will promptly provide all requested information and documentation related to this project.
9. Highland will be responsible for scheduling and communicating any project-related downtime windows related to infrastructure configuration changes or additions, if applicable, and initiating Change Request Process forms and requests within required organizational timeframes prior to finalizing the project schedule to avoid delays.
10. Highland will provide PDS resources with Internet access from PDS laptops, to include ability to perform downloads, while on-site at the Highland locations.
11. Highland will provide office space (including meeting room with whiteboard and projector), phone, and printer availability (either through network or direct) for PDS resources on an as-needed basis.
12. Highland will provide PDS resources assigned to this project with appropriate security cards or badges for on-site project work.
13. Highland will provide PDS resources assigned to this project with login ids or other network credentials and authorizations necessary to complete the project, including VPN remote access if remote work is required. PDS will not retain these credentials past the project's closure meeting unless specifically authorized prior to that time.

Assumptions

The following assumptions were made to create this Statement of Work. These assumptions are in addition to any assumptions made in the Project Scope, Financial Plan, or other section(s) of this agreement. Should any of these assumptions prove to be incorrect or incomplete, PDS may modify the price, scope of work, or milestones. Any such modifications will be managed by the Change Management Procedures set forth later in this agreement.

- Highland will provide adequate desktop computers to run Genetec Security Desk
- PDS will not be responsible for camera configuration as it applies to IP addressing, camera focusing, naming, text overlays
- Total existing cameras at Highland Community College is equal 144.
- It is assumed project services will begin within 90 days from signature of agreement, if not, PDS reserves the right to evaluate and adjust pricing, schedule and scope.
- Client represents that the appropriate licenses for all software installed by PDS are in its possession at the time of installation. Client will hold harmless and indemnify PDS from liability, including cost of defense, if Client does not own or have an appropriate license to use all licenses.

Out of Scope

The following tasks and activities are explicitly noted as being out of scope for this project and will require a Change Request to incorporate within this Statement of Work, however items not



listed as a part of the Project Scope or Deliverables and Completion Criteria sections and also not listed here are nonetheless considered to be out of scope:

1. Services related to monitoring camera activities.
2. PDS will not be responsible for camera configuration as it applies to IP addressing, camera focusing, naming, text overlays
3. PDS will not be responsible for software bugs/defects discovered before, during or after the completion of the project. Initiation and assistance to remedy software bugs/defects, with vendor support tickets if needed, is out of scope and will be handled as a separate, billable service request.

Change Management Procedures

In the event that it may become necessary to amend this Statement of Work, the change management procedures outlined in this section will apply.

Types of Change

Changes to the project may be made for reasons including, but not limited to, the following:

- Scope of work
- Specifications of the deliverables
- Non-functioning or non-availability of materials that is beyond either party's control
- Non-availability of resources that is beyond either party's control
- Environmental or architectural impediments not previously identified

Change Initiation

Either party of the project, PDS or Highland may initiate a change by completing the project's Change Request form. The initiator gives the Change Request to PDS and Highland's primary contact to review and process. A Change Request is actionable once executed by both parties.

Change Review and Approval

Highland's primary contact and PDS project manager are responsible for:

- Tracking the change requests
- Evaluating the changes
- Evaluating Changes for Schedule and Financial Impact
- Negotiating what the final changes will be
- Obtaining the appropriate approvals for each change
- Adding changes to the Statement(s) of Work
- Implementing approved changes

The Highland project sponsor, Peter Fink, is responsible for obtaining budgetary approval, if needed, for the change.



Terms and Conditions: Warranties, Indemnification and Limits to Liability

Whenever there is a conflict between a Change Request and a prior agreement or a previously-executed Change Request, the terms and conditions of the most recent Change Request shall prevail.

PDS represents that it will provide services in a timely, professional and competent manner. PDS makes no other warranties, express or implied, as to performance, quality, merchantability or fitness for a particular purpose. PDS shall indemnify and hold Client harmless from claims for intellectual property infringement regarding software or equipment provided by PDS. In no event will PDS be liable for any damages in excess of the amount of fees or compensation actually received by PDS in the prior three-month period. In no event will PDS or Client be liable to the other for any indirect, incidental, special, punitive or consequential damages (including the other party's allegations of lost profits, business, revenue, goodwill or anticipated savings, even if informed of the possibility). PDS shall have no liability for Client Content, except when damaged, lost or stolen due to PDS' gross negligence.

Financial Plan

Services outlined in this agreement will be provided by PDS based on the following price structure.

Services Description	
Product Quote 1074766 – 731831 for Hardware and Software	\$49,945.00
PDS Professional Services	\$10,845.00
Travel expense (estimated)	\$1,461.00
PROJECT FUNDING REQUIRED	\$62,251.00

Travel and expenses will be submitted and billed to client as actual. Expenses may include mileage (billed at standard IRS mileage rates) and travel time from the nearest PDS office.

Consulting services performed by PDS resources may occur off-site as well as on-site.

On-site professional services will be performed at:

Highland Community College
2998 W. Pearl St.
Freeport, IL 61032

Travel to other sites by PDS consultants is not required.

Highland will be invoiced as follows:



- Product will be invoiced upon shipment.
- PDS Professional Services will be invoiced as T&M monthly.
- Travel expenses will be billed as actual monthly.

Pricing for this agreement is based solely on the information provided by Highland and the information outlined in this agreement.

Any product, item or service that is not included in the scope, deliverables, or assumptions is not a part of this agreement and will require a Change Request or new Statement of Work. Upon signature from Client, PDS will schedule the additional time/resources as needed.

PDS standard payment terms are NET 30 from date of invoice. PDS retains the right to charge interest at the legally allowable rate on all undisputed amounts aged beyond NET 30 days.

Non-Solicitation

All parties agree that they will not at any time during the period from the start date of this agreement through the date six (6) months after the termination of this agreement, solicit as an employee or consultant any of the employees of the other party to this Agreement without written release by the authorized representative of both parties. If both parties agree to release this non-solicitation Agreement for an individual, the hiring party agrees to make payment of twenty percent (20%) of the initial starting salary plus bonus of the employee if hired within ninety (90) days from the date of granting of consent, and ten percent (10%) of the initial starting salary plus bonus of the employee if hired within 91-180 days from the date of granting consent.



Notice

All notices or other communications required or permitted hereunder or necessary or convenient shall be in writing and shall be deemed to have been delivered when mailed by first class mail, postage prepaid or by fax or e-mail addressed as follows:

If to PDS:

Paragon Development Systems, Inc.

Attn: Jenna Lara
13400 Bishops Lane
Brookfield, WI 53005
Phone: (262) 641-3082
Email: jlara@pdsit.net

If to Highland:

Highland Community College

Attn: Peter Fink
2998 W. Pearl St.
Freeport, IL 61032
Phone: (815) 599-3480
Email: Pete.Fink@highland.edu



APPENDIX A: Hardware / Software / Quote

Quote - Highland Community College

Quote ID: 1074768 - 731031
 Version: 1
 Date: 10/8/2018
 Prepared for: Highland Community College
 Expires: 11/8/2018



Mfr Part Number	Description	Quantity	List Price	Discounted Price	Extended Price
Security Center					
GSC-5.7	Software Version	1	\$0.00	\$0.00	\$0.00
GSC-BASE-5.7	Genetec Security Center (GSC) Base Package - Version 5.7 which includes: 1 Directory, 5 Security Desk client connections (incl. Web Client), Plan Manager Basic, Alarm Management, Advanced Reporting, System Partitioning, Zone Monitoring, ID Modules Support, Email Support, Macros Support (actual macros sold separately), Support for server virtualization, all supported languages, Must purchase a Synergis™, Omnicast™, or AutoVu™ base package to enable access control, video, or LPR	1	\$0.00	\$0.00	\$0.00
GSC-IMobileU	1 Security Center Mobile app connection	5	\$250.00	\$169.27	\$846.35
Security Center Subtotal					\$846.35
GSC Omnicast					
GSC-Om-P	GSC Omnicast™ Professional Package which includes: Archiving support, Media Router, Audio, Remote Security Desk, Camera Sequences, Camera Blocking, Camera Dewarping, Time Zone, Edge recording, trickling and archive transfer, Keyboard and Joystick Support, Max. 250 cameras, Max. 10 clients, Max. 20	1	\$1,130.00	\$765.10	\$765.10
GSC-Om-P-1C	1 camera connection	144	\$250.00	\$155.73	\$22,425.12
GSC Omnicast Subtotal					\$23,190.22
Genetec Advantage					
ADV-CAM-P-1Y	Genetec™ Advantage for 1 Omnicast Pro Camera – 1 year	144	\$140.00	\$94.79	\$13,649.76
Genetec Advantage Subtotal					\$13,649.76
Archive Server: 48TB Raw - 37TB RAID 5					
5V-2000-R12-48T-8-120	Streamvault 2000 series, 2U 12 BAY, E5-2620V4, 16GB RAM, OS RAID1 (2) x120GB SSD, 48TB RAW, RAIDS, (2) x1GBE Ports, WIN SRV 2016. Dual PS, Genetec Security Center pre-installed. License sold separately.	1	\$18,388.00	\$12,258.67	\$12,258.67
Archive Server Subtotal					\$12,258.67
Subtotal					\$49,945.00
Project Total(USD):					\$49,945.00

**AGENDA ITEM #X-D-11
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD**

**SOLAR CONSTRUCTION CONTRACT WITH EAGLE POINT SOLAR
FOR A TURN-KEY SOLAR PHOTOVOLTAIC SYSTEM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves President Tim Hood to enter into the attached solar construction contract with Eagle Point Solar for a turn-key solar photovoltaic system in the amount of \$199,890.

BACKGROUND: A work group comprised of College staff, faculty, students, and Board members thoroughly investigated options for the implementation of solar energy at the College. The Midwest Renewable Energy Association was utilized to assist with educating the work group, providing financial analysis, and developing a Request for Proposals document. The work group took part in the Request for Proposals process, identified the best solution for the College at this time, and in developing the specifications included in the attached contract.

Eagle Point Solar was selected based on the quality of the experience and technical qualifications of their project team, their project approach, and their proposal's achievement of the College's financial goals and energy production expectations.

The 99kW DC solar array will be installed to the east of the Natural Science Building and will supply the majority of energy to the Ray and Betty Stamm Health Science Nursing Wing. The project will include several panels that can be used for instructional purposes, as well as a software monitoring system and display panel.

This contract is being funded with Protection, Health, and Safety Funds, as outlined in a previous agenda item and Resolution included in this month's Board agenda. Additional costs are budgeted for the project in addition to this contract for architectural services, potential ground work, and contingencies. With currently anticipated Solar Renewable Energy Certificate (SREC) values, the College will recoup its initial investment in four years plus save the cost of utilities on the full production of the solar array, which makes the payback period for the solar installation much sooner than the ICCB required eight years.

BOARD ACTION: _____

12. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure of Customer to make a required payment when due.
- b. The insolvency of either party or if either party shall, either voluntarily or involuntarily, become a debtor of or seek protection under Title 11 of the United States Bankruptcy Code.
- c. A lawsuit is brought on any claim, seizure, lien or levy for labor performed or materials used on or furnished to the project by either party, or there is a general assignment for the benefit of creditors, application or sale for or by any creditor or government agency brought against either party.
- d. The failure of Customer to make the building site available or the failure of EPS to deliver the Services in the time and manner provided for in this Contract.

13. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, but not be limited to, acts of God, fire, explosion, vandalism, storm, casualty, illness, injury, general unavailability of materials or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, terrorism, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

14. REMEDIES. In addition to any and all other rights a party may have available according to law of the State of Iowa, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving said notice shall have ten days from the effective date of said notice to cure the default(s) or begin substantial completion if completion cannot be made in ten days. Unless waived by a party providing notice, the failure to cure or begin curing, the default(s) within such time period shall result in the automatic termination of this Contract.

15. ENTIRE CONTRACT. This Contract contains the entire Contract of the parties, and there are no other promises or conditions in any other contract whether oral or written concerning the subject matter of this Contract. Any amendments must be in writing and signed by each party. This Contract supersedes any prior written or oral agreements between the parties.

16. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

17. AMENDMENT. This Contract may be modified or amended in writing, if the writing is signed by each party.

Initials: _____

Customer EPS Representative

18. GOVERNING LAW. This Contract shall be construed in accordance with, and governed by the laws of the State of Iowa, without regard to any choice of law provisions of Iowa or any other jurisdiction.

19. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

20. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

21. SIGNATORIES. This Contract shall be signed on behalf of Customer by Tim Hood, President (Representative of Highland Community College) (Owner) and on behalf of EPS (Contractor's License: C108214) by David Pluym – Solar Energy Consultant and shall be effective as of the date first written above.

By: _____
Tim Hood, President (Representative of Highland Community College)

By: _____
David Pluym
Solar Energy Consultant

NOTICE OF CANCELLATION. You may cancel this transaction, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the contract or sale and any negotiable instrument executed by you will be returned within ten days following receipt by EPS of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to EPS at your business or residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of EPS regarding the return shipment of the goods at EPS expense and risk. If you do make the goods available to EPS and the EPS does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available EPS, or if you agree to return the goods to EPS and fail to do so, then you remain liable for performance of all obligations under the contract. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to EPS, 900 Jackson Street Dubuque, IA 52001 NOT LATER THAN MIDNIGHT of the date that is THREE BUSINESS DAYS from the date you signed the Agreement.

I, _____, hereby cancel this transaction on _____.

Appendix A

Project Summary:

Solar array to be installed at the following location:
2998 W Pearl City Road, Freeport IL 61032 – Natural Science Center
99.05kW DC Solar array to be built on the ground

Solar Modules will be mounted on a fixed ground array racking system, east of the Natural Science Center, pending location of Utility feeder.

DC wires will be strung together on the array, running into the SolarEdge String Inverter. DC Wires to be guarded underneath the array. SolarEdge String Inverters to be mounted on the I-Beams of the ground array. From the Inverter, Conduit will run to the 30A array disconnects, also mounted on the I-Beam.

AC conduit will then be trenched between rows or run along the row, towards the 200A AC combiner. Combiner panel to be mounted on Unistrut that will be spanned between I-Beams. From the Combiner, conduit will run into an 200A Array Disconnect. From the array disconnect conduit will be directionally bored towards the utility meter. Utility DG disconnect will be mounted by the meter and where we will be making our Solar Photovoltaic electrical point of connection.

Customer will also be supplied with online monitoring capability. This will be done by running a CAT-5 ethernet chord between the inverters, and plugging into a open ethernet port somewhere in the Natural Science Building.

Customer Responsibilities:

Customer is responsible for providing adequate internet connection at all times, along with allowing access to an ethernet port, if a firewall exists.

Ground Treatment:

Customer will be supplied with Pheasants Forever ground cover underneath the solar array.

While significant efforts are made to complete a comprehensive site assessment, unforecastable ground condition may develop that reach beyond the scope of work for this project. The most typical condition is subsurface rock that effects pile driving, trenching, boring and site cleanup. Not limited to these conditions, any added cost incurred will be reviewed and assessed to the customer prior the project completion.

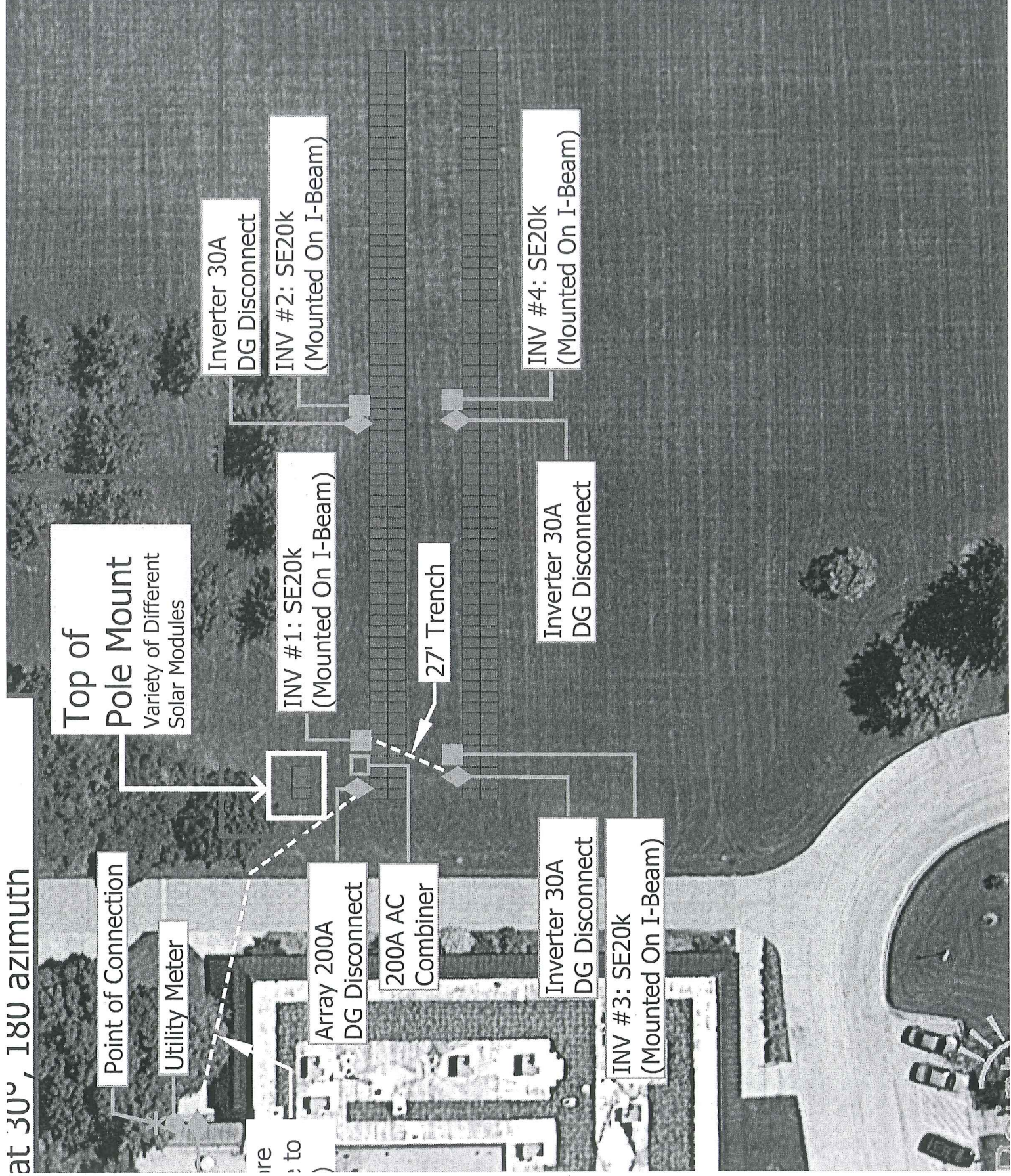
During the construction process ground damage will occur. Eagle Point Solar takes all precautions and makes significant effort to mitigate this damage. It should be expected that during pile driving, boring and trenching that the original surface conditions will not be reestablished. The following items should be expected:

- No sod will be cut or removed from the surface
- A typical trench has a 12-inch opening. The trenching process itself will leave a debris path 36-inches wide the distance between the array and meter
- All soil will be returned to the top on trench
- 36-inch-wide path will be raked to the trench opening
- Any rock extruded during the trenching process will be left on the job site
- Settling should be expected overtime
- EPS will not over seed the raked trench

Major Components/Services/Equipment:

- Components
 - (279) – JA Solar, Model: JAM6(k)-72-355/PR Solar Modules *(or equivalent)*
 - (140) – SolarEdge Optimizers, Model: P400 *(or equivalent)*
 - (4) – Solar String Inverter, Model: SE20KUS
 - PLP PowerPeak Racking
 - (4) – 30A DG Disconnects
 - (4) – SolarEdge 20 Year extended warranty
- Services
 - Complete and submit all necessary ComEd documentation including:
 - Interconnection Agreement
 - 1-Line Electrical Drawing
 - Project lay out sketch
 - Certificate of Completion
 - All Interconnection Fees
 - All Permitting Fees
 - Assist with SREC forms
 - Final Inspection and Commissioning
- Equipment
 - PD10
 - Trencher
 - Directional Bore

Initials: _____
Customer EPS Representative



**AGENDA ITEM #X-D-12
NOVEMBER 20, 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 October 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 332544 through 333303 amounting to \$1,249,897.07, Automated Clearing House (ACH) debits W0000494 through W0000497 amounting to \$13,065.91. Other Debits D0000084 through D0000085 amounting to \$823.04 and Electronic Refunds of \$206,201.20, with 5 adjustments of \$16,487.55, such warrants amounting to \$1,046,294.47. Transfers of funds for payroll amounted to \$571,456.38.

Automated Clearing House (ACH) debits are SISCO payments. Other Debits for October consist of replenishing petty cash in the cashier's office \$63.04 and Bookstore rental returns \$760.00. Electronic Refunds are issued to students. Financial Aid disbursed Pell in October.

BOARD ACTION: _____

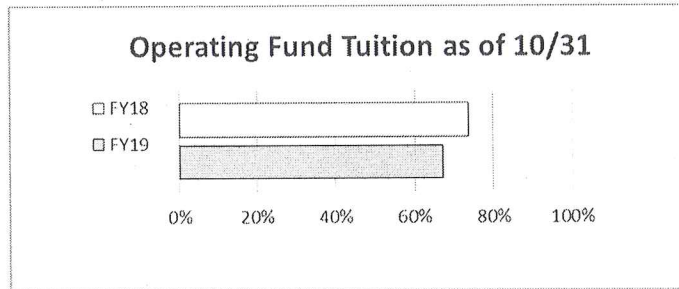
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, October 31, 2018

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$247,414.76	\$416.67	\$0.00	\$247,831.43
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	\$443,423.30	\$416.67	\$0.00	\$443,839.97
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	85,029.63	416.67		85,446.30
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	\$443,423.30	\$416.67	\$0.00	\$443,839.97

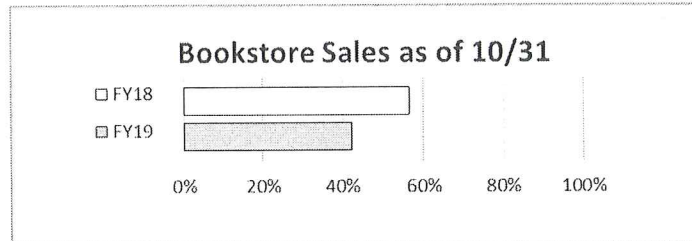
**AGENDA ITEM #XI-A
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19**

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

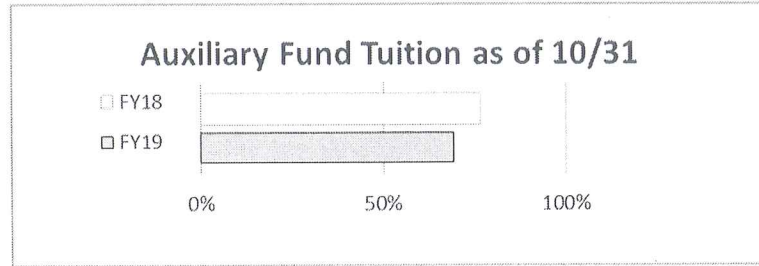
- As of October 31st, we are 33% of the way into FY19.
- **Current Results as of Month End:** The following charts show the comparison of the FY19 financial results for various items, as labeled, to FY18 results as of October 31st. The FY18 bar is the year-to-date results as of October 31, 2017, divided by the actual year end results for FY18. The FY19 bar is the year to date results for October 31, 2018, divided by the annual budgeted amount for FY19. The charts indicate that these revenue sources are in line with the amounts budgeted for the fiscal year.



Operating Funds tuition revenue appears to be about 6% lower than anticipated at this point in time. If Operating Fund tuition revenue is 6% lower than budgeted for the fiscal year, that amounts to about \$330,000.



Bookstore sales appear to be about 12% lower than anticipated at this point in time. Based on a review of revenue, inventory levels, and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.



Auxiliary Fund tuition revenue appears to be 8% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 8% lower than budgeted for the fiscal year, that amounts to about \$26,000.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2019 semester, variances from budget will be analyzed.

AGENDA ITEM #XI-A
NOVEMBER 20, 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 October 31, 2018

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,158,721	\$2,471,761	40.1%
Credit Hour Grants	1,139,110	392,128	34.4%
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	61,408	18.1%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	27,241	22,270	81.8%
Tuition & Fees	5,514,588	3,706,050	67.2%
Sales & Services	46,550	13,519	29.0%
Facilities Revenue	108,876	28,671	26.3%
Interest on Investments	28,000	23,970	85.6%
Non-Govt. Gifts, Grants	1,219,131	-	0.0%
Miscellaneous	15,000	15,959	106.4%
	-----	-----	-----
Total Revenue	\$14,778,140	\$6,739,903	45.6%
<u>EXPENDITURES:</u>			
Salaries	\$9,295,256	\$2,609,492	28.1%
Employee Benefits	2,303,681	996,671	43.3%
Contractual Services	829,457	295,604	35.6%
Materials & Supplies	934,753	372,068	39.8%
Conference & Meeting	327,761	48,597	14.8%
Fixed Charges	58,151	25,097	43.2%
Debt Certificate Payment	444,131	-	0.0%
Utilities	697,101	658,910	94.5%
Capital Outlay	15,597	10,515	100.0%
Other Expenditures	337,419	200,194	59.3%
Transfers (In) Out	(374,574)	-	0.0%
	-----	-----	-----
Total Expenditures	\$14,868,733	\$5,217,148	35.1%
Excess of Revenues Over Expenditures	(\$90,593)	\$1,522,755	
Fund Balance 7/1/18	3,850,075	3,850,075	
	-----	-----	
Fund Balance 10/31/18	\$3,759,482	\$5,372,830	

AGENDA ITEM #XI-A
 NOVEMBER 20, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$704,000	\$275,219	39.1%
Interest on Investments	-	-	100.0%
Other	-	-	100.0%
	-----	-----	-----
Total Revenue	\$704,000	\$275,219	100.0%
EXPENDITURES:			

Contractual Services	79,223	11,493	100.0%
Materials & Supplies	8,995	1,184	13.2%
Capital Outlay	2,300,642	923,850	40.2%
Transfers Out	-	-	0.0%
	-----	-----	-----
Total Expenditures	\$2,388,860	\$936,527	39.2%
Excess of Revenues Over Expenditures	(\$1,684,860)	(\$661,308)	
Fund Balance 7/1/18	\$2,300,193	\$2,300,193	
	-----	-----	
Fund Balance 10/31/18	\$615,333	\$1,638,885	

AGENDA ITEM #XI-A
NOVEMBER 20, 2018
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$430,000	\$298,373	69.4%
Bookstore Sales	792,200	349,601	44.1%
Athletics	42,460	5,025	11.8%
Other	117,000	90,803	77.6%
-----	-----	-----	-----
Total Revenue	\$1,381,660	\$743,802	53.8%
EXPENDITURES:			

Salaries	\$292,177	\$79,840	27.3%
Employee Benefits	33,347	11,117	33.3%
Contractual Services	94,743	30,340	32.0%
Materials & Supplies	734,937	353,799	48.1%
Conference & Meeting	202,336	34,525	17.1%
Fixed Charges	5,724	99	1.7%
Utilities	1,593	600	37.7%
Capital Outlay	600	9,385	1564.2%
Other Expenditures	14,893	10,622	71.3%
Transfers	(65,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,315,350	\$530,327	40.3%
Excess of Revenues Over Expenditures	\$66,310	\$213,475	
Fund Balance 7/1/18	\$63,198	\$63,198	
-----	-----	-----	
Fund Balance 10/31/18	\$129,508	\$276,673	

AGENDA ITEM #XI-A
 NOVEMBER 20, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended October 31, 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	927,631	19.7%
Other Federal Sources	46,956	-	0.0%
Tuition & Fees	630,000	443,833	70.4%
Sales & Service Fees	26,510	-	0.0%
Interest	19,624	19,624	100.0%
Non-govt. Gifts, Grants	3,400	54	1.6%
Other	296,126	95,649	32.3%
	-----	-----	-----
Total Revenue	\$6,166,602	1,486,791	24.1%
<u>EXPENDITURES:</u>			
Salaries	\$1,017,386	\$381,001	37.4%
Employee Benefits	225,105	86,011	38.2%
Contractual Services	590,451	75,226	12.7%
Materials & Supplies	148,581	121,261	81.6%
Conference & Meeting	91,801	27,271	29.7%
Fixed Charges	25,771	-	0.0%
Utilities	4,152	-	0.0%
Capital Outlay	29,990	2,034	6.8%
Other Expenditures	93,090	34,904	37.5%
Financial Aid	4,042,939	675,898	16.7%
Transfers out	332,624	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,601,890	\$1,403,606	21.3%
Excess of Expenditures Over Revenue	(\$435,288)	\$83,185	
Fund Balance 7/1/18	1,061,408	1,061,408	
	-----	-----	
Fund Balance 10/31/18	\$626,120	\$1,144,593	

AGENDA ITEM #XI-A
 NOVEMBER 20, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
Local Taxes	\$44,000	\$17,747	40.3%
Total Revenue	\$44,000	\$17,747	40.3%
EXPENDITURES:			
Contractual Services	\$46,000	\$46,500	101.1%
Total Expenditures	\$46,000	\$46,500	101.1%
Excess of Revenues Over Expenditures	(\$2,000)	(\$28,753)	
Fund Balance 7/1/18	\$11,086	\$11,086	
Fund Balance 10/31/18	\$9,086	(\$17,667)	

AGENDA ITEM #XI-A
 NOVEMBER 20, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$1,726,000	\$688,981	39.9%
Total Revenue	\$1,726,000	\$688,981	39.9%
EXPENDITURES:			

Fixed Charges	\$1,711,558	\$0	0.0%
Total Expenditures	\$1,711,558	\$0	0.0%
Excess of Revenues Over Expenditures	\$14,442	\$688,981	
Fund Balance 7/1/18	\$977,633	\$977,633	
Fund Balance 10/31/18	\$992,075	\$1,666,614	

AGENDA ITEM #XI-A
 NOVEMBER 20, 2018
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

REVENUE:	Tentative Budget	Year to-Date	Percent

Local Taxes	\$1,035,000	\$417,048	40.3%
Total Revenue	\$1,035,000	\$417,048	40.3%
EXPENDITURES:			

Salaries	\$290,132	\$93,637	32.3%
Employee Benefits	333,717	119,679	35.9%
Contractual Services	295,582	225,377	76.2%
Materials & Supplies	8,888	7,190	80.9%
Conference & Meetings	16,575	1,735	10.5%
Fixed Charges	186,843	187,350	100.3%
Utilities	7,102	4,042	56.9%
Total Expenditures	\$1,138,839	\$639,010	56.1%
Excess of Revenues Over Expenditures	(\$103,839)	(\$221,962)	
Fund Balance 7/1/18	\$302,979	\$302,979	
Fund Balance 10/31/18	\$199,140	\$81,017	