

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Office Coordinator, Athletics and Physical Education

GENERAL STATEMENT OF RESPONSIBILITIES: To coordinate the office operations within a specific office, department or division within the college.

PRINCIPAL DUTIES: (essential functions)

- Prepares deposits for numerous budgets throughout the year for games, concessions, tournaments, fundraisers, campus, Cougar Backer Fan Club and banquets. Maintains cash box and concession money during volleyball/basketball seasons.
- Gathers and enters information into the computer for reports and other documents, generates necessary forms, documents and reports, and maintains records, files, and schedules/rosters.
- ~~Monitors and enters data into a variety of different spreadsheets, reports, and databases.~~
- ~~Reviews and analyzes program information to prepare and/or submit for various reports or to make decisions regarding program functions.~~
- Provides administrative support such as answering the telephone, responds to inquiries and complaints and determines appropriate resolutions to situations; preparing and distributing memos, correspondence, meeting minutes and other documents; opening and processes incoming mail, ordering office supplies and other materials; processing financial documents, depositing money into accounts, maintaining calendars, scheduling meetings, monitoring budget accounts and maintaining athletic web pages.
- ~~Coordinates classes, instructors and materials needed.~~
- Prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- ~~Provides clerical and secretarial support to the department.~~
- Creates promotional materials for Athletics.
- May provide support to the Leadership Institute Program.
- ~~May be required to assign~~ Oversees and review the assigns work of others student workers.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
Knowledge of accounting and bookkeeping principles and practices.
Knowledge of report preparation and formatting.
Knowledge of office equipment, and computer hardware operations and software applications.
Knowledge of customer service techniques.
Knowledge of utilizing data to make informed decisions.
Knowledge of principles and practices of office administration.

~~Skill in coordinating people and processes.~~

Skill in composing memos, letters, reports and other documents.

Skill in handling confidential and sensitive information.

Skill in communicating effectively orally and in writing.

Skill in performing accounting and record keeping tasks and monitoring budgets.

Skill in operating office equipment, ~~and computers hardware~~ and software applications.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and two (2) years office or accounting experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Associate Dean, Business & Technology Director, Athletics and Physical Education

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1110

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~10/24/06~~01/23/19

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TITLE: ~~Fine Arts Assistant~~ Office Coordinator, Humanities, Social Sciences and Fine Arts

GENERAL STATEMENT OF RESPONSIBILITIES: To provide complex administrative support and coordinate the office operations of the Humanities, Social Sciences and Fine Arts division as well as handle the day-to-day operations of the Box Office. To provide technical administrative support, utilizing functional knowledge of theatrical programs and events.

PRINCIPAL DUTIES: (essential functions)

- Takes reservations for Fine Arts events over the telephone, in-person and via e-mail. Creates seating assignments. Distributes tickets, collects money and reconciles cash received. Operates box office during performances.
- Creates and maintains course schedules in Banner, generates necessary forms and documents, distributes, collects and summarizes student evaluations for identified division faculty members, maintains files, and arranges for needed course materials.
- Provides administrative support such as answering the telephone, responds to inquiries and complaints and determines appropriate resolutions to situations; gathering and entering information into the computer for reports and other documents, preparing and distributing memos, correspondence, meeting minutes and other documents; opening and processes incoming mail, ordering office supplies and other materials; processing financial documents, reconciling sales, maintaining calendars, scheduling meetings, and monitoring budget accounts.
- Assists the Gallery Director with updating and distributing each exhibit prospectus, as well as assisting with the collection and release of exhibition artwork.
- Oversees the creation of the Friends of Fine Arts (FoFA) newsletter as well as collecting and depositing FoFA dues, maintaining FoFA membership lists, and generate any correspondence(s) with FoFA members.
- Creates special flyers, designs and prints tickets, designs and recreates and programs for theatre Fine Arts events, postcards and extensive mailing pieces, utilizing specialized computer software programs.
- Takes reservations for theatre events over the telephone and via e-mail. Creates seating assignments. Distributes tickets, collects money and reconciles cash received. Operates box office during performances.
- Answers the telephone, responds to requests for information, prepares and distributes memos, correspondence, meeting minutes and other documents; opens and processes incoming mail, orders office supplies and other materials; processes invoices and maintains budget accounts.
- Oversees and assigns and reviews work of student workers.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of principles and practices of making reservations and assigning seats for theatrical performances.

Knowledge of principles and practices of operating a theatrical box office.

Knowledge of principles and practices of office administration.

Knowledge of office equipment and computer hardware and software applications, including publishing programs.

Knowledge of utilizing data to make informed decisions.

Knowledge of customer service techniques.

Skill in designing and creating flyers, programs and other specialized materials.

Skill in composing letters, reports and other documents.

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in maintaining confidential information.

~~Skill in marketing and promoting performances, programs and events.~~

Skill in working independently, and prioritizing multiple tasks.

Skill in operating computers and software applications, including PageMaker and PhotoShop publishing programs.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: Associate's degree and two (2) years theatre experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: ~~May~~ Requires a criminal background check.

REPORTS TO: ~~Associate Dean, Humanities, & Social Sciences and Fine Arts~~

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 43051110

JOB SERIES/FAMILY: ~~Student Support Services Series/Athletics and Arts Group~~ Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: ~~10/24/06~~ 01/23/19

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TITLE: Office Coordinator, Nursing/Allied Health, Natural Science and Mathematics

GENERAL STATEMENT OF RESPONSIBILITIES: To provide complex administrative support and coordinate the office operations within a specific office, department or division within the college the Nursing/Allied Health, Natural Science and Mathematics divisions.

PRINCIPAL DUTIES: (essential functions)

- Provides administrative support such as answering the telephone, responds to inquiries and complaints and determines appropriate resolutions to situations; gathering and entering information into the computer for reports and other documents, preparing and distributing memos, correspondence, meeting minutes and other documents; opening and processes incoming mail, ordering office supplies and other materials; processing financial documents, depositing money into accounts, maintaining calendars, scheduling meetings, and monitoring budget accounts.
- Creates and maintains course schedules in Banner, updates and enters course syllabi into system, generates necessary forms and documents, distributes, collects and summarizes student evaluations for identified division faculty members, maintains files, and arranges for needed course materials.
- ~~Monitors and enters data into a variety of different spreadsheets, reports, and databases.~~
- ~~Reviews and analyzes program information to prepare and/or submit for various reports or to make decisions regarding program functions.~~
- ~~Coordinates classes, instructors and materials needed.~~
- ~~Prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.~~
- ~~Provides clerical and secretarial support to the department.~~
- Schedules student nursing Kaplan testing exams.
- May assist with planning of special events.
- ~~May be required Oversees and to assigns and review the work of others student workers.~~
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

~~Knowledge of accounting and bookkeeping principles and practices.~~

Knowledge of report preparation and formatting.

Knowledge of office equipment and computer hardware and software applications.

Knowledge of customer service techniques.

Knowledge of principles and practices of office administration and management.

Skill in coordinating people and processes.

Skill in report preparation.

Skill in handling confidential and sensitive information.
Skill in performing accounting and record keeping tasks.
Skill in operating office equipment and computer hardware and software applications.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and two (2) years office or accounting experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Associate Dean, Business & Technology Associate Dean, Natural Science and Mathematics (primary)
Associate Dean, Nursing and Allied Health (secondary)

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 1110

JOB SERIES/FAMILY: Clerical and Office Series/Clerical and Office Support Group

LAST REVISED: 10/24/0601/23/19

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TITLE: ~~Coordinator, Outreach, and Dual Credit~~ and Pathways Coordinator

GENERAL STATEMENT OF RESPONSIBILITIES: Develops opportunities and coordinates follow up efforts to interact with prospects, communicate with prospective students and provide early general advisement as it relates to careers and College programs, services and educational opportunities. Develops, cultivates and maintains effective relationships-partnerships with school district administrators, counselors and teachers, and HCC -that foster increased dual credit and Pathways opportunities. Coordinates and liaisons between the high school and college administrators to help meet requirements and standards for the dual credit program. Responsible for the implementation of Academic Pathways and will coordinate the registration, advising, and retention of high school students taking HCC classes, either as dual credit or articulated credit option. Serves as liaison to regional K-12 School District, Rock Valley Collee and other agencies related to the Pathways program.

PRINCIPAL DUTIES: (essential functions)

- Provides current information to our new and prospective students about careers, academic programs, and other opportunities.
- Assists students, community members, prospects and staff with questions and concerns regarding admissions, registration, residency, courses, programs, etc. Makes proper referrals as needed. Collects and verifies all admission requirements for Dual Credit students have been completed and submitted.
- Ensures positive and quick follow-up with prospective students by coordinating with other staff in admissions, marketing and community relations, advising and other areas of the College as well as maintaining organized outreach materials.
- Participates in prospect management including data input, report generation, and use of the Customer Relationship Management system to ensure strategic communication plans are met with regular and sequential contacts and notifications.
- Provides information and tracking of data to monitor the effectiveness of College recruitment efforts including use of recruitment calendar and other forms of documentation; coordinates with institutional research department as needed.
- Advises students individually and in group presentations. Coordinates opportunities for interaction with the appropriate personnel in the college, school districts, companies, government and non-profit agencies and others in order to ensure positive outreach relationships.
- Assists with continuing evaluation of current and new processes and makes recommendations regarding practices and processes.
- Expands the pool of prospective students by strategically working with new potential students under cooperative agreements, utilizing electronic tools such as the web site and Career Cruising, and developing new relationships that expand outreach opportunities.
- May need to identify students participating in programs such as, but not limited to, Workforce Innovation and Opportunity Act (WIOA), English as a Second Language

~~Coordinator, Outreach, and Dual Credit~~ and Pathways Coordinator

Adopted 08/18/15

(ESL) and various precollege initiatives for enrollment into career pathways to certificate and degree completion.

- Designs and implements outreach and promotional programs to encourage enrollment and as a service to students, employers, alumni, faculty and staff.
- Responsible for overall marketing, recruitment and retention efforts for the Pathways program. Will be Linking Talent with Opportunities within the region by working as a team with other instructional staff in developing and implementing marketing and recruitment strategies and may be assigned specific responsibilities such as website updates and coordinating events with specific Pathways.
- Plans and coordinates Pathways events. Supports and participates in Dual Credit programming, events, and services.
- Works with key community relationships to support public programs with the potential of assisting people into the correct Pathway.
- Develops and brokers strategic alliances and relationships to increase high school partnerships and create opportunities for eligible students to earn college credit while still enrolled in high school. Develops, cultivates and maintains professional partnerships with regional K-12 districts, Rock Valley College and other organizations related to Pathways and Dual Credit.
- Develops, implements and monitors strategies to increase dual credit enrollment and high school matriculation to Highland.
- In collaboration with other staff in student services and academic divisions, facilitates the expansion of dual credit by acting as a liaison in development, approvals, and updates for transfer dual credit agreements in accordance with the approved dual credit processes, Illinois Community College Board, and current state and Federal laws.
- Identifies needs of students in dual credit and helps coordinate the provisions of student services. In collaboration with appropriate departments on campus, streamlines the processes for testing, registration and other student services required for dual credit students.
- Engages and supports Pathways and dual credit students through educational requirements, career exploration and successful completion.
- Coordinates the development and administration of dual credit and dual enrollment opportunities at area high schools by working collaboratively with academic divisions, Director of Enrollment and Records, and other administrators as required.
- Assists in developing and implementing Career and Technical Academic Instructional Pathways with CEANCI and business stakeholders.
- Collaborates with internal and external stakeholders to support efforts for expanded and new Pathways for the region.
- Collaborates with agency partners, business and industry for purpose of identifying Industry Credentials for High Priority Occupations regionally.
- Provides training for other members of the team with respect to enrollment outreach efforts.
- Participates in Industry advisory committees and councils.
- Has a long-term recruitment and retention focus utilizing positive representation of the College to students and the public.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of college programs, degree and certification programs and transfer requirements.

Knowledge of academic resources.

Knowledge of documenting information accurately.

Knowledge of advising and career counseling practices, principles and processes and college policies and procedures.

Knowledge of computer operations and software applications.

Knowledge of community resources.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history and interests and recommending possible educational or career options.

Skill in organizing and managing data and responsibilities

Skill in operating office equipment, computers and software applications.

Skill in communicating effectively in writing.

Skill in communicating effectively one-on-one or in groups.

Skill in responding professionally, effectively, and efficiently to customer service requests.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

Skill in developing and presenting recruitment and educational training opportunities for students, alumni and the community.

PHYSICAL REQUIREMENTS/ACTIVITIES: ~~Work is routinely performed in office environments. Subject to driving, standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 30 lbs. The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.~~

MINIMUM QUALIFICATIONS: Bachelor's degree in Marketing, Communications, Student Personnel, Psychology, or similar degree. Master's degree is preferred. and three (3) years' work experience in a related field such as student personnel, marketing and communications is required or an equivalent combination of education and experience that provide the required knowledge and skills. Ability to work a flexible schedule that may require evening and weekend hours. Must be able to work remotely and utilize technology for communication and organization. Experience working in higher education preferred. Travel to and from facilities is required.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Director of Enrollment and Records

APPOINTED BY: President

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: ~~Non-Exempt~~

CLASS CODE: 4215

JOB SERIES/FAMILY: Student Support Services Series/Admissions Group

LAST REVISED: 11/21/1601/23/19

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TITLE: Payroll Specialist

GENERAL STATEMENT OF RESPONSIBILITIES: ~~To prepare and process bi-weekly payroll for the college's employees. To prepare, process and review data to assure accurate compensation for College employees by the established deadlines, as well as provide excellent customer service to employees and outside vendors.~~

PRINCIPAL DUTIES: (essential functions)

- Prepares, verifies and processes bi-weekly payroll; including processing semester assignments, processing garnishments, maintaining authorizations for payroll deductions; making deductions of withholding amounts and maintaining accurate accounting control of such amounts such as state and federal income taxes, retirement contributions, union dues and various other deductions. Enters payrolls into general ledger accounts.
- ~~Prepares calculations and processes garnishments.~~
- Processes pre-hire and new hire paperwork for part-time faculty, temporary employees, seasonal employees and student employees, verifies completion of employment paperwork, follows up on missing or incorrect information, and enters data into the payroll system.
- Responds to employee and third party questions and issues related to payroll; resolves problems as needed. Verifies employment for various agencies and institutions.
- Updates and maintains SURS web site with new hires, terminations, changes, and annuitant hire information. Assists SURS in verifying information and researching employment and compensation information for former employees and retirees.
- Prepares monthly life insurance and LTD billings for payment.
- Prepares and transmits state and federal payroll reports, SURS bi-weekly amounts and 403(b) contribution amounts; generates bi-weekly deduction reports and internal reports as requested. and enters payrolls into general ledger accounts.
- ~~Counsels employees on benefits including but not limited to flexible benefit plan, vacation, sick leave, personal leave, tax sheltered annuity plans, and retirement system.~~
- Maintains all employee payroll files and part time faculty personnel files.
- Maintains the tracking system for employee absences and the sick leave bank.
- ~~Verifies employment for various agencies and institutions.~~
- ~~Completes surveys and reports as requested.~~
- ~~Verifies completion of employment paperwork.~~
- ~~Assists in tracking student employees.~~
- ~~Assists with the Tax Sheltered Annuity Plan administration.~~
- Verifies and authorizes employee Tuition Waiver requests and communicates eligibility changes.
- Maintains confidentiality of all payroll and human resource records, correspondence, functions and information.

- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of state, federal, and local payroll principles, practices and processes.
 Knowledge of accounting policies and procedures.
~~Knowledge of employee benefit plans and programs.~~
 Knowledge of computer operations and software applications.
Knowledge of utilizing data to make informed decisions.
 Knowledge of customer service techniques.

Skill in processing payroll and related accounts.
Skill in efficient work habits such as accuracy, meeting deadlines, working independently, paying attention to detail and effective organization.
~~Skill in receiving and calculating payroll and related accounts.~~
 Skill in communicating and interpreting policies, processes and practices related to payroll and employee benefit programs.
 Skill in operating a computer and software applications.
 Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree in business or accounting preferred and two (2) years payroll processing experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: ~~May~~ Requires a criminal background check.

REPORTS TO: Associate VP, Human Resources

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3211

JOB SERIES/FAMILY: Financial and Accounting Series/Accounting Group

LAST REVISED: ~~10/24/06~~ 01/23/19

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TITLE: Student Accounts Specialist I

GENERAL STATEMENT OF RESPONSIBILITIES: To support all student account receivable services functions. For internal purposes, this position will also support non student accounts receivable, petty cash and other billings.

PRINCIPAL DUTIES: (essential functions)

- Answers questions and resolves issues for clients both in person, via telephone or e-mail to provide excellent customer service support.
- Performs administrative tasks for student accounts such as applying payments/waivers/exemptions, refunds, late fees and holds, modifying collection messages, and documenting student proceedings. Receipts money for both student and non-student accounts receivable.
- ~~Disburses financial aid, loans and refunds.~~
- ~~Enters waivers, exemptions and third party billing vouchers.~~
- Verifies third party contracts, bills third parties for tuition/books, tracks payment and further collection attempts, as necessary.
- Records miscellaneous deposits from other departments.
- ~~Generates electronic monthly E-Bill's and manual bill third party vendors.~~
- ~~Processes collections electronically and reviews and updates in a timely manner.~~
- ~~Maintains cash on hand, petty cash, and prepares bank deposits.~~
- Assists in managing the Local Debt Recovery claims.
- Updates and maintains the Cashier's Office procedural manual.
- ~~Provides support services such as cashing personal checks, providing cash boxes, selling stamps, special event tickets, etc.~~
- Operates a credit card swipe terminal.
- Performs other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of computer operations and software applications.

Knowledge of customer and personal service principles.

Knowledge of bookkeeping practices and principles.

Knowledge of college's policies and procedures pertaining to student and non student accounts receivables.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in operating computers and software applications.

Skill in effectively identifying, prioritizing, resolving, documenting and communicating operational issues.

Skill in efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.

Skill in responding professionally, effectively and efficiently to customer service requests.

~~Skill in maintaining confidential information.~~

Skill in communicating effectively.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree in Accounting or Business preferred and two (2) years office or accounts receivable experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: ~~May~~ Requires a criminal background check.

REPORTS TO: Manager, Accounting

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 32063204

JOB SERIES/FAMILY: Financial and Accounting Series/Accounting Group

LAST REVISED: 7/16/2013 01/23/19

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TITLE: Student Accounts Specialist II

GENERAL STATEMENT OF RESPONSIBILITIES: Handles the current and past due student accounts receivables and supports To support the College's application software, TouchNet Online Bill Pay, and be responsible for all student accounts receivable services functions. For internal purposes, this position will be responsible for non-student accounts receivable, petty cash, and other billings.

PRINCIPAL DUTIES: (essential functions)

- Answers questions and resolves issues for students and others related to student account balances, both in person, via telephone or email, providing excellent customer service support.
- Acts as point person for TouchNet Online Bill Pay. This involves creating payment plans, testing, troubleshooting, conducting training, documenting processes and procedures, reporting incidents/concerns to appropriate individuals, and providing advanced support for resolving issues.
- ~~Communicates student accounts receivable issues to other affected departments.~~
- ~~Answers questions and resolves issues for clients, both in person, via telephone or email, providing excellent customer service support.~~
- Plans and assigns the Oversees workflow of the Cashier's office Office through training, delegation and review of assignments and constructive feedback of the Student Accounts Specialist I.
- ~~Receipts money for both student and non-student accounts receivable.~~
- ~~Disburses financial aid, loans, and refunds to student accounts.~~
- Processes student refunds for financial aid disbursements.
- Completes fiscal, calendar year, and monthly processes such as reconciling third party vendor accounts, unreturned bookstore rentals, financial aid accounts billed through the Cashier's Office, and Illinois Local Debt Recovery and collection accounts to ensure compliance. Assists with processing 1098-T Tuition Statements.
- Enters waivers, exemptions, and third party billing vouchers. Builds new exemptions/waivers in Banner as necessary.
- In collaboration with appropriate departments, facilitates tuition due dates and attends drop meetings. Communicates deadline dates on schedules/statements and creates and maintains payment plans in the system.
- Generates electronic monthly E-bills and manually bills third party vendors, applies late fees and financial holds on past due accounts and manages past due accounts through the Illinois Local Debt Program or the collection agency.
- ~~Processes collections electronically and reviews and updates accounts in a timely manner.~~
- Works with third party vendors to setup contracts for payment of tuition/books, completes third party book vouchers for use in bookstore, and bills third party vendors each semester.
- Receipts money for both student and non-student accounts receivable.
- Maintains cash on hand, petty cash, and prepares bank deposits.

- Provides support services such as cashing personal checks, providing cash boxes, selling stamps and special events tickets.
- Operates a credit card swipe terminal.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of computer operations and software applications.

Knowledge of customer and personal service principles.

Knowledge of bookkeeping practices and principles.

Knowledge of College policies and procedures pertaining to student and non-student accounts receivable.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in operating computers and software applications.

Skill in effectively identifying, prioritizing, resolving, documenting and communicating operational issues.

Skill in organizing, coordinating, assigning and monitoring work flow and project activities.

Skill in efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.

Skill in responding professionally, effectively and efficiently to customer service requests.

~~Skill in maintaining confidential information.~~

Skill in communicating effectively.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: High school diploma, with Associate degree in Accounting or Business preferred and two (2) years office or accounts receivable experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: ~~May r~~Requires a criminal background check.

REPORTS TO: Manager, Accounting

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 3205

JOB SERIES/FAMILY: Financial and Accounting Series/Accounting Group

LAST REVISED: ~~7/16/13~~01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Student Advisor

GENERAL STATEMENT OF RESPONSIBILITIES: To help students achieve their academic goals by providing guidance and advisement during the career decision-making process, educating students about HCC programs, assisting students with the selection of an appropriate course load, developing relationships with students, monitoring student progress and advising or referring students to appropriate resources.

PRINCIPAL DUTIES: (essential functions)

- Manage student and prospective student cases.
- Advise students and prospective students related to placement test preparation, classes, degrees, transfers, careers, etc.
- May verify and approve transcripts and provide degree compliance checks.
- Guide students in career and college major exploration, including the use of assessment tools.
- Work with students with diverse developmental academic needs and assist students in transitioning between educational levels such as GED or developmental students to college level courses.
- Work with colleagues to support student retention and transition.
- Provide resources or coordinate student cases with appropriate specialists and areas on campus to ensure educational success.
- Retrieve, utilize and report information on the computer pertaining to students. Analyze data and communicate to appropriate departments or employees.
- Provide basic financial aid advising.
- Assist with continuing evaluation of current and new processes.
- Assist with development and maintenance of reporting mechanisms to recognize at-risk students.
- Being proactive and displaying initiative in helping students through the advising process.
- Have a long-term recruitment and retention focus utilizing positive representation of the college to students and the public.
- May lead training for areas of specialization to other Student Advisors, as well as Student Information Services Specialists.
- Work on a rotational schedule with other Student Advisors to allow for scheduled meetings and walk-ins.
- Participate in student recruitment activities.
- Represents the College at various meetings on and off campus.
- May be required to coordinate CollegeNOW program.
- May be required to locate Internet Course Exchange (ICE) courses, enter grades and act as liaison between the College and the granting institution.

- May work with special populations such as veterans, International students, GED completers, and student athletes.
- ~~May be required to lead the Student Worker Program and Career Services.~~
- May initiate and facilitate the process for awarding proficiency credit for certain classes.
- May be required to lead the transfer initiatives.
- May be required to maintain the degree and course audit computer system (CAPP) and maintain edits for degree and course information in the College catalog.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of college courses, programs, degree and certification programs and transfer requirements.

Knowledge of academic resources.

Knowledge of documenting information accurately.

Knowledge of advising practices, principles and processes and college policies and procedures.

Knowledge of computer operations and software applications.

Knowledge of community resources.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge, uUnderstanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history and interests and recommending possible educational or career options.

Skill in operating office equipment, computers and software applications.

Skill in responding professionally, effectively, and efficiently to customer service requests.

Skill in communicating effectively in writing.

Skill in communicating effectively one-on-one or in groups.

Skill in researching and analyzing information.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: ~~Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 lbs. The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.~~

MINIMUM QUALIFICATIONS: Bachelor's degree in Psychology, Sociology, Education, Teaching, Liberal Arts or similar degree and one (1) year work experience in advising or communication field in an academic environment OR an equivalent combination of education and experience that provide the required knowledge and skills. Requires a Master's degree in Psychology, Sociology, Education, Teaching or related field if teaching First Year Experience Seminar classes.

Experience working in a higher education advising area preferred.

REQUIRED LICENSE/CERTIFICATION: Valid Driver's License.

REPORTS TO: ~~Associate~~ Vice President, Student Services Development and Support Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4106

JOB SERIES/FAMILY: Student Support Services Series/Academic Advising Group

LAST REVISED: ~~4/26/11~~01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: ~~Transfer Coordinator/Academic~~ Student Advisor (Grant Funded)
THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To assist students under the TRIO Student Support Services program in ~~graduating~~ retention and transfer efforts ~~to other institutions and/or programs by identifying courses and curriculum requirements to promote the persistence to graduation and other goal attainment.~~

PRINCIPAL DUTIES: (essential functions)

- Advises students and prospective students related to classes, degrees, transfers, careers, etc.
- Assists prospective and current students in setting and achieving personal, educational and career goals.
- Assists students in the development of an academic plan, which reflects their academic background, goals, interests and limitations.
- Assists students in selecting courses which will them meet their personal and academic goals.
- Assists with compilation of assessment and eligibility information for project participants; assists with the intake process.
- May verify and approve transcripts and provide degree compliance checks.
- Works with students with diverse developmental academic needs and assists students in transitioning between educational levels such as GED or developmental students to college level courses.
- Working with other Student Advisor(s), ~~C~~oordinates course and program articulation functions and/or procedures with faculty and staff for students in the transfer process. Arranges and facilitates college visits for students.
- May be required to lead the transfer initiatives.
- Working with other Student Advisor(s), ~~c~~oordinates course and program articulation functions with other post secondary institutions, ensuring IAI codes are current and articulations are current.
- ~~Assists in providing Academic Advisors with new and updated information.~~
- Develops effective communication processes with students regarding transfer options and opportunities.
- Provides oversight for the development and maintenance of the Program's services, webpages and links.
- Plans and arranges visits to four-year institutions.
- Monitors the placement and progress of project participants in relation to basic reading, writing and math skills.
- Provides instruction or referral for students needing basic skill improvement; designs and teaches skills development courses for program participants; develops

- workshops/seminars for project participants focusing on development, transfer and application of academic skills.
- Assists students in developing decision-making skills through workshops, courses and individual counseling sessions.
 - Consults and confers with all project staff to develop prescriptive plans for all students identified as high risk.
 - Serves as liaison between participating students and faculty.
 - May develop and coordinate the tutor/mentor program for the project. Facilitates monthly mentorship training program for mentors and protégés within the program.
 - Acts as an advocate for students answers questions or refers to campus community resources.
 - Refers students to campus and community resources.
 - Recruits prospective students by visiting area schools, business and special groups.
 - Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of curriculum college courses, degree and certificate programs and transfer requirements.

Knowledge of advising practices, principles and processes, and college policies and procedures.

Knowledge of articulation policies and procedures.

Knowledge of goal-setting techniques.

Knowledge of academic and student support resources.

Knowledge of documenting information accurately.

Knowledge of basic crisis intervention.

Knowledge of community resources.

Knowledge of principles and practices in working with a diverse student population and barriers encountered by students who are first generation, low income, have disabilities and/or are underserved.

Knowledge of computer operations and software applications.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in reviewing student history, advising students and assessing interests, skills and abilities, and advising students.

Skill in providing tutoring and special instruction to diverse student populations.

Skill in assisting others to set and reach goals.

Skill in responding professionally, effectively, and efficiently to customer service requests.

Skill in communicating effectively orally and in writing.

Skill in researching and analyzing information.

Skill in communicating one-on-one or in groups.

Skill in operating computers and software applications.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds. The physical

requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, counseling, student personnel or a related field, Master's degree preferred; and three (3) years student advising work and programming for youth or students experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

REPORTS TO: Director, TRiO Services-Student Support Services

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Professional

FLSA CLASSIFICATION: Exempt

CLASS CODE: 4107

JOB SERIES/FAMILY: Student Support Services Series/Academic Advising Group

LAST REVISED: ~~10/24/06~~01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Student Information Specialist

GENERAL STATEMENT OF RESPONSIBILITIES: To guide students and prospective students through the enrollment process, handling inquiries, referring to appropriate services and coordinate prospect management, and consistently providing accurate information and excellent customer service.

PRINCIPAL DUTIES: (essential functions)

- Communicates verbally and in writing with students and prospective students regarding the enrollment process; appropriately communicates to specialists in Financial Aid, Advising, Student Success Center, Career Services and other College departments as appropriate. Helps students understand and get set up for placement testing. Proactively responds and follows-up on student inquiries.
- Performs data entry and retrieval, verifies accuracy of input, maintains student records and generates reports.
- Processes and tracks status in communications and management of student and prospective student cases, utilizing judgment skills and decision-making skills to manage each case appropriately.
- Coordinates services and student needs with advisors, specialists, Career Services and other College departments as necessary.
- Processes HCC transcript requests for current and former students.
- Assists, as needed, with coordination of student services and communication, including the Student Worker program; FAFSA; Will participate in and assist with planning of special events such as Counselors Luncheon, new student orientation, Experience Highland days; dual credit presentations and enrollment, high school visits, HCC tour days, and degree evaluation and graduation.
- Assists with maintenance of student records.
- Input and retrieves information from the computer. Assists in development and maintenance of a prospective student database.
- Processes and tracks status in communications and management of student and prospective student cases, utilizing judgment skills and decision-making skills to manage each case appropriately.
- Assists with continuing documentation and evaluation of current and new processes.
- Coordinates services and student needs with advisors, specialists, the career center and other College departments as necessary.
- Displays initiative and being proactive in helping students through the enrollment process.
- Responsible for generating various reports regarding students and prospective students.

- ~~Understands Financial Aid, Admissions & Records and Academic Advising processes, as well as a basic understanding of functions of departments and areas around campus in order to serve as a campus resource for students and potential students.~~
- May be required to lead training for areas of specialization to other Student Information Services Specialists as well as Student Advisors.
- ~~May be required to oversee work study students.~~
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of Financial Aid, Admissions & Records and Academic Advising policies and procedures.

Knowledge of basic functions of departments and areas around campus in order to serve as a campus resource.

Knowledge of program offerings.

Knowledge of file and record maintenance.

Knowledge of computer operations and software applications.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

~~Skill in providing excellent customer service.~~

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in interpreting policies and procedures regarding the enrollment process and record keeping.

Skill in communicating and listening effectively.

Skill in responding to inquiries and problem solving.

~~Skill in problem solving.~~

Ability to ~~perform~~ prioritize multiple tasks and meet simultaneous deadlines.

~~Skill in working independently and prioritizing work.~~

Skill in using attention to detail, ~~and follow-through~~ and initiative.

~~Skill in learning and utilizing new processes and technology.~~

Skill in operating a computer and software applications.

Skill in establishing and maintaining effective relationships with a diverse population of students, co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds.

MINIMUM QUALIFICATIONS: Associate's degree and two (2) years of employment in a customer contact position OR an equivalent combination of education with familiarity going through a higher educational enrollment process and work experience that provide the required knowledge and skills. Experience working in higher education enrollment services area preferred.

REQUIRED LICENSE/CERTIFICATION: None

REPORTS TO: Director, Enrollment and Records

APPOINTED BY: President

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4206

JOB SERIES/FAMILY: Student Support Services Series/Admissions Group

LAST REVISED: 4/28/1501/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Student Retention Specialist

GENERAL STATEMENT OF RESPONSIBILITIES: Assists with retention efforts by supporting the student population ~~of the college~~through the services provided in the Success Center.

PRINCIPAL DUTIES: (essential functions)

- Assists and supports at-risk students through the Early Alert System. Acts as a liaison and resource for students to facilitate the use of academic and support programs.
- Schedules, administers and proctors various HCC course exams as well as specialty exams such as Pearson VUE, CLEP, DSST and Kaplan. Oversees and executes the functions of the Testing Center in the Coordinator, Testing Center's absence. Serves as backup for the placement testing data upload and verifies data.
- Assists in the planning and delivery of placements tests for Dual Credit and Quick Start.
- Provides assistance to students with disabilities in Learning Services by administering and proctoring course exams and placement testing accommodations, following up with students to provide support and encouragement, and providing educational information to faculty and staff about services available to students with disabilities. Trains students in the use of adaptive equipment and schedules Disability Services testing.
- ~~Assists and supports at-risk students through the Early Alert System. Acts as a liaison and resource for students to facilitate the use of academic and support programs.~~
- Serves as back-up for testing data upload process, and assists with departmental activities.
- Communicates verbally and in writing with students and prospective students regarding the enrollment process; appropriately communicates to specialists in Financial Aid, Advising, Success Center and other College departments as appropriate. Proactively responds to and follows-up on student inquiries.
- ~~Coordinates services and student needs with advisors, specialists, Career Services and other College departments as necessary.~~
- ~~Administers and proctors various tests for the Testing Center including: Pearson, CLEP, DSST, Accuplacer, and make-up exams~~
- Provides administrative support to Success Center staff such as course evaluation processing, syllabi management using CurricUNET, entering course semester schedules in Banner, preparing faculty contracts, and PTK support. Submits and receives purchase orders and invoices.
- Assists the Success Center staff in educating students of the services available to them in Learning Services.
- May coordinate the peer mentor program by supervising peer mentors, pairing mentors and mentees based on their needs, developing support plans for mentees, and guiding mentors to help students succeed.

- May be required to assist at the Student Services area on a rotational schedule.
- May be required to flex weekly hours as needed to cover the Testing Center during the day and/or evenings.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of principles and practices of office administration.

Knowledge of Financial Aid, Testing, Admissions & Records and Academic Advising policies and procedures.

Knowledge of basic functions of departments and areas around campus in order to serve as a campus resource.

Knowledge of computer operations and software applications.

Knowledge of principles, practices and processes of testing.

Knowledge of case management as it pertains to Disability Services and Early Alert.

Knowledge of principles, practices and procedures related to students with disabilities.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Knowledge, understanding and compliance with Federal and state privacy laws related to students.

Skill in operating office equipment, and computers hardware and software applications.

Skill in maintaining confidential information.

Skill in communicating effectively verbally and in writing.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

~~Skill in providing excellent customer service.~~

Skill in responding professionally, effectively and efficiently to customer service requests.

Skill in interpreting policies and procedures regarding the enrollment process, testing processes and record keeping.

Skill in responding to inquiries.

PHYSICAL REQUIREMENTS/ACTIVITIES: ~~Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 10 pounds. The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.~~

MINIMUM QUALIFICATIONS: Bachelor's degree and two (2) years working in a customer service or communication field OR an equivalent combination of education and work experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None~~ Certified to administer Pearson VUE, CLEP and DSST within three (3) months of hire.

REPORTS TO: Director, Learning and Transitional Education Services

| **SELECTION APPOINTED BY:** This position is appointed by the President.

| **EMPLOYEE CATEGORY:** Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 4813

| **JOB SERIES/FAMILY:** Student Support Services Series/Student Support Services Group

LAST REVISED: ~~02/20/18~~ 01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Testing & Career Services Specialist

GENERAL STATEMENT OF RESPONSIBILITIES: To provide placement testing and other testing services for internal and external College customers and to provide assistance and support in Career Services.

PRINCIPAL DUTIES: (essential functions)

- ~~Assists and supports traditional and high risk students.~~
- Administers and proctors placement tests to prospective, current, and returning HCC students, including those given in area high schools.
- Performs testing data entry/upload processes to enter placement test data in BANNER.
- Serves as the subject matter expert/primary contact for Accuplacer.
- Assists Career Services with the Student Worker Program, by performing duties such as determining student worker program eligibility, and processing student worker hiring paperwork, processing student worker assignment forms, and updating and maintaining student records.
- Provides administrative support for Career Services, ~~such as~~ including assisting with maintenance and utilization of College Central Network, arranging facilities for workshops and classes, coordinating job postings. Assists in overseeing and assigning work with supervision of Career Services/Advising student workers. Assists with special projects such as the Job Fair and on-site employer visits.
- Provides essential customer service to students, faculty and staff.
- Provides testing services for other internal and external customers, including administering the Kaplan for prospective nursing students and CLEP, DSST and ISU Math Placement tests.
- Assists the Director of Learning and Transitional Education Services with generation of placement test reports and statistics.
- Provides support for the Fast Forward and Quick Start programs.
- ~~Maintains and transmits Compass data to ACT and assists with ordering placement test supplies.~~
- Processes changes to all testing and Career Service related manuals.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of utilizing data to make informed decisions.

Knowledge of principles, practices and processes of testing.

Knowledge of principles and practices in working with a diverse student population.

Knowledge of computer operations and software applications.

Knowledge of project and time management principles and practices.

Knowledge of report preparation and formatting.
Knowledge of customer service techniques.

Skill in operating office equipment, ~~and computers hardware~~ and software applications.
Skill in maintaining confidential information.
Skill in composing memos, letters, reports and other documents.
Skill in responding professionally, effectively and efficiently to customer service requests.
Skill in organization and paying attention to detail.
Skill in identifying and evaluating problems and implementing effective solutions.
Skill in engaging in active listening and communicating effectively verbally and in writing.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: ~~Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds. The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.~~

MINIMUM QUALIFICATIONS: High school diploma, with Associate's degree preferred and two (2) years office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None~~ Certified to administer Pearson VUE, CLEP and DSST within three (3) months of hire.

REPORTS TO: Director, Learning and Transitional Education Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 47154705

JOB SERIES/FAMILY: Student Support Services Series/Learning Services Group

LAST REVISED: 02/20/1801/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Vice President, Administrative Services

GENERAL STATEMENT OF RESPONSIBILITIES: To serve as the Chief Financial Officer of the College and provide leadership, direction and operational management to the College's Administrative Services areas and programs, including Accounting, Information Technology Services, the Bookstore, Financial Aid, the Conference Center and the Cafeteria.

PRINCIPAL DUTIES: (essential functions)

- Forecasts, prepares, monitors and communicates the annual budget for the College. Prepares Resource Allocation and Management Plan, tax levy and monthly financial reports to the Board and College leadership. Makes recommendations for tuition and fee rates and fund balance levels. Investigates and recommends solutions for significant unbudgeted purchases and obligations.
- Supervises~~Leads~~, directs and interacts with staff to establish, plan, implement, manage and evaluate administrative resources and services.
- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the administrative services area.
- ~~Implements and monitors the College's risk management program by overseeing the property/liability insurance program, working with other staff to determine the appropriate use of tort funds and reviewing the College's practices in relation to the written risk management program in determining needed updates or modifications.~~
- In conjunction with the Director, Facilities and Safety, is responsible for College security and emergency preparedness, which involves managing relationships with area emergency responders and training personnel.
- ~~Works with internal and external stakeholders to continually scan changes in administrative services programs and standards and insures optimal planning and effective strategic decisions.~~
- Advises the President and Board on matters of finance, sources of revenue and budgeting.
- ~~Prepares and monitors the annual budget for the College. Prepares tax levy and monthly financial reports to the Board, cabinet and Leadership Team. Investigates and recommends solutions for significant unbudgeted purchases and obligations.~~
- ~~Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the administrative services area.~~
- Develops strategic plans and tactical goals for the financial and business divisions within the College, determines scope and priorities of projects; coordinates resources required to achieve goals. Plans and develops division's policies and procedures.
- Monitors and accesses finance and business operating results, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.

- Ensures compliance with all federal and state laws/regulations as they apply to the financial and business operations of the College and ensures internal policies and procedures are followed.
- In accordance with the Risk Management Policy and Program:
 - Develops, monitors, and maintains the College's Risk Management Program.
 - Reviews practices in relation to the Written Risk Management Program in determining needed updates or modifications.
 - Assigns risk management and safety duties to other employees.
 - Plans campus security procedures and processes in conjunction with the Director, Facilities and Safety.
 - Leads the College Emergency Management Team.
 - Oversees the Sheriff security contract.
 - Oversees Protection, Health, Safety projects.
 - ~~Coordinates weather related school closings.~~
 - Creates a budget for insurance and security related items.
 - Conducts Supervises insurance bids and recommends coverage.
 - Oversees the property/liability insurance program.
 - Performs safety assessments of College property and corrects any unsafe conditions or potential safety hazards.
 - As requested, serves as the chief campus administrator in the absence of the President.
- Participates on the administration negotiating teams.
- Represents the College at various meetings on and off campus.
- Serves as the Chairperson of the Policy Review Committee, ensuring regular meetings are held, minutes are kept, the College Policy Manual is updated, and College policies are reviewed regularly.
- Serves as the Identity Theft Prevention Officer.
- Operates a credit card swipe terminal.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of current practices in the administration of College financial, business and risk management operational areas.

~~KNOWLEDGE AND SKILLS REQUIRED CONTINUED:~~

Knowledge of governmental accounting and reporting requirements.

Knowledge of budgetary preparation, revenue sources and the financial management of an educational institution.

Knowledge of strategic planning and research and analysis strategies.

Knowledge of personnel management and supervisory principles and practices.

Knowledge of utilizing data to make informed decisions.

Knowledge of computerized accounting and record keeping systems.

Skill in assessing College's financial operational needs and developing responsive programs.

Skill in conducting feasibility and cost benefit analysis studies.

~~Skill in researching and writing grant and other financial reports.~~

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in developing, implementing and evaluating policies and procedures.

Skill in creating and presenting analytical and complex financial data in written and graphic formats.

Skill in selecting, organizing and evaluating staff performance.

Skill in operating computer equipment and performing complex calculations.

~~Skill in establishing effective community partnerships and other funding sources.~~

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: Certified Public Accountant (CPA) or Master's degree in accounting, finance, business administration or a related field and five (5) years administrative management experience, three to five (3-5) years of relevant administrative leadership in higher education or government agency preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: ~~None. Three five years of relevant administrative leadership in higher education or government agency preferred.~~ Certified Public Accountant preferred.

SECURITY SENSITIVE POSITION: ~~May~~ Requires a criminal background check.

REPORTS TO: Executive Vice President.

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6325

JOB SERIES/FAMILY: Administrative Series/Executive Group

LAST REVISED: 7/16/13 01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Vice President, Student Development and Support Services

GENERAL STATEMENT OF RESPONSIBILITIES: To serve as the Chief Student Services Officer and provide leadership, ~~direction~~ assessment, planning and operational management in student services and other support services of the College including ~~as the Chief Student Affairs Officer to the College's student services, Adult Education, athletics, marketing, institutional research and the high school School Servant Leadership program, the institutional research, strategic planning, student development programs, and marketing/community relations functions.~~ areas and to promote the academic achievement and personal development of all Highland students

PRINCIPAL DUTIES: (essential functions)

- Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate student resources and services. Works with internal and external stakeholders to continually scan changes in student services programs and standards and insures optimal planning and effective strategic decisions.
- Provides leadership, goals and strategic planning for the division of student services including assessment, analysis and troubleshooting for continuous improvement. Determines scope and priorities of projects, and coordinates resources required to achieve goals.
- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the student services, Adult Education, athletics, marketing, institutional research and high school Servant Leadership program areas.
- Promotes welcoming, supportive, and vibrant campus culture.
- Leads the College's Strategic Enrollment Management (SEM) process and SEM Committee.
- Leads the College's strategic planning process, which follows a five-year cycle.
- Develops and monitors budget schedules, planning and implementation reports, statistics and other written and electronic documents.
- Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the student services, Adult Education, athletics, marketing, institutional research and high school Servant Leadership program areas.
- Develops strategic plans and tactical goals for the division, in areas such as enrollment management, quality improvement, development of a new Common Intake System, student learning support, determines scope and priorities of projects; and coordinates resources required to achieve goals.
- Plans, and develops and recommends division's policies and procedures.
- Plans, implements and evaluates student development programs.
- Oversees implementation of the College's marketing plan. Evaluates and revises the plan and associated activities. Evaluates and recommends recruitment marketing strategies.

provides leadership in developing retention tools and works to maintain relationships with external and internal groups that impact those functions.

- Oversees both the tools and strategies to communicate internally and externally.
- As requested, supports Acts as the Freedom of Information Officer (FOIA) in responding to all (FOIA) requests.
- Monitors and accesses operating results in areas such as articulation, accessibility, and student success, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
- Ensures compliance with all federal and state laws/regulations as they apply to students and student services and ensures internal policies and procedures are followed.
- In accordance with the Risk Management Policy and Program;
 - Serves as campus Title IX Coordinator.
 - Oversees student disciplinary process, code of conduct and student appeal processes.
 - Develops and oversees student mental health services.
 - Coordinates and provides support to students and families in any college related crisis.
 - Serves on the College Emergency Management Team.
 - Leads the College's Violence Prevention Committee Behavioral Intervention Team (BIT) and Campus Threat Assessment Team.
 - Serves as the president's liaison to student government and provides leadership to that student elected body through the designated advisors.
 - If requested, serves as the designated chief campus administrator in the absence of the pPresident or eExecutive vVice- pPresident.
- Represents the College at various meetings on and off campus.
- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.
 Knowledge of student academic advising policies and practices.
 Knowledge of admissions policies and procedures, assessment test administration and scoring.
 Knowledge of course transfer and articulation policies and practices.
 Knowledge of strategic planning techniques and research and analysis strategies.
 Knowledge of data management and institutional research.
 Knowledge of current marketing and enrollment management practices.
 Knowledge of NJCAA and Highland athletics policies and practices.

~~KNOWLEDGE AND SKILLS REQUIRED CONTINUED:~~

Knowledge of personnel management and supervisory principles and practices.
 Knowledge of budget preparation, bid and purchasing procedures and expense control.
 Knowledge of interpersonal skills using tact and diplomacy.
Knowledge related to providing advising and support to individuals and groups through directions, feedback, critique, referral and guidance.
Knowledge and understanding of learning and development theories and their use in constructing learning outcomes.
Knowledge of utilizing data to make informed decisions.
 Knowledge of Title IX and Section 504 ADA and other laws impacting students.

Skill in designing, conducting, critiquing and using various assessment, evaluation and research methodologies and using result to inform practice.

Skill in envisioning, planning and affecting change in organizations and responding to broad-based constituencies and issues.

Skill in listening, addressing group dynamics, managing conflict and crisis situations, and partnering with other professionals, departments and agencies.

Skill in the use of digital tools, resources, and technologies for the advancement of student learning, development and improved performance.

Skill in planning and developing academic support curriculum and student services.

Skill in conducting feasibility and cost benefit analysis studies.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in selecting, organizing and evaluating staff performance.

Skill in creating and presenting written and oral communication pieces.

Skill in developing, implementing and evaluating policies and procedures.

Skill in establishing effective community partnerships and effective relationships with external stakeholders.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: ~~Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds. The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.~~

MINIMUM QUALIFICATIONS: ~~Master's/Bachelor's degree in student development, higher education leadership, psychology, sociology, or administration, or a related field and five (5) years administrative leadership in higher education management experience, Master's degree preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.~~

REQUIRED LICENSE/CERTIFICATION: ~~None. Three-five years of relevant administrative leadership in higher education preferred. Must register as Freedom of Information Act (FOIA) Officer with State of Illinois and Title IX Coordinator with Department of Education within six months of hire.~~

SECURITY SENSITIVE POSITION: ~~May +~~ Requires a criminal background check.

REPORTS TO: Executive Vice-President

APPOINTED BY: Board of Trustees.

EMPLOYEE CATEGORY: Administrative

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6330

JOB SERIES/FAMILY: Administrative Series/Executive Group

REVISED: 09/23/1401/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Vice President, Business, Technology and Community Programs

GENERAL STATEMENT OF RESPONSIBILITIES: To provide direction and leadership within the areas of the Business and Technology Programs, Lifelong Learning, Business Institute, and Facilities.

PRINCIPAL DUTIES: (essential functions)

- Development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- Directs and coordinates all aspects of Vocational/Technical education related to program and curriculum development, funding options, grants and state and federal requirements.
- Prepares and manages the annual budgets for assigned areas. Approves budgets and expenditures, and allocates resources as necessary.
- Represents the College at various meetings on and off campus.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division, other supervised areas and individuals.
- Participates in developing class schedules, making teaching assignments and efficiently distributing teaching loads for Business and Technology and Lifelong Learning.
- Develops partnerships with internal constituents and external organizations to better serve the students and local community.
- Participates in assessment of student learning and other projects as assigned.
- Supervises and evaluates departments within assigned areas; oversees the supervision and evaluation of all employees within Business and Technology, Lifelong Learning, Business Institute and Facilities.
- Participates in collective bargaining if requested.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes.
- Provides oversight of Facilities.
- Directs and coordinates all aspects of the Lifelong Learning and Business Institute programs.
- Leads new program development in assigned areas.
- Interprets administrative policies to faculty and staff and represents faculty and staff members in assigned areas to the administration.
- In accordance with the Risk Management Policy and Program:
 - Review student complaints.
 - Oversee and monitor instructor and student travel.
 - Perform safety assessments of Business and Technology classrooms and equipment.

Procure and oversee the use of program materials and supplies necessary to maintain campus safety.

Coordinate weather related school closings.

Perform MSDS review as assigned.

Serves as a member of the College Emergency Management Team.

Review student conduct and intervention.

- Communicates effectively with staff and departments to support efficiency and the sharing of institutional knowledge.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of practices in the administration of vocational/technical instructional programs and related support activities.

Knowledge of curriculum, programs and staff development.

Knowledge of assessment practices of student learning.

Knowledge of technology used in teaching and learning.

Knowledge of grant administration techniques, budget preparation and expenditure control.

Knowledge of research and analysis techniques and strategies.

Knowledge of training needs of local business and industry.

Knowledge of utilizing data to make informed decisions.

Knowledge of personnel management and supervisory principles and practices.

Skill in operating a computer and software applications.

Skill in communicating effectively orally and in writing.

Skill in effectively managing staff, delegating tasks and authority, and training personnel.

Skill in planning and developing instructional services.

Skill in assessing and prioritizing multiple tasks, projects and demands.

Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.

Skill in resolving conflicts.

Skill in researching and writing grants and other operational reports.

Skill in identifying problems, evaluating alternatives and implementing effective solutions.

Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.

Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are sedentary in nature, exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

MINIMUM QUALIFICATIONS: Master's degree in vocational education, business education, administrative or a related field and five (5) years teaching experience in a business or technical field, along with some non-academic work experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: Valid driver's license.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: Executive Vice President

APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6315

JOB SERIES/FAMILY: Administrative Series/Executive Group

LAST REVISED: ~~05/15/18~~ 01/23/19

Highland Community College Position Description

CORE VALUES AND EMPLOYEE CHARACTERISTICS: Highland Community College has adopted a set of Core Values and Employee Characteristics that it believes each employee must model in order for the College to provide a supportive and productive working and learning environment. These Core Values are Integrity, Compassion and Respect. The Employee Characteristics are Commitment, Interpersonal Skills, Lifelong Learner and Sound Judgment.

TITLE: Workforce Pathways Specialist (Grant Funded)*

THIS POSITION WILL BE FUNDED ON THE AVAILABILITY OF GRANT FUNDS.

GENERAL STATEMENT OF RESPONSIBILITIES: To provide complex administrative support for the Pathways grant program within the college including specialized support in the development and implementation of the Pathways program.

PRINCIPAL DUTIES: (essential functions)

- Provides administrative support such as preparing memorandums of understanding and other written documents, responds to inquiries and complaints and determines appropriate resolutions to situations; schedules and prepares for meetings, processes mail, schedules appointments and keeps calendar.
- Assures timely and accurate reports including fiscal, academic and administrative reports.
- Gathers and enters information into the computer for reports and other documents, maintains records and files, analyzes financial or project data, and makes recommendations.
- Retrieves, utilizes and reports information on the computer pertaining to students. Helps track dual credit and articulated credit classes in the high schools
- Orders and maintains an inventory of office supplies and submits and receives purchase orders and invoices.
- Works with the marketing department and outreach, dual credit and pathways coordinator to execute and support Pathways marketing plans including short presentations to prospective schools, families and students.
- Assists with planning and coordinating Pathways events and supports and participates in Dual Credit Programming events and services.
- May be asked to attend some functions and present information about Pathways and the College.
- May be assigned specific responsibilities such as website updates and coordinating events with specific Pathways.
- May provide support assistance to the recruitment efforts of the College.
- Monitors department budgets, prepares and processes financial documents, including check requests, purchase orders, travel and expense reports.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of English usage, grammar, spelling, punctuation and vocabulary.

Knowledge of principles and practices of office administration.

Knowledge of office equipment, computer operations and software applications.

Knowledge of report preparation and formatting.

Knowledge of customer service techniques.

Knowledge of utilizing data to make informed decisions.

Skill in maintaining confidential information.
Skill in composing memos, letters, reports and other documents.
Skill in effectively using organization and planning skills, including the use of attention to detail and follow through. Skill in reviewing student history and interests and recommending possible educational or career options.
Skill in organizing and managing data and responsibilities.
Skill in operating office equipment, computers and software applications.
Skill in communicating effectively in writing.
Skill in communicating effectively one-on-one or in groups.
Skill in responding professionally, effectively, and efficiently to customer service requests.
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

PHYSICAL REQUIREMENTS/ACTIVITIES: The physical requirements of this position are light work, exerting up to 20 lbs of force occasionally, and/or up to 10 lbs of force frequently, and/or a negligible amount of force constantly to move objects.

MINIMUM QUALIFICATIONS: Associate's degree and two (2) years office experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None.

SECURITY SENSITIVE POSITION: Requires a criminal background check.

REPORTS TO: VP, Student Development and Support Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified

FLSA CLASSIFICATION: Non-Exempt

CLASS CODE: 5605

JOB SERIES/FAMILY: Community and Partnership Series/Workforce Pathways

ADOPTED: 01/23/19* [Pending Board Approval]

AGENDA ITEM #X-C-3
JANUARY 23, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

APPOINTMENT
COORDINATOR, UPWARD BOUND

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Patrick Jackson as full-time Coordinator, Upward Bound, beginning January 8, 2019, at an annual salary of \$36,500 plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY19 Upward Bound grant budget.

BACKGROUND: Mr. Jackson comes to us from Citizens of the World Charter School in Hollywood, California, where he was a teacher associate assisting with teaching, lesson planning, testing coordination, and one-on-one tutoring of students with special needs. Prior to this, Mr. Jackson has worked as a Lead Sports Coordinator at the Rockford Park District in Rockford, Illinois. Mr. Jackson worked for six years as a Tutor for the Freeport School District AVID (Advancement Via Individual Determination) Program, where he worked directly with the AVID students in developing academic and personal strengths, assessing and communicating student progress and areas of concern, and assisting with the development and preparation of AVID instructional materials for tutorial sessions. Patrick has additional experience with coaching various sports, including his appointment as Assistant Baseball Coach at Highland Community College in FY16.

Mr. Jackson obtained his Master of Education in Sport and Athletic Management from Northcentral University in Phoenix, Arizona, and a Bachelor of Arts degree in Sport Management from State University of Florida.

Mr. Jackson values education and embracing academic success. With his leadership, mentoring and training skills and experience, along with his experience working with diverse student populations, we are delighted to have Mr. Jackson at Highland Community College as a part of the Upward Bound team.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
JANUARY 23, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION TO APPROVE A LOCALLY FUNDED CAPITAL PROJECT
GREENHOUSE ADJACENT TO BUILDING E**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a locally funded project, Greenhouse Adjacent to Building E, in the amount of \$200,000.

BACKGROUND: The greenhouse project will serve the agriculture students at Highland who are pursuing degrees and certificates in Crop & Soil Science and Horticulture. Students will utilize the greenhouse to design and observe research experiments relevant to modern agriculture. Topics of study include, but are not limited to, the following: seed genetics, pesticides and pesticide resistance, fertilizers, planting population, soil amendments, propagation strategies, and challenges with insects and diseases. Collections of common Illinois field crops, horticultural plants, and field weeds will be grown in the greenhouse for students to learn to identify, grow, and/or manage.

The new structure is a 21' x 36' greenhouse with polycarbonate walls and roofs. There are two exhaust fans with a motorized vent on the opposite side with a cooling pad. There is a single door and a pair of doors. There is a 5'-0" wide ADA concrete floor slab. Two unit heaters along with two horizontal air flow fans will be included. All required lighting, power, and fire alarm components will be installed.

This project will be locally funded by Foundation gifts in the amount of \$200,000

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, and State of Illinois has hired the architectural firm of Richard L. Johnson Associates to review the need for a Greenhouse Adjacent to Building E; 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, student, and taxpayers of the district to proceed with the Greenhouse Adjacent to Building E; and,

WHEREAS, the estimated amount to complete the project is \$200,000;

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

SECTION 1: There are sufficient funds available in a Foundation gift to complete the project(s) set forth above.

SECTION 2: Completed capital project application forms, reflecting the scope and necessity of the work, shall be completed and kept on file at the College.

SECTION 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 23rd day of January, 2019.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-2
JANUARY 23, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the November 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 333304 through 333636 amounting to \$250,425.18, Automated Clearing House (ACH) debits W0000498 through W0000503 amounting to \$45,704.85, Other Debits D0000086 amounting to \$77.36, and Electronic Refunds of \$33,781.83, with 8 adjustments of \$2,687.35, such warrants amounting to \$327,301.87. Transfers of funds for payroll amounted to \$569,825.29.

Automated Clearing House (ACH) debits are SISCO payments \$11,957.00 and Fifth Third Bank \$33,747.85. Other Debits for November consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

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

| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|-----------------------------|---------------------|-----------------|---------------|---------------------|
| US BANK | \$247,831.43 | \$0.00 | \$0.00 | \$247,831.43 |
| FIFTH THIRD | 23,266.24 | 0.00 | 0.00 | 23,266.24 |
| UNION LOAN AND SAVINGS | 172,742.30 | 305.83 | 0.00 | 173,048.13 |
| TOTAL ASSETS | \$443,839.97 | \$305.83 | \$0.00 | \$444,145.80 |
| 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 | 85,446.30 | 0.00 | | 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 | 305.83 | | 97,280.91 |
| 1022 HCC SECTION 125 PLAN | 23,266.24 | | | 23,266.24 |
| TOTAL | \$443,839.97 | \$305.83 | \$0.00 | \$444,145.80 |

**AGENDA ITEM #X-D-3
JANUARY 23, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the December 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 333637 through 334125 amounting to \$546,896.87, Automated Clearing House (ACH) debits W0000504 through W0000508 amounting to \$40,051.50, International Wire Transfer debits I0000001 of \$1,846.54, Other Debits D0000087 amounting to \$34,900.00, and Electronic Refunds of \$56,527.30, with 4 adjustments of \$2,239.00, such warrants amounting to \$677,983.21. Transfers of funds for payroll amounted to \$557,763.83.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$7,325.84 and Fifth Third Bank in the amount of \$32,725.66. International Wire Transfers in euros to Ruks Museum Netherlands in the amount of \$1,846.54. Other Debits for December consist of bookstore buyback. Electronic Refunds are issued to students. Financial aid disbursed late MAP.

BOARD ACTION: _____

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

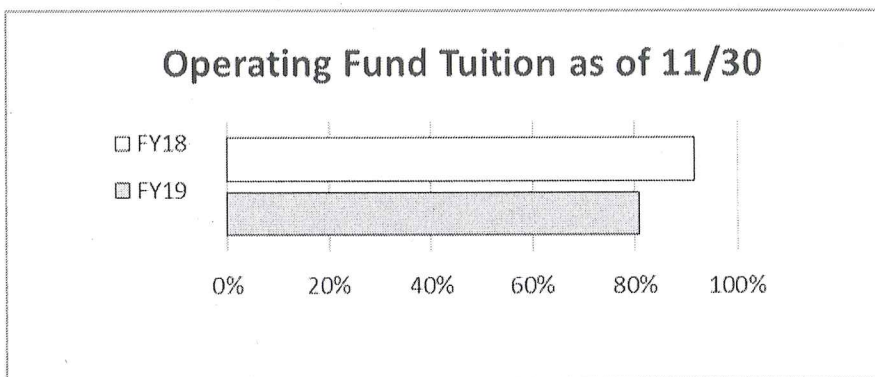
| | PREVIOUS BALANCE | RECEIPTS | DISBURSEMENTS | BALANCE |
|-----------------------------|---------------------|-----------------|---------------|---------------------|
| US BANK | \$247,831.43 | \$416.67 | \$0.00 | \$248,248.10 |
| FIFTH THIRD | 23,266.24 | 0.00 | 0.00 | 23,266.24 |
| UNION LOAN AND SAVINGS | 173,048.13 | 0.00 | 0.00 | 173,048.13 |
| TOTAL ASSETS | \$444,145.80 | \$416.67 | \$0.00 | \$444,562.47 |
| | | | | |
| 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 | 85,446.30 | 416.67 | | 85,862.97 |
| 1019 YMCA BLDG/MAINT | 37,131.79 | | | 37,131.79 |
| 1020 HCC BLDG/MAINT | 54,222.13 | | | 54,222.13 |
| 1021 YMCA/HCC INTEREST | 97,280.91 | | | 97,280.91 |
| 1022 HCC SECTION 125 PLAN | 23,266.24 | | | 23,266.24 |
| TOTAL | \$444,145.80 | \$416.67 | \$0.00 | \$444,562.47 |

**AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19**

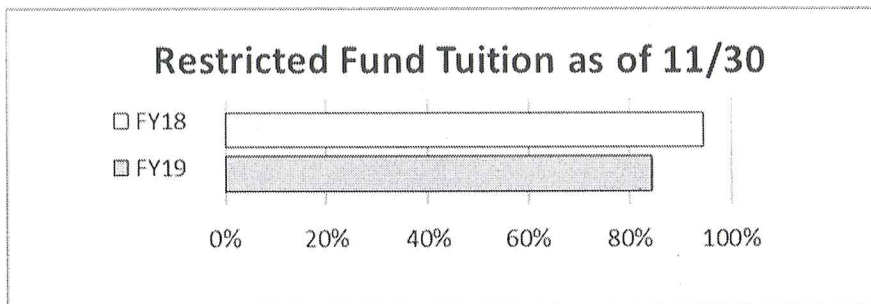
**TREASURER'S REPORT
STATEMENTS OF REVENUE, EXPENDITURES &
CHANGES IN FUND BALANCE**

Results as of November 30, 2018

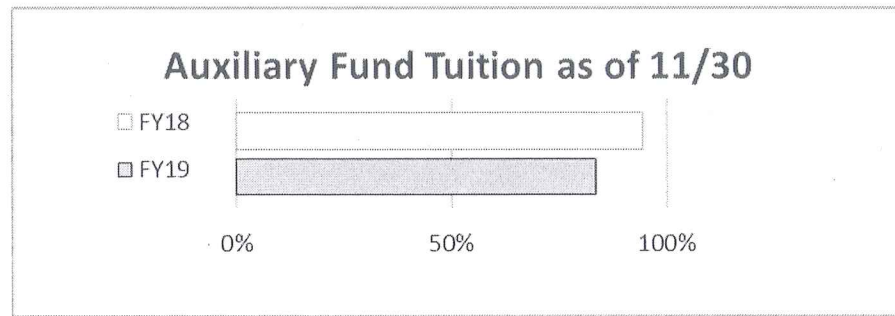
- The following charts show the comparison of the FY19 financial results for various items, as labeled, to FY18 results as of November 30. The FY18 bar is the year-to-date results as of November 30, 2017, divided by the actual year-end results for FY18. The FY19 bar is the year-to-date results for November 30, 2018 divided by the annual budgeted amount for FY19.



Operating Fund tuition revenue appears to be about 11% lower than anticipated at this point in time. If Operating Fund tuition revenue is 11% less than budgeted for the fiscal year, that amounts to about \$600,000.



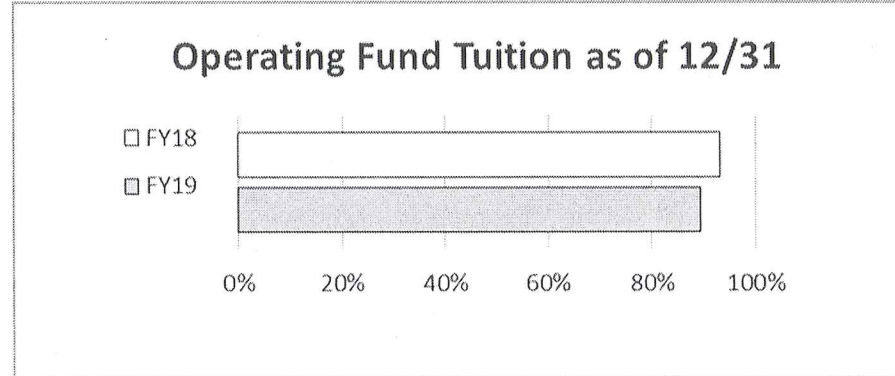
Restricted Fund tuition revenue (per credit hour technology fee) appears to be about 10% less than anticipated at this point in time. If Restricted Fund tuition revenue is 10% less than budgeted for the fiscal year that amounts to about \$53,000.



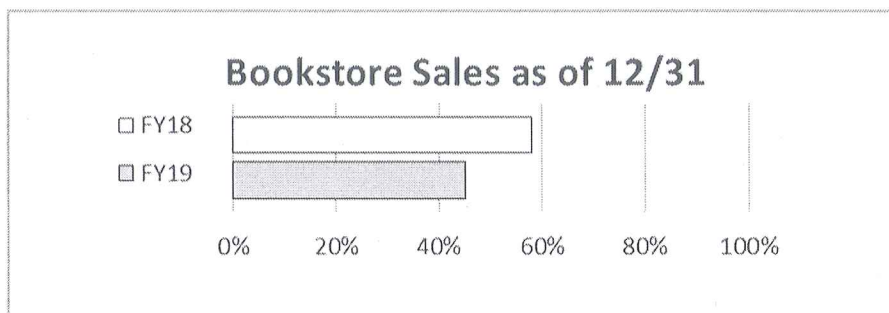
Auxiliary Fund tuition (per credit hour activity fee) appears to be about 11% less than anticipated at this point in time. If Auxiliary Fund tuition revenue is 7% less than budgeted for the fiscal year that amounts to about \$47,000.

Results as of December 31, 2018

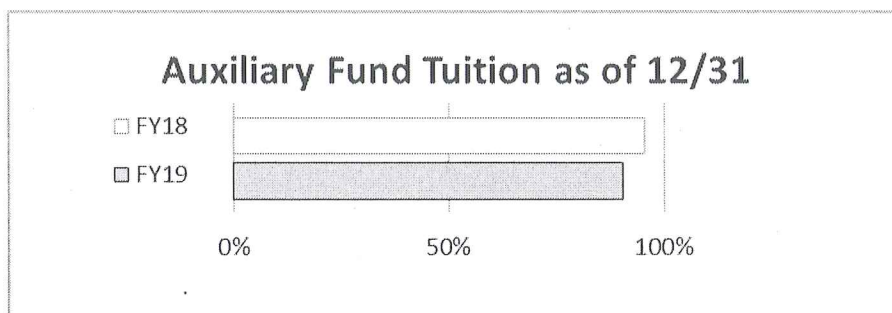
- The following charts show the comparison of the FY19 financial results for various items, as labeled, to FY18 results as of December 31. The FY18 bar is the year-to-date results as of December 31, 2017, divided by the actual year-end results for FY18. The FY19 bar is the year-to-date results for December 31, 2018 divided by the annual budgeted amount for FY19.



Operating Fund tuition revenue appears to be about 4% lower than anticipated at this point in time. If Operating Fund tuition revenue is 11% less than budgeted for the fiscal year that amounts to about \$220,000. Operating Fund tuition revenue is about the same dollar amount as it was at this point in time last year.



Bookstore sales appear to be about 11% lower than anticipated at this point in time. If sales are 11% less than budgeted for the fiscal year that amounts to about \$87,000. Bookstore sales are about \$75,000 less than at this point in time last year.



Auxiliary Fund tuition revenue appears to be about 5% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 5% less than budgeted for the fiscal year that amounts to about \$21,000. Auxiliary Fund tuition revenue is \$110,000 more than it was at this point in time last year.

- 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.
- In the Operating Funds, the \$417,066 debt certificate payment due on January 1 is included as an expense. A non-governmental gift, grant (from the HCC Foundation) is the funding source used to pay the Operating Funds portion.
- In the Bond and Interest Fund, the Fixed Charges line includes payments on the College's bonds. Repayment of bonds is funded through local taxes.

November 2018

Financials

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE
 FY19

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED)
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended November 30, 2018

| REVENUE: | Budget | Year- to-Date | Percent |
|-----------------------------------------|--------------|------------------|---------|
| Local Taxes | \$6,158,721 | \$3,077,640 | 50.0% |
| Credit Hour Grants | 1,139,110 | 481,737 | 42.3% |
| Equalization | 50,000 | 12,501 | 0.0% |
| ICCB Career/Tech Education | 113,823 | 56,912 | 50.0% |
| ICCB Performance | 8,800 | 14,635 | 0.0% |
| CPP Replacement Tax | 340,000 | 61,408 | 18.1% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 27,241 | 22,511 | 82.6% |
| Tuition & Fees | 5,514,588 | 4,468,426 | 81.0% |
| Sales & Services | 46,550 | 19,370 | 41.6% |
| Facilities Revenue | 108,876 | 43,200 | 39.7% |
| Interest on Investments | 28,000 | 31,116 | 111.1% |
| Non-Govt. Gifts, Grants | 1,219,131 | - | 0.0% |
| Miscellaneous | 15,000 | 18,982 | 126.5% |
| | ----- | ----- | |
| Total Revenue | \$14,778,140 | \$8,308,438 | 56.2% |
| | | | |
| EXPENDITURES: | | | |
| Salaries | \$9,295,256 | \$3,290,169 | 35.4% |
| Employee Benefits | 2,303,681 | 1,103,479 | 47.9% |
| Contractual Services | 829,457 | 339,286 | 40.9% |
| Materials & Supplies | 934,753 | 440,284 | 47.1% |
| Conference & Meeting | 327,761 | 83,590 | 25.5% |
| Fixed Charges | 58,151 | 28,723 | 49.4% |
| Debt Certificate Payment | 444,131 | - | 0.0% |
| Utilities | 697,101 | 660,321 | 94.7% |
| Capital Outlay | 15,597 | 11,445 | 100.0% |
| Other Expenditures | 337,419 | 210,564 | 62.4% |
| Transfers (In) Out | (374,574) | - | 0.0% |
| | ----- | ----- | |
| Total Expenditures | \$14,868,733 | \$6,167,861 | 41.5% |
| | | | |
| Excess of Revenues Over Expenditures | (\$90,593) | \$2,140,577 | |
| | | | |
| Fund Balance 7/1/18 | 3,850,075 | 3,850,075 | |
| | ----- | ----- | |
| Fund Balance 11/30/18 | \$3,759,482 | \$5,990,652 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$704,000 | \$342,703 | 48.7% |
| Interest on Investments | - | 2,064 | 100.0% |
| Other | - | - | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$704,000 | \$344,767 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 79,223 | 12,167 | 100.0% |
| Materials & Supplies | 8,995 | 1,184 | 13.2% |
| Capital Outlay | 2,300,642 | 1,189,104 | 51.7% |
| Transfers Out | - | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$2,388,860 | \$1,202,455 | 50.3% |
| | | | |
| Excess of Revenues Over Expenditures | (\$1,684,860) | (\$857,688) | |
| | | | |
| Fund Balance 7/1/18 | \$2,300,193 | \$2,300,193 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/18 | \$615,333 | \$1,442,505 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|-------------|-----------------|---------|
| ----- | | | |
| Tuition and Fees | \$430,000 | \$359,180 | 83.5% |
| Bookstore Sales | 792,200 | 357,616 | 45.1% |
| Athletics | 42,460 | 6,030 | 14.2% |
| Other | 117,000 | 139,451 | 119.2% |
| | ----- | ----- | ----- |
| Total Revenue | \$1,381,660 | \$862,277 | 62.4% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$292,177 | \$101,982 | 34.9% |
| Employee Benefits | 33,347 | 16,646 | 49.9% |
| Contractual Services | 94,743 | 34,065 | 36.0% |
| Materials & Supplies | 734,937 | 428,860 | 58.4% |
| Conference & Meeting | 202,336 | 62,084 | 30.7% |
| Fixed Charges | 5,724 | 99 | 1.7% |
| Utilities | 1,593 | 600 | 37.7% |
| Capital Outlay | 600 | 9,902 | 1650.3% |
| Other Expenditures | 14,893 | 15,051 | 101.1% |
| Transfers | (65,000) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$1,315,350 | \$669,289 | 50.9% |
| | | | |
| Excess of Revenues Over Expenditures | \$66,310 | \$192,988 | |
| | | | |
| Fund Balance 7/1/18 | \$63,198 | \$63,198 | |
| | ----- | ----- | |
| Fund Balance 11/30/18 | \$129,508 | \$256,186 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year-to-Date</u> | <u>Percent</u> |
|-------------------------------------|---------------|---------------------|----------------|
| Vocational Education | \$132,385 | \$41,980 | 31.7% |
| Adult Education | 246,750 | - | 0.0% |
| Other Illinois Sources | 62,038 | 39,836 | 64.2% |
| Department of Education | 4,702,813 | 913,317 | 19.4% |
| Other Federal Sources | 46,956 | 14,315 | 30.5% |
| Tuition & Fees | 630,000 | 532,705 | 84.6% |
| Sales & Service Fees | 26,510 | - | 0.0% |
| Interest | 19,624 | 22,295 | 113.6% |
| Non-govt. Gifts, Grants | 3,400 | 89 | 2.6% |
| Other | 296,126 | 95,748 | 32.3% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,166,602 | 1,660,285 | 26.9% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,017,386 | \$478,130 | 47.0% |
| Employee Benefits | 225,105 | 130,148 | 57.8% |
| Contractual Services | 590,451 | 76,781 | 13.0% |
| Materials & Supplies | 148,581 | 119,981 | 80.8% |
| Conference & Meeting | 91,801 | 30,522 | 33.2% |
| Fixed Charges | 25,771 | 16 | 0.1% |
| Utilities | 4,152 | - | 0.0% |
| Capital Outlay | 29,990 | 2,034 | 6.8% |
| Other Expenditures | 93,090 | 34,635 | 37.2% |
| Financial Aid | 4,042,939 | 675,898 | 16.7% |
| Transfers out | 332,624 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$6,601,890 | \$1,548,145 | 23.5% |
| | | | |
| Excess of Expenditures Over Revenue | (\$435,288) | \$112,140 | |
| | | | |
| Fund Balance 7/1/18 | 1,061,408 | 1,061,408 | |
| | ----- | ----- | |
| Fund Balance 11/30/18 | \$626,120 | \$1,173,548 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19
 AUDIT FUND

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|-----------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$44,000 | \$22,100 | 50.2% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$44,000 | \$22,100 | 50.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | \$46,000 | \$46,500 | 101.1% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$46,000 | \$46,500 | 101.1% |
| | | | |
| Excess of Revenues Over Expenditures | (\$2,000) | (\$24,400) | |
| | | | |
| Fund Balance 7/1/18 | \$11,086 | \$11,086 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/18 | \$9,086 | (\$13,314) | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

BOND AND INTEREST FUND

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|-------------|-----------------|---------|
| ----- | | | |
| Local Taxes | \$1,726,000 | \$857,928 | 49.7% |
| | | | |
| Total Revenue | \$1,726,000 | \$857,928 | 49.7% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,711,558 | \$0 | 0.0% |
| | | | |
| Total Expenditures | \$1,711,558 | \$0 | 0.0% |
| | | | |
| Excess of Revenues Over Expenditures | \$14,442 | \$857,928 | |
| | | | |
| Fund Balance 7/1/18 | \$977,633 | \$977,633 | |
| | | | |
| Fund Balance 11/30/18 | \$992,075 | \$1,835,561 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Tentative Budget | Year to-Date | Percent |
|-----------------------------------------|---------------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,035,000 | \$519,313 | 50.2% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,035,000 | \$519,313 | 50.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$290,132 | \$115,874 | 39.9% |
| Employee Benefits | 333,717 | 144,899 | 43.4% |
| Contractual Services | 295,582 | 228,867 | 77.4% |
| Materials & Supplies | 8,888 | 7,190 | 80.9% |
| Conference & Meetings | 16,575 | 2,149 | 13.0% |
| Fixed Charges | 186,843 | 187,350 | 100.3% |
| Utilities | 7,102 | 4,448 | 62.6% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,138,839 | \$690,777 | 60.7% |
| | | | |
| Excess of Revenues Over Expenditures | (\$103,839) | (\$171,464) | |
| | | | |
| Fund Balance 7/1/18 | \$302,979 | \$302,979 | |
| ----- | ----- | ----- | |
| Fund Balance 11/30/18 | \$199,140 | \$131,515 | |

December 2018

Financials

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE
 FY19

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

Statement of Revenue, Expenditures, & Changes in Fund Balance

For the Period Ended December 31, 2018

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year- to-Date</u> | <u>Percent</u> |
|-----------------------------------------|---------------|--------------------------|----------------|
| Local Taxes | \$6,158,721 | \$3,078,565 | 50.0% |
| Credit Hour Grants | 1,139,110 | 587,835 | 51.6% |
| Equalization | 50,000 | 25,002 | 0.0% |
| ICCB Career/Tech Education | 113,823 | 56,912 | 50.0% |
| ICCB Performance | 8,800 | 14,635 | 0.0% |
| CPP Replacement Tax | 340,000 | 120,205 | 35.4% |
| Dept. of Educ. | 8,300 | - | 0.0% |
| Other Federal Sources | 27,241 | 22,729 | 83.4% |
| Tuition & Fees | 5,514,588 | 4,935,909 | 89.5% |
| Sales & Services | 46,550 | 24,943 | 53.6% |
| Facilities Revenue | 108,876 | 49,953 | 45.9% |
| Interest on Investments | 28,000 | 39,457 | 140.9% |
| Non-Govt. Gifts, Grants | 1,219,131 | 417,066 | 34.2% |
| Miscellaneous | 15,000 | 25,147 | 167.6% |
| | ----- | ----- | ----- |
| Total Revenue | \$14,778,140 | \$9,398,358 | 63.6% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$9,295,256 | \$4,267,582 | 45.9% |
| Employee Benefits | 2,303,681 | 1,133,940 | 49.2% |
| Contractual Services | 829,457 | 366,419 | 44.2% |
| Materials & Supplies | 934,753 | 501,878 | 53.7% |
| Conference & Meeting | 327,761 | 89,602 | 27.3% |
| Fixed Charges | 58,151 | 30,742 | 52.9% |
| Debt Certificate Payment | 444,131 | 417,066 | 93.9% |
| Utilities | 697,101 | 660,389 | 94.7% |
| Capital Outlay | 15,597 | 31,561 | 100.0% |
| Other Expenditures | 337,419 | 257,637 | 76.4% |
| Transfers (In) Out | (374,574) | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$14,868,733 | \$7,756,816 | 52.2% |
| | | | |
| Excess of Revenues Over Expenditures | (\$90,593) | \$1,641,542 | |
| | | | |
| Fund Balance 7/1/18 | 3,850,075 | 3,850,075 | |
| | ----- | ----- | |
| Fund Balance 12/31/18 | \$3,759,482 | \$5,491,617 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|---------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$704,000 | \$342,806 | 48.7% |
| Interest on Investments | - | 2,064 | 100.0% |
| Other | - | - | 100.0% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$704,000 | \$344,870 | 100.0% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | 79,223 | 24,667 | 100.0% |
| Materials & Supplies | 8,995 | 1,184 | 13.2% |
| Capital Outlay | 2,300,642 | 1,221,104 | 53.1% |
| Transfers Out | - | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$2,388,860 | \$1,246,955 | 52.2% |
| | | | |
| Excess of Revenues Over Expenditures | (\$1,684,860) | (\$902,085) | |
| | | | |
| Fund Balance 7/1/18 | \$2,300,193 | \$2,300,193 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/18 | \$615,333 | \$1,398,108 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Tuition and Fees | \$430,000 | \$389,757 | 90.6% |
| Bookstore Sales | 792,200 | 376,459 | 47.5% |
| Athletics | 42,460 | 13,375 | 31.5% |
| Other | 117,000 | 147,975 | 126.5% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,381,660 | \$927,566 | 67.1% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$292,177 | \$130,550 | 44.7% |
| Employee Benefits | 33,347 | 16,676 | 50.0% |
| Contractual Services | 94,743 | 43,755 | 46.2% |
| Materials & Supplies | 734,937 | 543,658 | 74.0% |
| Conference & Meeting | 202,336 | 75,662 | 37.4% |
| Fixed Charges | 5,724 | 433 | 7.6% |
| Utilities | 1,593 | 600 | 37.7% |
| Capital Outlay | 600 | 9,902 | 1650.3% |
| Other Expenditures | 14,893 | 16,562 | 111.2% |
| Transfers | (65,000) | - | 0.0% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,315,350 | \$837,798 | 63.7% |
| | | | |
| Excess of Revenues | | | |
| Over Expenditures | \$66,310 | \$89,768 | |
| | | | |
| Fund Balance 7/1/18 | \$63,198 | \$63,198 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/18 | \$129,508 | \$152,966 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| <u>REVENUE:</u> | <u>Budget</u> | <u>Year-to-Date</u> | <u>Percent</u> |
|-------------------------------------|---------------|---------------------|----------------|
| Vocational Education | \$132,385 | \$41,980 | 31.7% |
| Adult Education | 246,750 | - | 0.0% |
| Other Illinois Sources | 62,038 | 39,836 | 64.2% |
| Department of Education | 4,702,813 | 2,323,129 | 49.4% |
| Other Federal Sources | 46,956 | 14,315 | 30.5% |
| Tuition & Fees | 630,000 | 577,987 | 91.7% |
| Sales & Service Fees | 26,510 | - | 0.0% |
| Interest | 19,624 | 22,295 | 113.6% |
| Non-govt. Gifts, Grants | 3,400 | 89 | 2.6% |
| Other | 296,126 | 97,143 | 32.8% |
| | ----- | ----- | ----- |
| Total Revenue | \$6,166,602 | 3,116,774 | 50.5% |
| | | | |
| <u>EXPENDITURES:</u> | | | |
| Salaries | \$1,017,386 | \$585,150 | 57.5% |
| Employee Benefits | 225,105 | 134,021 | 59.5% |
| Contractual Services | 590,451 | 87,290 | 14.8% |
| Materials & Supplies | 148,581 | 122,700 | 82.6% |
| Conference & Meeting | 91,801 | 35,010 | 38.1% |
| Fixed Charges | 25,771 | 16 | 0.1% |
| Utilities | 4,152 | | 0.0% |
| Capital Outlay | 29,990 | 2,034 | 6.8% |
| Other Expenditures | 93,090 | 36,556 | 39.3% |
| Financial Aid | 4,042,939 | 2,055,898 | 50.9% |
| Transfers out | 332,624 | - | 0.0% |
| | ----- | ----- | ----- |
| Total Expenditures | \$6,601,890 | \$3,058,675 | 46.3% |
| | | | |
| Excess of Expenditures Over Revenue | (\$435,288) | \$58,099 | |
| | | | |
| Fund Balance 7/1/18 | 1,061,408 | 1,061,408 | |
| | ----- | ----- | |
| Fund Balance 12/31/18 | \$626,120 | \$1,119,507 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19
 AUDIT FUND

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|-----------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$44,000 | \$22,106 | 50.2% |
| | ----- | ----- | ----- |
| Total Revenue | \$44,000 | \$22,106 | 50.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Contractual Services | \$46,000 | \$46,500 | 101.1% |
| | ----- | ----- | ----- |
| Total Expenditures | \$46,000 | \$46,500 | 101.1% |
| | | | |
| Excess of Revenues Over Expenditures | (\$2,000) | (\$24,394) | |
| | | | |
| Fund Balance 7/1/18 | \$11,086 | \$11,086 | |
| | ----- | ----- | |
| Fund Balance 12/31/18 | \$9,086 | (\$13,308) | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Budget | Year to-Date | Percent |
|-----------------------------------------|-------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,726,000 | \$858,186 | 49.7% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,726,000 | \$858,186 | 49.7% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Fixed Charges | \$1,711,558 | \$1,665,150 | 97.3% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,711,558 | \$1,665,150 | 97.3% |
| | | | |
| Excess of Revenues Over Expenditures | \$14,442 | (\$806,964) | |
| | | | |
| Fund Balance 7/1/18 | \$977,633 | \$977,633 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/18 | \$992,075 | \$170,669 | |

AGENDA ITEM #XI-A
 JANUARY 23, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY19

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

| REVENUE: | Tentative Budget | Year to-Date | Percent |
|-----------------------------------------|---------------------|-----------------|---------|
| ----- | ----- | ----- | ----- |
| Local Taxes | \$1,035,000 | \$519,470 | 50.2% |
| ----- | ----- | ----- | ----- |
| Total Revenue | \$1,035,000 | \$519,470 | 50.2% |
| | | | |
| EXPENDITURES: | | | |
| ----- | | | |
| Salaries | \$290,132 | \$149,451 | 51.5% |
| Employee Benefits | 333,717 | 161,634 | 48.4% |
| Contractual Services | 295,582 | 235,247 | 79.6% |
| Materials & Supplies | 8,888 | 7,220 | 81.2% |
| Conference & Meetings | 16,575 | 2,149 | 13.0% |
| Fixed Charges | 186,843 | 187,350 | 100.3% |
| Utilities | 7,102 | 4,409 | 62.1% |
| ----- | ----- | ----- | ----- |
| Total Expenditures | \$1,138,839 | \$747,460 | 65.6% |
| Excess of Revenues Over Expenditures | (\$103,839) | (\$227,990) | |
| Fund Balance 7/1/18 | \$302,979 | \$302,979 | |
| ----- | ----- | ----- | |
| Fund Balance 12/31/18 | \$199,140 | \$74,989 | |