

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

March 19, 2019 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: February 19, 2019 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation: Lee Ogle Enterprise Zone Request
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 1. New Program: Horticulture Certificate (Page 8)
 2. New Program: Precision Agriculture Certificate (Page 13)
 3. New Program: Commercial Applicator Certificate (Page 18)
 4. New Program: Agriculture Technician Certificate Program (Page 23)
 5. 2019 – 2022 Calendar (Page 28)
 - B. Administration
 1. First Reading – Revised Policy Manual Appendix: Information Technology Services Acceptable Use Guidelines (Page 34)
 - C. Personnel (None)

D. Financial

1. Interfund Transfer from the Auxiliary Fund to the Operating Fund (Page 45)
2. Interfund Transfer from the Auxiliary Fund to the Operating Fund (Page 46)
3. Interfund Transfer from the Auxiliary Fund to the Operating Fund (Page 47)
4. Interfund Transfer from the Educational Fund to the Restricted Purposes Fund (Page 48)
5. Approval of Purchase Agreement with Mohawk Resources Ltd for an Auto Aligner System (Page 49)
6. Approval of Contract with Panopto, Inc. for Services and Training of a Hosted Video Management Solution (Page 53)
7. Third Reading: Tuition (Page 73)
8. Resolution Allowing for Companies to Receive Property Tax Abatements on Real Property Located in the Northwest Illinois Enterprise Zone (Page 74)
9. Appointment of Auditor for Fiscal Year 2019 (Page 78)
10. Payment of Bills and Agency Fund Report (Page 80)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 82)
- B. Student Trustee
- C. Audit and Finance Committee Co-Chairs
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

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

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – April 30, 2019, at 4:00 p.m. in the Robert J. Rimington Board Room (H-228) in the Student/Conference Center
- B. Next Quarterly Board Retreat – June 5, 2019, at 8:30 a.m. in the Student/Conference Center room H-206 (breakfast available at 8:00 a.m.)

XVII. Adjournment

**AGENDA ITEM #IX-C-1
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the part-time instructors, overload and other assignments be approved for Spring 2019

BACKGROUND: The individuals listed have been certified by the hiring supervisor as having the required training and experience to perform duties or teach courses offered by Highland Community College. Each course is contingent upon appropriate enrollment.

BOARD ACTION: _____

Spring 2019								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Miscellaneous								
Robin	Natanel	6812	PERS036FCC	Beg Tai Chi				\$300.00
Doug	Meyers	6826	PERS037KCC	Women's Self Defense				\$35.00
Tony	Grahame	6625	BIOL116A	Portion of Intro to Ecology		0.585	\$1,269.03	\$742.38
Steve	Mihina	6441	MATH268A	Portion of Analytic Geometry		1.8	\$1,269.03	\$2,284.25
Juliet	Moderow	6659	BIOL214N	Portion of A&P II		2.7	\$1,269.03	\$3,426.38
Shelly	Morgan	6670	NURS091HXB	Portion of Nursing Asst Lab		1.03	\$1,269.03	\$1,307.10
						0.395	\$1,395.93	\$551.39
Al	Nowicki	6556	BIOL214B	Portion of A&P II		2.2	\$1,269.03	\$2,791.87
Charles	Born		Softball Coach					\$5,076.10
Suzanne	Miller	6886	PERS035CCC	Intro to Meditation				\$120.00
Shara	Ibalio	6914	PERS035MCC	Smartphone I			\$27.50	\$41.25
Paula	Schmoldt	6886	PERS035CCC	Intro to Meditation				\$120.00
Shara	Ibalio	6915	PERS035NCC	Smartphone II			\$27.50	\$41.25
Chris	Hill		Project Succeed		TBD		\$22.80	TBD
Shara	Ibalio	6913	PERS035LCC	Excel	4.5		\$27.50	\$123.75
LeNie	Adolphson		Upward Bound Tutor		TBD		\$19.50	TBD
Denise	Johnson		Part-time Supervision					\$253.81
Steve	Mihina		Dual Credit Observation					\$75.00
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Dean	Buckwalter		Worked 1/5/19 and 1/17/19 basketball games					\$ 100.00
Kim	Grimes		Worked 1/5/19 and 1/17/19 basketball games					\$ 100.00
Misty	Witt		Worked 1/5/19 and 1/17/19 basketball games					\$ 100.00
Anton	Scodwell		Performance with the Jazz Band					\$ 400.00
Laura	Youngblut		Lifelong Learning instructor					\$ 50.00
Benjamin	Dresser		Worked table doing stats for 6 basketball games					\$ 150.00
Meghan	Cox		Speaker at the HCC Leadership conference					\$ 100.00
Tiffany	Nieman		Speaker at the HCC Leadership conference					\$ 100.00
Kim	Ramirez		Medical coding course for 8 students - first installment					\$ 5,520.00
Danielle	Rogers		Speaker at the HCC Leadership conference					\$ 100.00
Shawn	Stouffer		Security guard for home basketball game 2/9/19					\$ 150.00
Almonzo	Moore-Oesterreich		Set construction for Black History month event					\$ 200.00
Deborah	Lischwe		Presentation for Jo Daviess Leadership Forum					\$ 350.00
Steven	Cole		Honorarium for Black History month presentation					\$ 200.00
Lou Ann	McMillion		Pianist for 2018 Christmas concert					\$ 100.00
Shawn	Stouffer		Security guard for home basketball game 2/23/19					\$ 150.00
Dean	Buckwalter		Worked scorers table for 12 basketball games in February					\$ 300.00
Kim	Grimes		Worked scorers table for 12 basketball games in February					\$ 300.00
Malasia	Jordan		Choreographer for Black History month event					\$ 75.00
Misty	Witt		Worked scorers table for 10 basketball games in February					\$ 250.00
John	Hartman		Piano tuning					\$ 195.00

Spring 2019								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Miscellaneous								
Michael	Skwara			Coordinator, Learning Mgmt System				\$1,692.03
Laura	Watson			Chair Library Services				\$1,692.03
Kirk	Pearson	6239	SPCH296JXX	Comm Ldrship - Jo Daviess		3	\$473.69	\$1,421.07
Kirk	Pearson			Curriculum Development				\$600.00
Kirk	Pearson	3028	SPCH295SXX	Comm Ldrship - Stephenson		3	\$473.69	\$1,421.07
Kirk	Pearson			Curriculum Development				\$600.00
Kathy	Heid	6845	PERS036PCC	Walk and Stretch	30		\$18.00	\$540.00
Kathy	Heid	6951	PERS032YCC	Walk and Stretch	30		\$18.00	\$540.00
Athletics								
Pete	Norman	6145	PHYD112Y1A	Health		2	\$634.52	\$1,269.04
Pete	Norman	6150	PHYD135N	Games in Elem Ed		2	\$634.52	\$1,269.04
Pete	Norman	6144	PHYD111A	Intro to Physical Ed		2	\$634.52	\$1,269.04
Pete	Norman	6159	PHYD227N	Sports Officiating		3	\$634.52	\$1,903.56
Charles	Born	6158	PHYD225A	Theory Baseball Coaching		2	\$546.33	\$1,092.86
Chad	Boudreau	6148	PHYD115N	Intro to Recreation		3	\$546.33	\$1,638.99
Chad	Boudreau	6155	PHYD222A	Weight Training		1.4	\$546.33	\$764.86
Jennifer	Smith-Norman	6160	PHYD239A	Body Mechanics/Yoga		1.8	\$546.33	\$983.39
Thomas	Endress			Women's Bowling Coach				\$1,850.66
Nursing/Allied Health								
Amanda	Dawson	6494	NURS294AXX	Health/Illness Lab	80		\$38.00	\$3,040.00
Kaydra	Heller	6667	NURS124A	Portion of Path-Pharm	42		\$30.00	\$1,260.00
Patti	Jackson	6663	NURS108AX	Phlebotomy Lab	96		\$30.00	\$2,880.00
Patti	Jackson	6662	NURS108AX	Phlebotomy Tech	32		\$30.00	\$960.00
Amanda	Lessman	6670	NURS091HXB	BNA Clinical	40		\$30.00	\$1,200.00
Amanda	Lessman	6669	NURS091HBX	Portion of BNA Clinical	20		\$30.00	\$600.00
Connie	O'Brien	6688	NURS122HB	Medical Asst Seminar	40		\$38.00	\$1,520.00
Molly	Thommen	6497	NURS294BXX	Health/Illness Lab	85		\$38.00	\$3,230.00
Stephanie	Eymann	6050	NURS191NXX	Portion of Fund Nursing Lab		3	\$1,269.03	\$3,807.09
						1.39	\$1,395.93	\$1,940.34
Jessica	Larson	6496	NURS294BX	Portion of Health/Illness Lab		3	\$1,269.03	\$3,807.09
						0.22	\$1,395.93	\$307.10
Cassie	Mekeel	6665	NURS121AX	Portion of MA Clinical Lab		2	\$1,269.03	\$2,538.06
Cassie	Mekeel	6667	NURS124A	Portion of Path-Pharm		1	\$1,269.03	\$1,269.03
Shelly	Morgan	6481	NURS192AXA	Portion of Health/Illness Lab		1.97	\$1,269.03	\$2,499.99
Chrislyn	Senneff	6479	NURS192AXA	Portion of Health/Illness Lab		3	\$1,269.03	\$3,807.09
						2.68	\$1,395.93	\$3,741.09
Kay	Sperry	6507	NURS191NXN	Portion of Fund of Nursing Lab		3	\$1,269.03	\$3,807.09
						2.36	\$1,395.93	\$3,294.93
Jen	Yeager	6478	NURS192A	Portion of Health/Illness		0.11	\$1,269.03	\$139.59
Natural Science/Math								
Jim	Dole	6580	NSCI134Y1	Intro to Astronomy		3	\$546.33	\$1,638.99
Steve	Curran	6579	GEOL132A	Portion of Nat Haz/Disasters		0.8	\$1,269.03	\$1,015.22
Karla	Giuffre	6554	BIOL214A	Portion of A&P II		0.65	\$1,269.03	\$824.87

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
MAC Lab								
Roberta	Andrews		MATH E1	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH Y2	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH F1	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH066A	Basic Algebra		2	\$488.69	\$977.38
Nancy	Luepke		MATH G1	MAC Lab		2	\$488.69	\$977.38
Nancy	Luepke		MATH M1	MAC Lab		2.5	\$488.69	\$1,221.73
Ellen	McGinnis		MATH A1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH C1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH D1	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH E1	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATH C1	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH D1	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH Y4	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH M1	MAC Lab		2.5	\$546.33	\$1,136.38*
Kathy	Sleezer		MATH F1	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH158A	Int. Algebra		2	\$546.33	\$1,092.66
Don	Tresemmer		MATH055A	Basic Math		2	\$488.69	\$977.38
Success Center								
Heather	Fricke		Success Center			TBD	\$22.80	TBD
Chris	Hill		Success Center			TBD	\$22.80	TBD
Adam	Moderow		Success Center			TBD	\$25.50	TBD
Elizabeth	Niesman		Success Center			TBD	\$25.50	TBD
Jessica	Sneek		Success Center			TBD	\$22.80	TBD
Beverley	Stearns		Success Center			TBD	\$25.50	TBD
Adam	Moderow	6349	LIBS199AXX	FYES		2	\$546.33	\$1,092.66
Adam	Moderow	6400	RDG120B	College Rdg Strategies		3	\$546.33	\$1,638.99
Adam	Moderow	6404	RDG083A	College Rdg Foundations		3	\$546.33	\$1,638.99
Elizabeth	Niesman	6278	COMM084A	Basic Written Comm		3	\$546.33	\$1,638.99
Elizabeth	Niesman	6744	COMM087Y1A	Writing Workshop		1	\$546.33	\$546.33
Elizabeth	Niesman	6963	LIBS199Y1B	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	6402	RDG082A	Basic College Rdg		2	\$546.33	\$1,092.66
Samantha	Schaible	6377	LIBS199Y1A	FYES		2	\$634.52	\$1,269.04
Meredith	Schoonhoven	6401	RDG120A	College Rdg Strategies		3	\$531.33	\$1,593.99
Fine Arts								
Dagny	Brandt		Youth Choir Director					\$1,550.00
Brandon	Lamm		Orchestra Director					\$1,550.00
Bill	Petersen		Big Band Director					\$1,550.00
Heidi	Spotts-Manthey		Youth Choir Accompanist					\$750.00
Heidi	Spotts-Manthey		Concert Choir Director					\$1,550.00
Scott	Stitch		Concert Band Director					\$1,550.00
Brittany	Williams		Part-Time Forensics Coach					\$2,250.00
Nadia	Wirchnianski		Chorale Accompanist					\$1,400.00
Dagny	Brandt		MUS171	Applied Music Major				\$800.00
*Pro rated based on students								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Jody	Brubaker		MUS171	Applied Music Major				\$400.00
Rianna	Caswell		MUS171	Applied Music Major				\$400.00
Brandon	Lamm		MUS171	Applied Music Major				\$400.00
Scott	Stitch		MUS171	Applied Music Major				\$400.00
Nadia	Wirchnianski		MUS171	Applied Music Major				\$400.00
Jody	Brubaker		MUS172	Applied Music Minor				\$400.00
Scott	Stitch		MUS172	Applied Music Minor				\$200.00
Nadia	Wirchnianski		MUS172	Applied Music Minor				\$400.00
Humanities/Social Science/Fine Arts								
Colette	Binger	6207	PSY160N	Psych of Human Relations		2	\$546.33	\$1,092.66
Colette	Binger	6208	PSY262HB	Human Growth/Dev		3	\$546.33	\$1,638.99
Thompson	Brandt	6211	HUMA104HB	Intro to Humanities		3	\$634.52	\$1,903.56
Thompson	Brandt	6209	MUS268Y1A	Music of the USA		3	\$634.52	\$1,903.56
Thompson	Brandt	6210	MUS268Y1B	Music of the USA		3	\$634.52	\$1,903.56
Evan	Dutmer	6296	PHIL282Y1A	Ethics		3	\$531.33	\$1,593.99
Evan	Dutmer	6297	PHIL282Y1B	Ethics		3	\$531.33	\$1,593.99
Adrian	Kostallari	6228	COMM214N	Bus/Tech Writing		3	\$546.33	\$819.50*
Anthony	Peska	6235	CJS203DC1	Criminal Law		3	\$531.33	\$1,593.99
Anthony	Peska	6236	CJS203N	Criminal Law		3	\$531.33	\$1,593.99
Heidi	Spotts-Manthey	6254	MUS267A	Intro to Music		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	6255	MUS267Y1	Intro to Music		3	\$546.33	\$1,638.99
Scott	Stitch	6510	MUS158A	Aural Skills II		1	\$546.33	\$546.33
Scott	Stitch	6509	MUS162A	Theory II		3	\$546.33	\$1,638.99
Loretta	Swanson	6633	ART110Y1A	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	6634	ART110Y1B	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	6635	ART215HB	Art History I		3	\$546.33	\$1,638.99
Matthew	Toland	6258	HIST299HB	Intro to Museum Studies		3	\$634.52	\$1,332.49*
Sam	Tucibat	6260	ART201HB	Intro to Photography I		3	\$634.52	\$1,332.49*
Sam	Tucibat	6259	ART218A	Graphic Design II		3	\$634.52	\$1,713.20*
Sam	Tucibat	6261	ART238A	Graphic Design IV		3	\$634.52	\$761.42*
Daryl	Watson	6262	HIST144DC	US History II		3	\$546.33	\$1,638.99
Jeffrey	DeLay	6517	MUS177A	Class Piano I		2	\$1,269.03	\$2,538.06
Sam	Fiorenza	6592	COMM090HB	Preface to Rhetoric		3	\$1,269.03	\$3,807.09
Sam	Fiorenza		COMM090	Coordinator		1	\$1,395.93	\$1,395.93
Sam	Fiorenza		Writing Center			0.75	\$1,395.93	\$1,046.95
William	Lucio	6538	SPCH191A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
Chelsea	Martinez		Assessment Mentor			3	\$1,269.03	\$3,807.09
Tracy	Mays		Writing Center			0.75	\$1,269.03	\$951.77
Kay	Ostberg		Writing Center			0.75	\$1,269.03	\$951.77
Kathrine	Perkins		Coordinator of Transitional Comm			3	\$1,269.03	\$3,807.09
Kathrine	Perkins	6610	ENGL122HBC	Rhet & Comp II		3	\$1,395.93	\$4,187.79
Kathrine	Perkins		Writing Center			0.75	\$1,522.83	\$1,142.12
Paul	Rabideau	6244	PSY161Y2	Intro to Psychology		3	\$1,269.03	\$3,807.09
Jennifer	Roser	6248	CJS202DC	Juvenile Delinquency		3	\$1,269.03	\$3,807.09
*Pro rated based on students								

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Cristina	Szterensus	6613	SPAN155A	Elem Spanish		3	\$1,269.03	\$3,807.09
Cristina	Szterensus		Writing Center			0.75	\$1,395.93	\$1,046.95
James	Yeager	6306	SPCH191Y1A	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
James	Yeager	6302	MCOM131HBX	Journalism Practicum		2	\$1,395.93	\$2,791.86
Business/Technology								
Kayla	Clark			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Diane	DeWitt			Office Technology Lab - P/T instructor	TBD		\$28.68	TBD
Carol	Engelkens			Office Technology Lab - Lab Assistant	TBD		\$12.91	TBD
Nina	Harn			Cosmetology Lab - P/T Instructor	TBD		\$24.87	TBD
Heidi	Lessen			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Gloria	Maurer			Office Technology Lab - P/T instructor	TBD		\$28.68	TBD
Jean	Meyers			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Dorie	Oloff			Office Technology Lab - P/T Instructor	TBD		\$25.66	TBD
Eric	Piper			Auto Body Lab - P/T instructor	TBD		\$25.66	TBD
Melissa	Schleunig			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Vicki	Standley			Office Technology Lab - P/T instructor	TBD		\$25.66	TBD
Sarah	Warfield			Office Technology Lab - P/T instructor	TBD		\$25.66	TBD
Amy	Chamberlin			Part-time Instruction Supervision				\$507.64
Amy	Chamberlin			Part-time Instruction Supervision				\$253.81
Justin	Ebert			Part-time Instruction Supervision				\$126.91
Denise	Johnson			Part-time Instruction Supervision				\$634.55
Todd	Vacek			Part-time Instruction Supervision				\$126.91
Amy	Chamberlin			Cosmetology classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						1.03	\$1,522.83	\$1,568.52
Justin	Ebert	6394	AGOC222HB	Marketing Ag Products		3	\$1,269.03	\$3,807.09
Justin	Ebert	6396	AGOC240HB	Farm Business Mgmt		2	\$1,395.93	\$2,791.86
Joseph	Grove	6294	ECON112Y2	Princ of Economics II		3	\$1,269.03	\$3,807.09
Denise	Johnson	6331	OFFT255HB	Office Procedures		4	\$1,269.03	\$2,030.45*
Jeremy	Monigold	6350	INFT180A	Intro to Info Systems		3	\$1,269.03	\$3,807.09
Jeremy	Monigold	6354	INFT180HB	Intro to Info Systems		3	\$1,395.93	\$4,187.79
Jeremy	Monigold	6363	INFT282Y1	A+ Certification		3	\$1,522.83	\$1,020.30*
Jeremy	Monigold			Program Review		1	\$1,522.83	\$1,522.83
Jeremy	Monigold			Assessment Mentor		3	\$1,522.83	\$4,568.49
Monica	Pierce	6382	AGRI286HB	Crop Science & Lab		1.63	\$1,269.03	\$2,068.52
Aaron	Sargent	6422	MTEC164A	Manufacturing processes		3	\$1,269.03	\$3,807.09
Aaron	Sargent	6418/ 6417	DRAF151HB/2 60HBA	Eng Graphics/CAD-3D		3	\$1,396.93	\$4,187.79
						2.8	\$1,522.83	\$4,263.92
Aaron	Sargent	6794/ 6416	DRAF260HBB/ 106DC	CAD-3D/Drafting Fund I		3.3	\$1,522.83	\$5,025.34
Kristin	Stinnett			Auto Mech classes		3	\$1,269.03	\$3,807.09
						2.15	\$1,296.93	\$3,001.25
*Pro rated based on students								

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Scott	Anderson	6977	OCED290G	Work Pl Exp - Equine		1	\$634.52	\$63.45*
Joseph	DeParasis	6959	EQUI101IS	Equine Business		3	\$546.33	\$273.17*
Joseph	DeParasis	6285	EQUI103HB	Equine Evaluation		2	\$546.33	\$1,092.66
Joseph	DeParasis	6286	EQUI105HB	Equine Facilities		3	\$546.33	\$1,420.46*
Joseph	DeParasis	6287	EQUI127HB	Horse Handling I		2.42	\$546.33	\$1,322.12
Ashley	Harms	6378	ECE125Y2	Assessment in EC Settings		3	\$531.33	\$1,381.46*
Pam	Harrison	6271	BUSN141HB	Business Communications		3		\$2,812.38**
Rogers	Hicks	6274	WELD130N	Intro to Welding		3.9	\$488.69	\$1,905.89
Marissa	Hurlbert	6742	EQUI119HBN	Equine Stress Point I		2	\$473.69	\$686.85*
Marissa	Hurlbert	6661	EQUI121HBN	Equine Stress Points II		2	\$473.69	\$686.85*
Hank	Ils	6277	WELD233N	Adv Welding Processes		3.9	\$546.33	\$2,130.69
Mark	Kloeping	6638	WELD232DC/A	Int. Welding/Fabrication		3.9	\$473.69	\$1,847.39
Crimson	Pulver	6283	EQUI133HB	Horse Training I		2	\$488.69	\$474.03*
Crimson	Pulver	6284	EQUI139HB	Riding II		2	\$488.69	\$943.17*
Brandi	Widmer	6279	EQUI109HB	Equine Health Care II		2	\$488.69	\$649.96*
Brandi	Widmer	6280	EQUI115Y1	Equine Nutrition		3	\$488.69	\$1,466.07
Brandi	Widmer	6281	EQUI143HB	Riding Instruction II		2	\$488.69	\$474.03*
Project Succeed								
Constance	Taylor		Tutor - Project Succeed			TBD	\$19.51	TBD
Constance	Taylor	6162	MATH067AXX	Basic Algebra II		2	\$488.69	\$977.38
Constance	Taylor	6161	MATH066AXX	Basic Algebra I		2	\$488.69	\$488.69*
Don	Tresemmer		Tutor - Project Succeed			TBD	\$19.51	TBD
Don	Tresemmer	6163	MATH158AXX	Int. Algebra I		2	\$488.69	\$977.38
Don	Tresemmer	6164	MATH159AXX	Int. Algebra II		2	\$488.69	\$977.38
*Pro rated based on students								
** Estimated - based on non exempt overtime calculation								
FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Other Assignments								
Bradley	Curtis			Balance of payment for security guard service for William R Bear tournament 12/14/18 and 12/15/18				\$ 130.00
Jaime	Hare			Balance of payment for security guard service for William R Bear tournament 12/15/18				\$ 80.00
Jaime	Hare			Security guard for home basketball game 1/5/19 12pm-6pm				\$ 150.00
Michael	Hofmann			High School Servant Leadership speaker for 1/12/19 meeting				\$ 500.00

**AGENDA ITEM #X-A-1
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
HORTICULTURE CERTIFICATE**

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

BACKGROUND: The purpose of this certificate is to provide students the opportunity to explore various careers in horticulture, while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

According to the Bureau of Labor Statistics, employment of landscapers and grounds maintenance workers is projected to grow 11 percent from 2016 – 2026, faster than the average for all occupations. More workers will be needed to keep up with increasing demand for lawn care and landscaping services from large institutions and individual homeowners.

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

BOARD ACTION: _____

Form 21
(September 2013)

Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Justin Ebert	PHONE:	815-599-3507
EMAIL:	justin.ebert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Horticulture Certificate		
CREDIT HOURS:	35		
EXISTING /PARENT PROGRAM TITLE:	Agricultural Production		
PREFIX	AGOC	NUMBER	

PLEASE ATTACH THE FOLLOWING ITEMS:

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

VERIFICATION	
SIGNED	
	<i>Required- Chief Administrative Officer Signature</i> <i>Date</i>

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

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

Horticulture Certificate

1. **Employment Objectives / Program Purpose:**
Career pathways within horticulture include production of ornamental plants or edible crops, floral retail, greenhouse management, grounds-keeping, greens-keeping, and landscaping. Specifically, there is a need for landscapers and grounds-keepers in our district. Landscapers and groundskeepers ensure that the grounds of houses, businesses, golf courses, and parks are attractive, orderly, and healthy in order to provide a pleasant outdoor environment.
2. **Catalog Description:**
The Horticulture Certificate Program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.
3. **Curriculum:**
See Attached
4. **Educational Alignment:**
Plant Systems Pathway
5. **Approval/Accreditation:**
NA
6. **Labor Market Need:**
Talent Pipeline Management Collaborative is a collaboration among the Northwest Illinois Economic Development (formerly TCEDA), area businesses, and the US Chamber of Commerce Foundation to identify areas of labor needs and work with key stakeholders to foster a pipeline of employees. Some jobs in the immediate Northwest Illinois region needing employees that have been identified are landscaping, grounds keeping, and golf course greens keeping.

According to the Bureau of Labor Statistics, employment of landscapers and grounds maintenance workers is projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations. More workers will be needed to keep up with increasing demand for lawn care and landscaping services from large institutions and individual homeowners. Job prospects should be very good.

Local places of employment include:

- Eagle Ridge Golf Resort & Spa
- Demeester's Greenhouse and Landscaping (Freeport, IL)
- Precision Landscaping (Elroy, IL)
- Silver Creek Landscape Company (Freeport, IL)
- Landworks Lawn Care, Inc. (Rockford, IL)
- Self-Employed Landscaping Business

Illinois Department of Economic Security (IDES) www.ides.illinois.gov/

Standard Occupational Classification (SOC) Code	Standard Occupational Classification (SOC) Title	Base Year Employment 2016	Projected Year Employment 2026	Employment Change 2016-2026		Average Annual Job Openings due to				Annual Compound Growth
				Number	Percent	Exits	Transfer	Growth	Total	
00-0000	Total, All Occupations	6,365,062	6,731,462	366,400	5.76	300,904	404,000	36,640	741,544	0.56
37-3000	Grounds Maintenance Workers	45,805	48,170	2,365	5.16	2,194	3,366	236	5,786	0.50
37-3011	Landscaping & Groundskeeping Workers	42,335	44,606	2,271	5.36	2,030	3,105	227	5,362	0.52
37-3012	Pesticide Handlers, Sprayers & Applicators	1,642	1,636	-6	-0.37	76	117	-1	192	-0.04
37-3013	Tree Trimmers & Pruners	643	679	36	5.60	31	47	4	82	0.55
37-3019	Grounds Maintenance Workers, All Other	1,185	1,249	64	5.40	57	87	6	150	0.53

The above information from IDES indicates a demand for Grounds Maintenance Workers and Landscaping and Grounds Keeping Workers.

7. Information for the ICCB Master File

Horticulture Certificate

ABOUT OUR PROGRAM

The Horticulture Certificate Program provides students the opportunity to explore various careers in horticulture while gaining skills necessary to begin working in a horticulture business upon completion of the certificate.

PROGRAM OUTCOMES

- Explore horticultural production, floral, landscaping, and greenhouse careers.
- Identify, classify, and describe common Illinois soils, plants, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Secure an Illinois Commercial Applicators License.
- Maintain agricultural tools and equipment necessary for growing plants.

NATURE OF WORK AND EMPLOYMENT

Career pathways within horticulture include production of ornamental plants or edible crops, floral retail, greenhouse management, and landscaping. Potential careers include the following:

Landscaper	Pesticide Applicator
Florist	Vegetable Producer
Lawn Care Specialist	Fruit Tree Grower
Equipment Salesperson	Greenhouse Manager

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

Scott Anderson, Dean of Business & Technology 815-599-3604 scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor 815-599-3507 justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor 815-599-3637 monica.pierce@highland.edu
Vicki Schulz, Student Advisor 815-599-3664 vicki.schulz@highland.edu

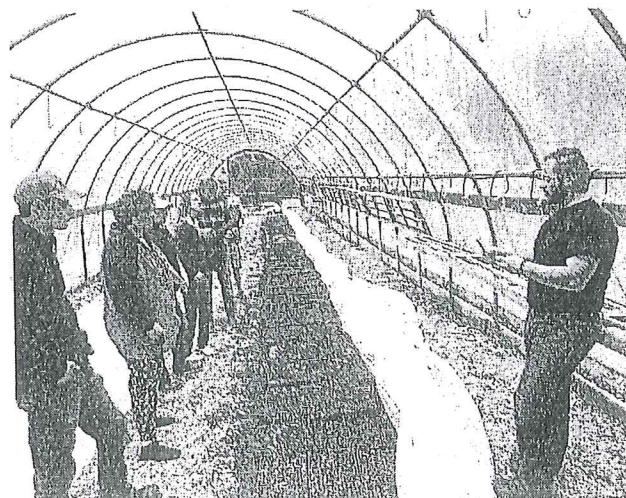
RECOMMENDED COURSE SEQUENCE

<u>FIRST SEMESTER</u>		
AGOC 285	Soil Fertility	3
AGOC 132	Landscape Design	3
AGOC 140	Agriculture Equipment Maintenance	3
AGRI 192	Computer Applications in Agriculture	3
LIBS 199	First Year Experience- Ag Emphasis	2
SEMESTER TOTAL		14

<u>SECOND SEMESTER</u>		
AGRI 188	Introductory Horticultural Science	3
AGRI 284	Soil Science	4
AGOC 109	Pesticide License Training	2
MATH 111	Technical Math	3
OCED 290	Workplace Experience	3
SEMESTER TOTAL		15

<u>SUMMER TERM</u>		
AGOC 130	Vegetable Crop Production	3
AGOC 291	Pest I.D. & Control	3
SEMESTER TOTAL		6

PROGRAM TOTAL		35
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**AGENDA ITEM #X-A-2
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**NEW PROGRAM
PRECISION AGRICULTURE CERTIFICATE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Precision Agriculture Certificate program.

BACKGROUND: The purpose of this certificate is to prepare students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment, including precision technology equipment.

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

BOARD ACTION: _____

Form 21
(September 2013)

Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Justin Ebert	PHONE:	815-599-3507
EMAIL:	justin.ebert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENTSION TITLE:	Precision Agriculture Certificate		
CREDIT HOURS:	35		
EXISTING /PARENT PROGRAM TITLE:	Agricultural Production		
PREFIX	AGOC	NUMBER	

PLEASE ATTACH THE FOLLOWING ITEMS:

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

VERIFICATION	
SIGNED	
	<i>Required- Chief Administrative Officer Signature</i> <i>Date</i>

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

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

*Precision Agriculture Certificate***1. Employment Objectives / Program Purpose:**

Those who work in precision agriculture apply geospatial technologies, including geographic information systems, (GIS) and Global Positioning System (GPS), to agricultural production and management activities, such as pest scouting, sit-specific pesticide application, yield mapping, and variable-rate irrigation. Computers are used to develop and analyze maps or remote sensing images to compare physical topography with data on soils, fertilizer, pests, or weather.

2. Catalog Description:

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

3. Curriculum:

See Attached

4. Educational Alignment:

Power, Structure, and Technical Systems Pathway

5. Approval/Accreditation:

NA

6. Labor Market Need:

From 2010 to 2014, employment in precision agriculture has increased from 55,360 to 67,140. The projected job opening growth is 8-14% from 2012-2022. These numbers are according to research conducted by the American Association of Geographers.

Illinois Department of Employment Security (IDES) www.ides.illinois.gov/

Standard Occupational Classification (SOC) Code	Title	Base Year	Projected	Employment Change		Average Annual Job Openings due to				Annual Compound Growth
		Employment 2016	Year 2026	2016-2026	Percent	Exits	Transfer	Growth	Total	
17-3031	Surveying & Mapping Technicians	1,354	1,449	95	7.02	46	100	10	156	0.68
19-1013	Soil & Plant Scientists	529	587	58	10.96	15	40	6	61	1.05
19-4011	Agricultural & Food Science Technicians	764	792	28	3.66	22	56	3	81	0.36
25-9021	Farm & Home Management Advisors	298	292	-6	-2.01	14	12	-1	25	-0.20
27-4011	Audio & Video Equipment Technicians	2,942	3,266	324	11.01	87	192	32	311	1.05

The above information indicates a slight increase in a variety of Agriculture Precision Technology related careers. The difficulty in securing solid employment numbers in the precision field is due to the infancy of the career field. In recent discussions with equipment dealers, crop insurance providers, and local precision agriculture providers the increase on career options is there and growing. New job descriptions are being created to fulfill the local needs.

Local places of employment include the following:

- F.S. Stephenson Service Company (Ridott, IL - Freeport, IL - Stockton, IL - Lena, IL)
- F.S. Carroll Service Company (Lanark, IL)
- F.S. Conserve (Rockford, IL)
- AgTech (Stockton, IL)
- Nutrien (Shannon, IL & Baileyville, IL)
- Pearl City Elevator (Warren, IL - Dakota, IL - Pearl City, IL - Ridott, IL - Lena, IL)
- Baker Precision (Orangeville, IL)
- Landmark Services Cooperative (Durand, IL)

7. Information for the ICCB Master File

Precision Agriculture Certificate

ABOUT OUR PROGRAM

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance, sales, and service of agricultural equipment including precision technology equipment.

PROGRAM OUTCOMES

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore the use of precision technology in crop production.
- Use troubleshooting techniques to solve common mechanical failures.

NATURE OF WORK AND EMPLOYMENT

Career pathways in the Precision Agriculture Technician program may include employment in an agriculture equipment dealer or any agriculture business that uses precision technology equipment. Current employment potential in these areas is very good with a variety of options for work and advancement.

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

Scott Anderson, Dean of Business & Technology 815-599-3604 scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor 815-599-3507 justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor 815-599-3637 monica.pierce@highland.edu
Vicki Schulz, Student Advisor 815-599-3664 vicki.schulz@highland.edu

RECOMMENDED COURSE SEQUENCE

<u>FIRST SEMESTER</u>		
LIBS 199	First Year Experience – AG	2
AGRI 192	Computer Applications in Agriculture	3
AGRI 286	Crop Science	4
AGOC 140	Agriculture Equipment Maintenance	3
AGOC 289	Applications of Precision Technology	3
SEMESTER TOTAL		15

<u>SECOND SEMESTER</u>		
AGRI 284	Soil Science	4
AGRI 182	Introductory Agricultural Mechanization	4
AGOC 287	Precision Farming Technology	3
ELET 179	Electronic Principles	3
MATH 111	Technical Math	3
SEMESTER TOTAL		17

<u>SUMMER TERM</u>		
OCED 290	Workplace Experience	3
SEMESTER TOTAL		3

PROGRAM TOTAL		35
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AGENDA ITEM #X-A-3
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

NEW PROGRAM
COMMERCIAL APPLICATOR CERTIFICATE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Commercial Applicator Certificate program.

BACKGROUND: The purpose of this certificate is to prepare students for a career in the crop input field. Students will be provided hands-on training, utilizing some of the latest in technology equipment.

Our local agriculture fertilizer and chemical companies have communicated the great need for spray applicators. This certificate was created in response to industry request.

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

BOARD ACTION: _____

Form 21
(September 2013)

Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Justin Ebert	PHONE:	815-599-3507
EMAIL:	justin.ebert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Commercial Applicator Certificate		
CREDIT HOURS:	35		
EXISTING /PARENT PROGRAM TITLE:	Agricultural Production		
PREFIX	AGOC	NUMBER	

PLEASE ATTACH THE FOLLOWING ITEMS:

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

VERIFICATION	
SIGNED	
	<i>Required- Chief Administrative Officer Signature</i>
	<i>Date</i>

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

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

*Commercial Applicator Certificate***1. Employment Objectives / Program Purpose:**

Commercial applicators are responsible for the operation of spray equipment and the effective application of pesticides or fertilizer. They mix, load and apply pesticides and fertilizers to fields at approved applicable rates. Commercial applicators also operate and maintain a variety of equipment and vehicles including sprayers, spreaders and trucks. They must maintain accurate application records and communicate with customers.

2. Catalog Description:

The Commercial Applicator Program prepares students for a career in the crop input field. Students will be provided hands on training, utilizing some of the latest in technology equipment.

3. Curriculum:

See Attached

4. Educational Alignment:

Power, Structure, and Technical Systems Pathway

5. Approval/Accreditation:

NA

6. Labor Market Need:

Our local agriculture fertilizer and chemical companies have communicated the great need to spray applicators to work for their companies. This certificate was created in response to industry request.

Illinois Department of Employment Security (IDES) <http://www.ides.illinois.gov>

Standard Occupational Classification (SOC) Code	Title	Base Year Employment 2016	Projected Year Employment 2026	Employment Change 2016-2026		Average Annual Job Openings due to			Total	Annual Compound Growth
				Number	Percent	Exits	Transfer	Growth		
00-0000	Total, All Occupations	6,366,062	6,731,462	366,400	5.76	300,904	404,000	36,640	741,544	0.56
37-3012	Pesticide Handlers, Sprayers & Applicators	1,642	1,636	-6	-0.37	76	117	-1	192	-0.04
45-2091	Agricultural Equipment Operators	1,632	1,679	47	2.88	61	189	5	255	0.28

The above information from IDES indicates a slight increase in operators and a slight decrease in pesticide applicators. However in recent Agriculture Advisory meetings we have had numerous discussion with local Crop Service Companies in our region that have indicated a strong need for applicators. Stephenson Service Company, Pearl City Elevator, Seward Ag Services, and AgTech all are looking for quality applicators. Today's applicator is part agronomist and part operator with many requirements needed in CDL Training, Pesticide Training, and safety of products and equipment. To further show their need and support of our program Stephenson Service Company along with Growmark donated a \$90,000 spray applicator simulator that will be used in this certificate program.

Local places of employment include the following:

- F.S. Stephenson Service Company (Ridott, IL - Freeport, IL - Stockton, IL - Lena, IL)
- F.S. Carroll Service Company (Lanark, IL)
- F.S. Conserve (Rockford, IL)
- AgTech (Stockton, IL)
- Nutrien (Shannon, IL & Baileyville, IL)
- Pearl City Elevator (Warren, IL - Dakota, IL - Pearl City, IL - Ridott, IL - Lena, IL)
- Baker Precision (Orangeville, IL)
- Landmark Services Cooperative (Durand, IL)
- Seward Ag Services (Seward, IL)

Below is a current job posting for a Custom Applicator in Pearl City, IL



HOME ABOUT DEPARTMENTS LOCATIONS RESOURCES CAREERS CONTACT MY ACCOUNT

Career Opportunities

Current openings are listed, but please feel free to drop us a note (below) with your resume attached. Sometimes you find something you weren't even looking for.

– Agronomy Custom Operator

DUTIES INCLUDE:

- Running of application equipment for dry and liquid fertilizer
- Maintaining equipment - taking pride in the equipment and keeping it maintained daily
- Utilizing equipment technology - viper-pro/viper4
- Off season opportunities could include helping with annual equipment inspections and maintenance in addition to advanced skills training. FCE is willing to look at applicants strengths and build upon.

REQUIREMENTS:

- Must have a valid IDL driver license or a CDL Permit.
- Must have a clean driving record.
- Must have strong communication skills
- FCE is willing to train qualified applicants.

7. Information for the ICCB Master File

Commercial Applicator Certificate

ABOUT OUR PROGRAM

The Commercial Applicator Program prepares students for a career in the crop input field. Students will be provided hands on training, utilizing some of the latest in technology equipment.

PROGRAM OUTCOMES

- Identify, classify, and describe common Illinois soils, crops, weeds, and pests.
- Utilize soil test reports, crop yield goals, and legal policy to responsibly manage nutrients.
- Explore the use of precision technology in crop production.
- Maintain and calibrate common agricultural equipment used in crop production.
- Secure an Illinois Commercial Applicators License.

NATURE OF WORK AND EMPLOYMENT

Career pathways in the Commercial Applicator program may include employment with a crop input provider, truck driving business, or agriculture mechanic business. Current employment potential in these areas is very good with a variety of options for work and advancement.

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

Scott Anderson, Dean of Business & Technology 815-599-3604 scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor 815-599-3507 justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor 815-599-3637 monica.pierce@highland.edu
Vicki Schulz, Student Advisor 815-599-3664 vicki.schulz@highland.edu

RECOMMENDED COURSE SEQUENCE

<u>FIRST SEMESTER</u>		
AGRI 286	Crop Science	4
AGOC 285	Soil Fertility	3
AGOC 140	Agriculture Equipment Maintenance	3
MATH 111	Technical Math	3
LIBS 199	First Year Experience – AG	2
SEMESTER TOTAL		15

<u>SECOND SEMESTER</u>		
AGOC 127	Forage Production OR	2
AGOC 227	Corn and Soybean Production	2
AGRI 284	Soil Science	4
AGOC 109	Pesticide License Training	2
AGOC 110	Commercial Driver's License Test Prep	2
AGOC 287	Precision Farming Technology	3
SEMESTER TOTAL		13

<u>SUMMER TERM</u>		
AGOC 291	Pest ID & Control	3
OCED 290	Workplace Experience	4
SEMESTER TOTAL		7

PROGRAM TOTAL		35
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AGENDA ITEM #X-A-4
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

NEW PROGRAM
AGRICULTURE TECHNICIAN CERTIFICATE

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the new Agriculture Technician Certificate program.

BACKGROUND: The purpose of this certificate is to prepare students for employment in an agricultural business that focuses primarily on the maintenance of agricultural equipment.

After making business visits with our local equipment dealers, both Sloan Implement and Birkey's indicated a need to train students to fill needs in their shops. Our curriculum updates will meet the needs of these local businesses.

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

BOARD ACTION: _____

Form 21
(September 2013)

Illinois Community College Board

Application for Reasonable and Moderate Extension

(submit one copy)

COLLEGE NAME:	Highland Community College	5-DIGIT COLLEGE NUMBER:	51901
CONTACT PERSON:	Justin Ebert	PHONE:	815-599-3507
EMAIL:	justin.ebert@highland.edu	FAX:	815-599-3625
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:	Agricultural Technician Certificate		
CREDIT HOURS:	35		
EXISTING /PARENT PROGRAM TITLE:	Agricultural Production		
PREFIX	AGOC	NUMBER	

PLEASE ATTACH THE FOLLOWING ITEMS:

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

VERIFICATION	
SIGNED	
	<i>Required- Chief Administrative Officer Signature</i> <i>Date</i>

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

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

*Agricultural Technician Certificate***1. Employment Objectives / Program Purpose:**

Farm equipment mechanics and service technician's service and repair farm equipment, such as tractors and harvesters. They also work on smaller consumer-grade lawn and garden tractors. Most work would be in a dealer repair shop, where farmers increasingly send their equipment for maintenance.

The addition of the Agricultural Technician Certificate would help to meet the anticipated growth in this area within our region. Students would gain mechanical skills through the curriculum and complete a small workplace experience at a local mechanic business.

2. Catalog Description:

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance of agricultural equipment.

3. Curriculum:

See Attached

4. Educational Alignment:

Power, Structure, and Technical Systems Pathway

5. Approval/Accreditation:

NA

6. Labor Market Need:

According to the Bureau of Labor Statistics, there is a projected 8% growth in jobs from 2016-2026.

Illinois Department of Economic Security (IDES) <http://www.ides.illinois.gov>

Code	Standard Occupational Classification (SOC) Title	Base Year Employment 2016	Projected Year Employment 2026	Employment Change 2016-2026		Average Annual Job Openings due to				Annual Compound Growth
				Number	Percent	Exits	Transfer	Growth	Total	
00-0000	Total, All Occupations	6,365,062	6,731,462	366,400	5.76	300,904	404,000	36,640	741,544	0.56
19-4011	Agricultural & Food Science Technicians	764	792	28	3.66	22	56	3	81	0.36
49-3041	Farm Equipment Mechanics	1,616	1,760	144	8.91	52	106	14	172	0.86

The above information from the IDES website indicates an increase in the need for Farm Equipment Mechanics and Agricultural Technicians.

Upon making business visits with our local equipment dealer's both Sloan Implement and Birkey's indicated a need to train students to fill needs in their shops. They have difficulty finding qualified applicants that have a basic understanding of electrical, hydraulic and pneumatic principles. Our curriculum updates meet the needs of these local businesses.

Local places of employment include the following:

- Sloan Implement (Lanark, IL – Fulton, IL – Monroe, WI)
- Holland and Sons (Freeport, IL – Dixon, IL)
- A.C. McCartney (Durand, IL)
- Peabody's Inc. (Pecatonica, IL)
- Birkey's Farm Store, Inc. (Polo, IL)
- E&S Equipment (Lanark, IL)

7. Information for the ICCB Master File

Agricultural Technician Certificate

ABOUT OUR PROGRAM

This program prepares students for employment in an agricultural business that focuses primarily on the maintenance of agricultural equipment.

PROGRAM OUTCOMES

- Create and manipulate computer files through the use of word processors, spreadsheets, databases, presentation, and graphic design software.
- Use troubleshooting techniques to solve common mechanical failures.
- Maintain and calibrate common agricultural equipment used in crop production.
- Develop an understanding of electrical components used in common agriculture equipment.
- Work efficiently and safely in the workplace.

NATURE OF WORK AND EMPLOYMENT

Career pathways in the Agriculture Technician program may include employment in an agriculture equipment dealer or any agriculture business that maintains agricultural equipment. Current employment potential in these areas is very good with a variety of options for work and advancement.

SPECIAL CONSIDERATIONS

All students enrolled are required to complete a workplace experience before graduating. Students are strongly encouraged to seek the advice of an Agriculture Instructor or Advisor to assist with class schedules, work place experiences, scholarship opportunities, and employment placement.

PROGRAM CONTACTS

Scott Anderson, Dean of Business & Technology 815-599-3604 scott.anderson@highland.edu
Justin Ebert, Agriculture Instructor 815-599-3507 justin.ebert@highland.edu
Monica Pierce, Agriculture Instructor 815-599-3637 monica.pierce@highland.edu
Vicki Schulz, Student Advisor 815-599-3664 vicki.schulz@highland.edu

RECOMMENDED COURSE SEQUENCE

<u>FIRST SEMESTER</u>		
AGRI 192	Computer Applications in Agriculture	3
ELET 179	Electronic Principles	3
AGOC 140	Agriculture Equipment Maintenance	3
MTEC 210	General Pneumatics	3
MATH 111	Technical Math	3
LIBS 199	First Year Experience – AG	2
SEMESTER TOTAL		17

<u>SECOND SEMESTER</u>		
AGRI 182	Introductory Agricultural Mechanization	4
MTEC 263	General Hydraulics	3
WELD 130	Introduction to Welding	3
AGOC 287	Precision Farming Technology	3
AGOC 110	Commercial Driver's License Test Prep	2
OCED 290	Workplace Experience	3
SEMESTER TOTAL		18

PROGRAM TOTAL		35
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**AGENDA ITEM #X-A-5
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

2019 - 2022 CALENDAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the 2019 - 2022 calendar.

BACKGROUND: The proposed calendar is reviewed by the Calendar Committee, which includes Admissions and Records staff, Deans, Financial Aid Director, Marketing and Community Relations staff, Student Services representatives, and the Faculty Senate President and appointed faculty representatives. This calendar is included in the 2019 - 2022 catalog and published on the College website.

BOARD ACTION: _____

Academic Calendar 2019-2022

Fall 2019

April 15 – August 19	Registration for Fall 2019
August 15	Faculty return to campus
August 19	Classes begin
August 19 - 23	Class changes permitted
August 23	Last day to drop for first 8-week classes, no record/refund
August 30	Last day to drop for 16-week classes, no record/refund
September 2	Holiday • Labor Day
October 4	Last day to withdraw “W” for first 8-week classes
October 11	Midterm
October 14	Holiday • Columbus Day
October 15	Second 8-week classes begin
October 21	Last day to drop for second 8-week classes, no record/refund
October 21, 2019 – January 13, 2020	Registration for Spring 2020
November 21	Last day to withdraw “W” for 16-week and second 8-week classes
November 28 – 29	Holiday • Thanksgiving
December 9 - 13	Final exams
December 13	End of Fall term
December 23, 2019 – January 1, 2020	Campus closed
December 24 & 25	Holiday • Christmas Eve & Christmas Day

Spring 2020

October 21, 2019 – January 13, 2020	Registration for Spring 2020
January 1	Holiday • New Year’s Day
January 9	Faculty return to campus
January 13	Classes begin
January 13 – 17	Class changes permitted
January 17	Last day to drop for first 8-week classes, no record/refund
January 20	Holiday • Martin Luther King Jr. Day
January 27	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln’s Birthday
February 19 – June 8	Registration for Summer 2020
February 28	Last day to withdraw “W” for first 8-week classes
March 6	Midterm
March 9	Second 8-week classes begin
March 13	Last day to drop for second 8-week classes, no record/refund
March 16 – 20	Academic Holiday • Spring Break
April 13 – August 19	Registration for Fall 2020
April 23	Last day to withdraw “W” for 16-week and second 8-week classes
May 7, 8, 11, 12, 13	Final exams
May 13	End of Spring term
May 16	Commencement
May 16	Final day instructors

Pre-Summer Session 2020

May 18	Classes begin
May 19	Last day to drop, no record/refund
May 25	Holiday • Memorial Day
June 4	End of session

Summer 2020

February 19 – June 8	Registration for Summer 2020
June 8	Classes begin
June 8 – 11	Class changes permitted
June 15	Last day to drop for 8-week classes, no record/refund
July 2	Holiday • Fourth of July observed
July 2	Midterm
July 23	Last day to withdraw “W”
July 30	End of Summer session

Fall 2020

April 13 – August 17	Registration for Fall 2020
August 13	Faculty return to campus
August 17	Classes begin
August 17 - 21	Class changes permitted
August 21	Last day to drop for first 8-week classes, no record/refund
August 28	Last day to drop for 16-week classes, no record/refund
September 7	Holiday • Labor Day
October 2	Last day to withdraw “W” for first 8-week classes
October 9	Midterm
October 12	Holiday • Columbus Day
October 13	Second 8-week classes begin
October 19	Last day to drop for second 8-week classes, no record/refund
October 19, 2020 – January 19, 2021	Registration for Spring 2021
November 19	Last day to withdraw “W” for 16-week and second 8-week classes
November 26 – 27	Holiday • Thanksgiving
December 7 - 11	Final exams
December 11	End of Fall term
December 23, 2020 – January 4, 2021	Campus closed
December 24 & 25	Holiday • Christmas Eve & Christmas Day

Spring 2021

October 19, 2020 – January 19, 2021	Registration for Spring 2021
January 1	Holiday • New Year's Day
January 14	Faculty return to campus
January 18	Holiday • Martin Luther King Jr. Day
January 19	Classes begin
January 19 - January 25	Class changes permitted
January 25	Last day to drop for first 8-week classes, no record/refund
February 1	Last day to drop for 16-week classes, no record/refund
February 12	Holiday • Lincoln's Birthday
February 22 – June 14	Registration for Summer 2021
March 5	Last day to withdraw "W" for first 8-week classes
March 12	Midterm
March 15	Second 8-week classes begin
March 19	Last day to drop for second 8-week classes, no record/refund
March 22 – 26	Academic Holiday • Spring Break
April 12 – August 16	Registration for Fall 2021
April 29	Last day to withdraw "W" for 16-week and second 8-week classes
May 13, 14, 17, 18, 19	Final exams
May 19	End of Spring term
May 22	Commencement
May 22	Final day instructors

Pre-Summer Session 2021

May 24	Classes begin
May 25	Last day to drop, no record/refund
May 31	Holiday • Memorial Day
June 10	End of session

Summer 2021

February 22 – June 14	Registration for Summer 2021
June 14	Classes begin
June 14 – 17	Class changes permitted
June 21	Last day to drop for 8-week classes, no record/refund
July 5	Holiday • Fourth of July observed
July 8	Midterm
July 29	Last day to withdraw "W"
August 5	End of Summer session

Fall 2021

April 12 – August 16	Registration for Fall 2021
August 12	Faculty return to campus
August 16	Classes begin
August 16 - 20	Class changes permitted
August 20	Last day to drop for first 8-week classes, no record/refund
August 27	Last day to drop for 16-week classes, no record/refund
September 6	Holiday • Labor Day
October 1	Last day to withdraw “W” for first 8-week classes
October 8	Midterm
October 11	Holiday • Columbus Day
October 12	Second 8-week classes begin
October 18	Last day to drop for second 8-week classes, no record/refund
October 18, 2021 – January 18, 2022	Registration for Spring 2022
November 18	Last day to withdraw “W” for 16-week and second 8-week classes
November 25 – 26	Holiday • Thanksgiving
December 6 - 10	Final exams
December 10	End of Fall term
December 23 & 24	Holiday • Christmas Eve & Christmas Day observed
December 23, 2021 – January 3, 2022	Campus closed

Spring 2022

January 3	Holiday • New Year’s Day observed
January 13	Faculty return to campus
January 17	Holiday • Martin Luther King Jr. Day
January 18	Classes begin
January 18 - January 24	Class changes permitted
January 24	Last day to drop for first 8-week classes, no record/refund
January 31	Last day to drop for 16-week classes, no record/refund
February 11	Holiday • Lincoln’s Birthday observed
February 14 – June 6	Registration for Summer 2022
March 4	Last day to withdraw “W” for first 8-week classes
March 11	Midterm
March 14	Second 8-week classes begin
March 18	Last day to drop for second 8-week classes, no record/refund
March 21 – 25	Academic Holiday • Spring Break
April 11 – August 15	Registration for Fall 2022
April 21	Last day to withdraw “W” for 16-week and second 8-week classes
May 12, 13, 16, 17, 18	Final exams
May 18	End of Spring term
May 21	Commencement
May 21	Final day instructors

Pre-Summer Session 2022

May 24	Classes begin
May 25	Last day to drop, no record/refund
May 30	Holiday • Memorial Day
June 9	End of session

Summer 2022

February 14 – June 9	Registration for Summer 2022
June 13	Classes begin
June 13 – 17	Class changes permitted
June 20	Last day to drop for 8-week classes, no record/refund
July 4	Holiday • Fourth of July
July 7	Midterm
July 28	Last day to withdraw "W"
August 4	End of Summer session

AGENDA ITEM #X-C-1
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

**FIRST READING – REVISED POLICY MANUAL APPENDIX:
INFORMATION TECHNOLOGY SERVICES ACCEPTABLE USE GUIDELINES**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised appendix to the Policy Manual, Information Technology Services Acceptable Use Guidelines.

BACKGROUND: As part of the regular review of policies and appendixes, the Policy Committee has reviewed the attached appendix and had made the proposed revisions, as indicated with underlining. The revisions are primarily updates in terminology and social media applications.

BOARD ACTION: _____

Highland Community College Information Technology Services Acceptable Use Guidelines Updated 20195

Highland Community College provides technology resources to meet the College's purpose, to support our educational and community values, ~~and to support our programs and initiatives.~~ Highland Community College's Information Technology Services organization's goal is to provide high quality services to the campus community. To ensure that our high standards are met, we have certain expectations regarding the use of technology resources at the College.

Access to Highland Community College technology resources--computing facilities, network services, servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology Services staff--is a privilege, not a right. This privilege is extended to all users-- faculty, staff, students, trustees, alumni/ae, affiliated individuals and organizations, partner non-profits, guests, and Pre-K-12 schools. Accepting access to this technology carries an associated expectation of responsible and acceptable use.

This "Acceptable Use Guidelines" document describes activities that Highland Community College considers acceptable use, as well as violations of use, of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact the Director, Information Technology Services for assistance at 815-599-~~3480~~599.

While there are cases in which the use of technology resources is deemed not responsible or not acceptable, there are also more serious cases in which technology resources are used in the conduct of behaviors which violate College policies, code of conduct, or local, state, or federal law. Though the use of technology resources is the focus of this document, members of the Highland Community College community and others using Highland Community College's technology resources are advised that use may also be governed by other College policies including but not limited to those in the student handbook, College catalog, and other policies governing academic, student life, or personnel matters at the College or agreements between the College and affiliated organizations. Highland Community College's technology and information resources are not to be used for commercial purposes or non-College related activities without written authorization from the officer(s) of the College that have been so designated (contact the Director, Information Technology Services for further information).

Highland Community College reserves the right to enforce applicable penalties in accordance with College policies, code of conduct, or local, state, or federal law and/or immediately terminate access to College systems and network services to any user in cases where technology resources have been used in a manner that is disruptive or is otherwise believed to be in violation of "acceptable use" or other College policies or law.

The College will act in accordance with the provisions of the Digital Millennium Copyright Act in the event of notification of alleged copyright infringement by any user.

The College retains control, custody and supervision of all College provided computer technology. To ensure proper network performance and security, as well as appropriate use, authorized Information Technology Services staff may monitor and record user activity. No user shall have expectations of privacy in their use of computer technology, including e-mail messages and stored files.

Although Highland Community College takes measures to safeguard integrity and confidentiality, it in no way guarantees the safety or security of information resources. Highland Community College disclaims liability for the unauthorized interception, use, misuse, damage or destruction of information resources. No student, faculty member, staff member, or authorized user shall seek to hold Highland Community College liable for damage resulting from unauthorized interception, use, misuse, damage or destruction of information resources. Each authorized user shall hold Highland Community College harmless and indemnify it for any expense or loss caused by his/her own unauthorized interception, use, misuse, damage, or destruction of information resources, or by his/her violation of this Acceptable Use Guideline document.

Thousands of current and future students, faculty, staff, alumni, and donors are utilizing social media sites such as Facebook, Twitter, LinkedIn, YouTube, [MySpace](#), [Instagram](#), [Snapchat](#), [Pinterest](#), and a whole host of [messaging apps](#), blogging sites and comment interfaces to stay personally and professionally connected. HCC believes that having a presence in these areas will allow the College to broadcast information and interact with the public in ways that will further Highland's mission, vision, and core values.

Social media sites are powerful communication tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Highland Community College has developed guidelines, located within this document, to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media.

Both in professional and institutional roles, employees need to follow the same behavioral standards while participating in social media as they would in real life situations. The same College policies, [Family Educational Rights and Privacy Act \(FERPA\)](#), [Health Insurance Portability and Accountability Act \(HIPAA\)](#), code of conduct, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other constituents apply online as in [real-world face-to-face](#) situations. Employees [and students](#) are personally accountable for anything they post to any social media sites [and/or apps](#).

User and Staff Responsibilities:

As a user or staff member of Highland Community College's technology resources, you have a shared responsibility with the College's Information Technology Services staff to maintain the integrity of our systems, services, and information so that high quality services can be provided to everyone. Your responsibilities include:

1. To use the College's technology resources responsibly and appropriately, respecting the rights of other users to system, services, and information access 24 hours per day, 7 days per week.
2. To respect all contractual and license agreements, privacy of information, and the intellectual property of others.
3. To comply with College, federal, state, and local regulations regarding access and use of information resources (e.g., College policies regarding the sensitive information and dissemination of information outside the campus, Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, Red Flag, HIPAA, codes of professional responsibility, etc.).
4. To exercise due diligence in protecting any personally owned computer technology devices you connect to the Highland Community College wireless network from viruses, worms, and security vulnerabilities by regularly using anti-virus software.
5. To keep your technology accounts (computer, network, ~~application and application~~) secure. ~~If you suspect unauthorized access, report suspected unauthorized access to it to~~ your supervisor or the Information Technology Services department.
6. To not share your privileges with others. Your access to technology resources is not transferable to another member of the Highland Community College community, to family members, or to an outside individual or organization.
7. To comply with posted policies governing use of public computing facilities.
8. To present a Highland Community College digital presence web page that reflects the highest standards of quality and responsibility. ~~As the web page owner of digital content, you are responsible to ensure that both the images, words, content of your web page and all links, and references from your digital presence web page are~~ consistent with this and other College policies, copyright laws, and applicable local, state, federal laws (including, but not limited to, Americans with Disabilities Act and Web Content Accessibility Guidelines 2.0). ~~Published digital content web pages are is~~ not to be used for commercial purposes or for activities not related to the purposes of the College, without written authorization from the College.
9. To understand the implications of sharing personal information or data via the Internet, e-mail, Instant Messaging or other services that either are open to access by others on and off-campus, or that can be forwarded to others.
10. To keep all institutional data in safe-keeping. Information containing any personal data of students, staff or others should not leave the institution unsecured.
11. To ensure all information is stored to the network (H: and G:) and not to local computer hard drives (C:).

Examples of Violations of "Acceptable Use"

Unauthorized Access Unauthorized Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account ("cracking"). This includes accessing data not intended for the user, logging into a server or account the user is not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access Highland Community College's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, applications, etc.)
4. Using technology resources for unauthorized or illegal uses.
5. Logging onto another user's account; sending e-mail, etc. from another user's account or device or from an anonymous account.
6. Unauthorized use of the College's registered Internet domain name(s).
7. Changing your Highland Community College-issued machine name to a name that is different from that assigned by Information Technology Services.

Unauthorized Access to or Use of Services and Equipment

8. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
9. Use of any kind of program/script/command designed to interfere with a user's computer or network session.
10. Intentionally damaging or tampering with a computer or part of a computer system.
11. Knowingly spreading computer viruses.
12. Modifying the software or hardware configuration of College technology resources, including dismantling computers in the lab for the purposes of connecting a notebook computer to the peripherals.
13. Excessive use of technology resources for "frivolous" purposes, such as game playing, streaming non-educational audio/video, or downloading files. This causes congestion of the network or may otherwise interfere with the work of others, especially those wanting to use public access PCs or network and Internet resources.

14. "Hacking" on computing and networking systems of the College or using the College's network to "hack" other networks.
15. Setting up wireless access points (WAPs).
16. Employees are not to use technology services excessively for personal use while performing their regular assigned duties.
17. Unless resources are used to meet the College's purpose, to support our educational and community values, and/or to support our programs and initiatives, users are prohibited from accessing, submitting, publishing, displaying, or posting any defamatory, inaccurate, abusive, obscene, profane, sexually oriented or explicit, threatening, racially offensive, harassing, or illegal material.

Unauthorized Use of Software, Data & Information

18. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
19. Violating software licensing provisions.
20. Installing software on College machines without appropriate authorization (from Information Technology Services).
21. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on College technology resources.
22. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Unauthorized Use of Email/Internet Messaging

23. Harassment or annoyance of others, whether through language, frequency or size of messages.
24. Sending unsolicited bulk mail messages ("junk mail" or "spam") which, in the College's judgment, is disruptive to system resources or generates a significant number of user complaints. This includes bulk mailing of commercial advertising, political tracts, or other inappropriate use of system e-mail distribution lists. Bulk mail should not be the venue for any all-campus conversations.
25. Forwarding or otherwise propagating chain e-mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
26. Malicious e-mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail.

27. Forging of e-mail header envelope information.

28. Forging e-mail from another's account.

Unauthorized Use of Web PagesHighland Community College Digital Media & Servers

29. Posting digital content on your web page that provides information on and encourages illegal activity, or is harassing and defaming to others.

30. Linking your web page-digital presence to sites whose content violates College policies, local, state, and/or federal laws and regulations.

31. Running a digital presenceweb sites that support commercial activities or running server systems under the College's registered domain name, HIGHLAND.EDU or variation thereof, without the College's authorization.

Social Media Guidelines and Acceptable Uses

General Posting Recommendations

1. Be honest about your identity. If you desire to post about Highland in an unofficial capacity, please identify yourself as a Highland faculty or staff member. Never conceal your identity for the purpose of promoting Highland through social media. An excellent resource about transparency in social media sites is the Blog Council's "Disclosure Best Practices Toolkit" at <http://blogcouncil.org/disclosure/>
2. Be accurate in your posts. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
3. Be respectful to others. You are more likely to accomplish what you want if you are positive and respectful while discussing a bad experience or disagreeing with an idea or person.
4. Be a valued member of the sites in which you are participating. If you join a social network like a Facebook group or comment on a blog, make sure you are contributing valuable input. Refrain from posting information about topics like Highland events unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from certain sites or groups.
5. Take care to think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts long after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a

post. If you feel annoyed or passionate about a subject, it's advisable to hold off posting until you are calm and clear-headed.

6. Maintain confidentiality at all times. Do not disclose confidential or proprietary information about Highland, its students, its alumni or your fellow employees. Use good ethical judgment and follow College policies and federal requirements, such as FERPA and HIPAA. As a guideline, don't post anything that you would not present at a conference.
7. Respect College time and property. As stated in Section 5.23 of the College Policy Manual, computers and your work time are to be used for College-related business. It is appropriate to post at work if your comments are directly related to accomplishing college-related goals, such as seeking sources for information. You should maintain your personal sites on your own time using non-Highland devices/computers.

Official Highland Community College Social Media Accounts

To ensure that any and all interactions on behalf of Highland represent the College's best interests, the following guidelines ~~have been crafted~~ are for those Highland employees authorized to participate and/or maintain official social media sites on behalf of the College. These guidelines are designed to be broad in nature to accommodate differences in online venues while maintaining a universal code of conduct.

8. To be recognized by the College as an official HCC social media account, the account administrator(s) must seek approval from the Community Relations (CR) office. The CR office will review all social media inquiries. This office should also be used as a resource for the college community for any social media needs. The CR Office will ensure the pages are set up properly according to the social media site's policy.
9. All Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events, officially recognized by the College must have a HCC faculty or staff member as an administrator at all times. ~~In the event that accounts allow for multiple administrators, the CR office may request will have administrator privileges.~~
10. Should an HCC employee account administrator leave the College ~~for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another HCC employee to be an account administrator prior to removing himself or herself from that role.~~ the CR office should be notified before removing him/herself from that role. ~~when a new administrator takes over.~~ College employees identified as account administrators are held responsible for managing and monitoring content of their officially recognized accounts.
11. Administrators are responsible to remove content that may violate the College's policies. If you have questions regarding the appropriateness of a post to a site that you administer, please contact the CR office.

~~11-12.~~ Paid advertising, including but not limited to, boosting, sponsoring, or promoting a post, through social media must be coordinated through the Community Relations office.

Content

~~12-13.~~ Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.

~~13-14.~~ You may Do not post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

~~14-15.~~ Refrain from-Be mindful of posting personal opinions on official College social media accounts. Refrain from-Do not using the HCC name to promote any personal opinion, product, cause, or political candidate.

~~15-16.~~ By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.

~~16-17.~~ HCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

~~17-18.~~ When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, from an outside source, always include citations. Provide a link to the original material if applicable.

~~18-19.~~ Refrain from-Do not using information and/or conducting activities that may violate local, state, or federal laws, and regulations.

20. Crisis communications will be directed by the Public Information Officer and must be shared in a timely manner on all Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events.

Payment Card Industry (PCI) Compliance Guidelines

1. PCI Self-Assessment Questionnaire number 3.3: The PAN (Personal Account Number) is masked when displayed and the last four digits are the maximum number of digits to be displayed.

2. PCI Self-Assessment Questionnaire number 4.2: All PAN's (Personal Account Numbers [credit card numbers]) are not to be sent via end-user messaging technologies, such as texting, instant messengers, email, etc.
3. PCI Self-Assessment Questionnaire number 9.9 (a): The College must maintain a list of devices that are capable of capturing payment card data via direct physical interaction with the card.
4. PCI Self-Assessment Questionnaire number 9.9 (b): College employees authorized to operate equipment related to capturing payment card data via direct physical interaction with the card must perform realtime inspections of the equipment to look for any tampering (such as card skimmers) or substitution. Examples of signs that a device might have been tampered with or substituted include unexpected attachments or cables plugged into the device, missing or changed security labels, broken or differently colored casing, or changes to the serial number or other external markings. Report any suspicious tampering or substitution to the Vice President, Administrative Services immediately.
5. PCI Self-Assessment Questionnaire number 9.9 (c): The College must train employees during PCI security training to look for suspicious behavior, device tampering, and substitution. No College employee may purchase any device or service relating to the processing of credit card information without approval from the Vice President, Administrative Services.
6. PCI Self-Assessment Questionnaire number 12.3.1: Explicit approval by authorized parties to use the technologies: Staff who are responsible for handling credit card transactions as a part of their job duties need to be authorized in writing (or email) to operate a credit card swipe terminal or to have an account set up for use in an online payment system.
7. PCI Self-Assessment Questionnaire number 12.3.2: Authentication to systems is required by staff to access critical technologies
8. PCI Self-Assessment Questionnaire number 12.3.3: The College maintains a list of all such devices and personnel with access, considered to need access to critical technologies.
9. PCI Self-Assessment Questionnaire number 12.3.5: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices, IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices.
10. PCI Self-Assessment Questionnaire number 12.3.6: Acceptable locations for use of the technologies: Highland Community College currently approves acceptable locations for use of the credit card swipe terminals to be limited to the Cashier's Office and the Bookstore. Use of TouchNet and associated applications for online credit card processing shall be used in the cashier's office, accounting staff offices,

IT offices, and the bookstore. Use of SeatAdvisor is limited to the Box Offices. The network locations of these technologies are maintained.

11. PCI Self-Assessment Questionnaire number 12.3.8: The College maintains an automatic disconnect timeout for remote access technologies after a period of inactivity lasting 15 minutes.
12. PCI Self-Assessment Questionnaire number 12.3.9: Activation of remote-access technologies for vendors and business partners only when needed by vendors and business partners, with immediate deactivation after use.
13. PCI Self-Assessment Questionnaire number 12.5.3: The Vice President of Administrative Services is responsible for establishing, documenting, and distributing security incidents, response, and escalation procedures to ensure timely and effective handling of all situations.
14. PCI Self-Assessment Questionnaire number 12.8.3: The College performs due diligence in evaluating the reputation of a vendor to ensure they have a good and clean record and reputation with PCI security.
15. PCI Self-Assessment Questionnaire number 12.8.4: The College performs an annual inspection on all service providers to validate their PCI compliance using the PCI council's lookup tool. These checks are performed at least annually.

**AGENDA ITEM #X-D-1
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERFUND TRANSFER FROM THE AUXILIARY FUND
TO THE OPERATING FUND**

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$500 from the Auxiliary Fund to the Operating Fund to support the Food Pantry.

BACKGROUND: The recommended transfer is from the Student Government budget center to support the recently created and opened food pantry. A process is in place for organizations to make grant requests to Student Senate. The Student Senate evaluates, considers, and votes on requests at Student Senate meetings.

BOARD ACTION: _____

AGENDA ITEM #X-D-2
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

INTERFUND TRANSFER FROM THE AUXILIARY FUND
TO THE OPERATING FUND

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$955 from the Auxiliary Fund to the Operating Fund for the Hospitality program.

BACKGROUND: The recommended transfer was requested by the Fine Arts department to transfer funds from the Madrigal Dinner event budget to the Hospitality program due to the role the Hospitality program played in the event. The Madrigal Dinner event budget center has an accumulated fund balance of \$5,012 prior to the transfer.

BOARD ACTION: _____

AGENDA ITEM #X-D-3
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

INTERFUND TRANSFER FROM THE AUXILIARY FUND
TO THE OPERATING FUND

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$1,150 from the Auxiliary Fund to the Operating Fund to support the “It Takes Three to Tango” student event.

BACKGROUND: The recommended transfer is from the Student Activities budget center to support an event held by the Humanities, Social Sciences, and Fine Arts division. “It Takes Three to Tango” was a live performance held during the Fall 2018 semester that was free and open to students and the public.

BOARD ACTION: _____

**AGENDA ITEM #X-D-4
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

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

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of \$3,080.08 from the Educational Fund to the Restricted Purposes Fund for Summerset Theatre.

BACKGROUND: The recommended transfer is to support the Summerset Theater budget center, which after the summer 2018 season, had an accumulated deficit fund balance of \$3,080.08. Historically, Summerset performances have been held in July. In FY18, Summerset 44 ('Annie') performances were held in July 2017 and Summerset 45 ('Wizard of Oz') performances were held in June 2018 (with the exception of one performance in July 2018), resulting in two productions in one fiscal year (FY18). The FY19 budget includes a transfer from the Educational fund in the amount of \$12,000 to support the Summerset Theatre. Productions for Summerset 46 will likely be held in July 2019 (FY20), resulting in no further expenses/transfers for Summerset in FY19.

BOARD ACTION: _____

**AGENDA ITEM #X-D-5
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF PURCHASE AGREEMENT WITH MOHAWK RESOURCES LTD
FOR AN AUTO ALIGNER SYSTEM**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached purchase agreement with Mohawk Resources Ltd for a turn-key educational auto aligner system in the amount of \$30,942.31.

BACKGROUND: This equipment provides a second work station for students in the auto mechanics program to perform and complete tasks in areas of steering, suspension and alignment. At this time, the program has one aging alignment machine that is used by 15 students. The new work station will alleviate delays in the classroom and lab, as well as create a more updated learning environment for students. This equipment has a long useful life of over 20 years and will better equip students to transition into the automotive industry workforce.

This project will be funded by a past bond issuance in the amount of \$30,000 and Perkins grant funds of \$942.31. The equipment was bid and is being purchased through a consortium to which the College belongs.

BOARD ACTION: _____



EQUIPMENT PROPOSAL / SALES AGREEMENT

Prepared on 3/05/2019 by Sherri Abell

Submitted to:

Highland Community College
2998 W Pearl City Rd
Freeport, IL 61032
815-233-9584

Quoted through:

MOHAWK RESOURCES LTD



WA684-CM

27,296.07

Aligner with Premium Large Cabinet & 27" Widescreen LCD. Includes:

- Cordless VIN Barcode Scanner
- CodeLink(TM) Cordless OBD-II Steering System Reset
- Hunter Shop Tough(TM) PC with Windows 10
- Award-Winning WinAlign(R) software
- 2 years free vehicle specs & WebSpecs(R) instant specs by web
- Tool & Kit Database with required tools replacement part numbers
- Full Digital Photo Adjustments & Instruction Video Library
- Exclusive tools including WinToe(TM) Shim-Select(R) II, CAMM(R) and ABC
- Live Ride Height & WinAlign Tuner(TM) application for modified vehicles
- TPMSpec(TM) Database (Vehicle Specific Sensor Type & Reset Procedures)
- Premium Color Printer, Wired & Wireless Network, Power Line Filter/Protector
- Certified iShop & ASANET compliant
- Professional Installation & On-Site Training
- Made in USA

HawkEye Elite cameras mounted to cabinet column fit most service bay applications when connected to a WA67X or WA68X system.

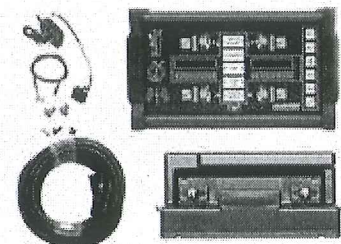
- 4 Patented PentaCam 5 Megapixel High Definition Cameras
- Patented Elite QuickGrip(R) wheel adaptors, no metal to metal contact
- "TD" Three Dimensional Wheel Targets
- QuickComp single motion roll
- Turnplate Bridges
- Made in the USA



20-2882-1

1,210.21

Cordless Remote Indicator Kit - Includes Cordless Remote Indicator and recharging bracketry for 6,7, & 8 Series Cabinets



20-2679-1

2,436.03

Portable Turnplate Kit - Includes 2 red turnplates, 2 red slipplates, 4 rollback ramps, turnplate bridges, 2 drive off ramps, 2 wheel chocks, mobile storage. Ramps/plates have non-skid lower surface and hook together for use on virtually any flat surface.



Prices subject to change without notice.	Subtotal	\$30,942.31
--	----------	-------------

This proposal is good through 04/04/2019

Total investment	\$30,942.31
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Electrical and compressed air connections to equipment are not included on this quotation.

For purchase using the: Sourcewell (Formerly NJPA) Awarded Contract

Contract Number: 061015-MRL

Contract Period: 7/21/2015 - 07/21/2020

Highland Community College Sourcewell Member ID # 28960

Please be advised that these prices are competitively bid and awarded and are guaranteed to be the lowest government price.

Installation, freight and training is included in costs.

If Lift Gate is required, please add \$75.00

Any required concrete work is to be supplied by an outside contractor or the end user and is not included in this quote.

If you have any technical questions, please contact Kenny Bailey of Hunter Engineering.

If you have any questions regarding this quote or if you would like to place an order, please contact Tim Gralewski of Mohawk Resources at 800-833-2006, ext 20.

timg@mohawklifts.com

This Proposal was Prepared for

Legal Name of Business

Highland Community College

Billing Address

2998 W Pearl City Rd

City, State Zip

Freeport, IL 61032

Main Contact

Main Phone Number

815-233-9584

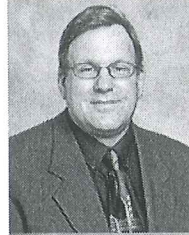
X

Approval

Items on this Proposal

- 1 WA684-CM
- 1 20-2882-1
- 1 20-2679-1

Your Local Hunter Team



Kenny Bailey
 Manufacturer's Representative
 Eldridge, IA 52748
 (319) 470-1930
 kbaileyhunter@gmail.com



Mason, Rich
 Technical & Training Representative
 Winnebago, IL
 (815) 739-5083
 rmason02@frontier.com



Horn, Patrick
 Regional Manager
 phorn@hunter.com

Tim Gralewski
 MOHAWK RESOURCES LTD
 PO Box 110
 Amsterdam, NY 12010
 800-833-2006
 timg@mohawkklifts.com

Total investment (Cash / Check)

\$30,942.31

**AGENDA ITEM #X-D-6
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF CONTRACT WITH PANOPTO, INC.
FOR SERVICES AND TRAINING OF A HOSTED
VIDEO MANAGEMENT SOLUTION**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a three-year contract with Panopto, Inc., for the services and training of a hosted video management solution at a total cost not to exceed \$50,070.

BACKGROUND: Video is quickly becoming the preferred method to deliver communication to people. As Highland pushes forward to use video to share content, instruction, campus communications and events, the departments of Academic Technology Resources, Information Technology Services, Audio/Visual, and the Library have identified a need for a campus-wide video solution. We have identified Panopto as the solution to standardize, simplify, and streamline our video creation and management needs.

Panopto is a cloud-based video creation and management solution that will impact the College by:

1. Simplifying lecture recording, helping instructors create more interactive and engaging course content.
2. Having built in, easy to use video editing and video management, which will help the College improve the quality of video produced and the speed we are able to create video content.
3. Making the instructional content more effective with in-video searches, in-video quizzes, multiple video sources, video analytics, and optimized for delivery on mobile devices.
4. Directly connecting to our Moodle system to provide secure and easy access.
5. Allowing us to live stream campus events (graduation, athletics, and live broadcasts) and connecting with all of our social media platforms.
6. Bringing our videos into compliance with federal accessibility laws (504, 508-compliance) with closed captioning services, voice transcriptions, variable speed playback and being screen reader compatible.

Panopto addresses multiple areas of our Strategic Plan Goals and Objectives and corresponding HLC Criterion:

BOARD ACTION: _____

1. Strengthen and expand high quality educational pathways for diverse student populations.
 - b. Enhance dual credit and distance education offerings through online and video streaming formats. *HLC: F1A & 5C5*
 - g. Strengthen programs and services in ways that increase student retention and engagement. *HLC 4C*
2. Enhance affordable and convenient access to educational opportunities.
 - d. Provide delivery options that promote district-wide accessibility of general education. *HLC 5C & 5A1.*
4. Expand and strengthen educational program offerings and modes of instructional delivery.
 - a. Increase and align instructional expectations, course offerings and instructional competencies in multi-instructional delivery formats including online and dual credit. *HLC 3A3 & 3C2, 4B1 & 4A*
 - c. Utilize professional and discipline related best practices, including inclusive learning methods such as universal design, across all disciplines. *HLC 3C4 & 3B4, 5A4*
6. Continuously assist with faculty and staff professional development in order to maintain high performance learning environments and services contributing to a caring and supportive campus climate which encourages student engagement.
 - b. Provide faculty development on Curriculum and Instruction for the 21st Century Learner, use of academic technology, teaching strategies, and assessment that support learning outcomes in face-to-face, hybrid and online classrooms. *HLC 3D4, 3A3, & 3C4; 5C5, 5A1.*
 - d. Promote an inclusive environment that respects and values all individuals. *HLC 1C, 2D*



600 River Ave Ste. 100 T:855.PANOPTO
Pittsburgh, PA 15212 USA F: 800.931.5036

sales@panopto.com

To be completed by Licensee:		Purchase Details:	
Licensee Name:	HIGHLAND COMMUNITY COLLEGE	Order Form Type:	Initial Order Form #: 1
Address:	2998 W PEARL CITY RD FREEPORT, Illinois 61032 United States	Deployment Type:	Hosted Agreement #: 0002978ml
		Authorized Users:	N/A Quote #: Q-23602, Q-23603
		Usage Hours:	80000 Quote Date: 02-18-2019
		Payment Terms:	Net 30 Effective Date:
		Total Fee:	USD 50,070 Expiration Date:
		Notes: The quote herein reflects a three (3) year license for up to 1,000 FTE Authenticated Users. The annual cost is listed below: Year 1: \$16,690 (Emerald Support), Year 2: \$16,690 (Jade Support), Year 3: \$16,690 (Jade Support)	
P.O. #:			
A copy of the PO document is required for invoicing.			
Tax Exempt #:			
No. Authorized Support Contact(s):	4	For inquiries about this order please contact your sales representative or operations@panopto.com	
<p>BY THE SIGNATURES OF THEIR DULY AUTHORIZED REPRESENTATIVES BELOW, PANOPTO, INC. AND LICENSEE AGREE TO ALL OF THE PROVISIONS OF THIS AGREEMENT. THE UNDERSIGNED ACKNOWLEDGES THAT, UPON EXECUTION OF THIS ORDER FORM, THIS ORDER FORM, THE ATTACHED OR REFERENCED SOFTWARE LICENSE AND SERVICES AGREEMENT, AND THE QUOTE, AND CAPTIONING TERMS (IF APPLICABLE) WILL CONSTITUTE A BINDING AGREEMENT BETWEEN THE PARTIES. THE LICENSEE HEREBY ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS ORDER FORM, THE QUOTE, THE CAPTIONING TERMS AND THE SOFTWARE LICENSE AND SERVICES AGREEMENT (COLLECTIVELY, THE "AGREEMENT"). PLEASE VERIFY THAT LICENSEE CONTACT AND MAILING ADDRESS ARE CORRECT. THIS ORDER FORM IS ONLY EFFECTIVE UPON THE SIGNATURE OF BOTH PARTIES BELOW. THIS FORM MAY BE RETURNED VIA E-SIGNATURE OR FAX TO (800) 931-5036. ALL PRICES ARE AS SET FORTH IN THE QUOTE. THIS AGREEMENT MAY BE EXECUTED IN ONE OR MORE COUNTERPARTS, EACH OF WHICH, WHEN TAKEN TOGETHER, SHALL CONSTITUTE ONE AND THE SAME DOCUMENT.</p>			
Panopto Signature		Authorized Licensee Signature	
BY:		BY:	
TITLE:		TITLE:	
DATE:		DATE:	



600 River Ave. Ste 100
Pittsburgh, PA 15212
USA

Pete Fink
HIGHLAND COMMUNITY COLLEGE
2998 W PEARL CITY RD
FREEPORT, Illinois 61032

Quote Number: Q-23603
ISSUE DATE: 2/18/2019 12:23 PM
Expires: 3/31/2019

Quoted Subscription Term: 12 Months
Payment Terms: Net 30

Panopto EDU Platform: 1000 FTE, Cloud, Emerald					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Emerald	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 19,560.00		USD 16,690.00
1	Emerald Cloud Package	Emerald Package: *24x7 Customer Support for password resets and emergency issues *Unlimited End User Support Contacts – all users can access support assistance 24x7 for end user questions *Phone and email support for Support Contact administrator questions including Remote Assist M-F 8am-8pm ET and for EMEA customers 8am-1am GMT *New releases and annual upgrades *Annual Day of Onsite Training *Regularly scheduled Basic and Advanced Training Webinars *Video Captioning credit	Included		USD 0.00
6	Hosting Usage Hours	Package of 5000 hours of usage time (a mix of recording or hours delivered), hours expire at the end of the license term. Multiply the number shown to the left in "quantity" column by 5,000 to get the total number of usage hours.	Included		USD 0.00
4	Authorized Support Contact	Authorized Support Contacts - the number of individuals authorized to seek support services from Panopto Tech Support (to be designated on license agreement).	Included		USD 0.00
2,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Caption Dollars expire at the same time as the customer's Panopto license and do not roll over. Requires a Panopto Cloud account.	Included		USD 0.00
		SUB TOTAL:			USD 16,690.00
GRAND TOTAL:					USD 16,690.00

This plan includes 30000 usage hours, available over the quoted subscription term of 12 months.

This Quote is subject to Panopto's Software License and Services Agreement.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations: please email accounting@panopto.com to verify whether taxes will be invoiced by Panopto. Credit card payments are subject to a processing fee. Contact accounting@panopto.com for all payment inquiries and magemann@panopto.com for questions about this quote.

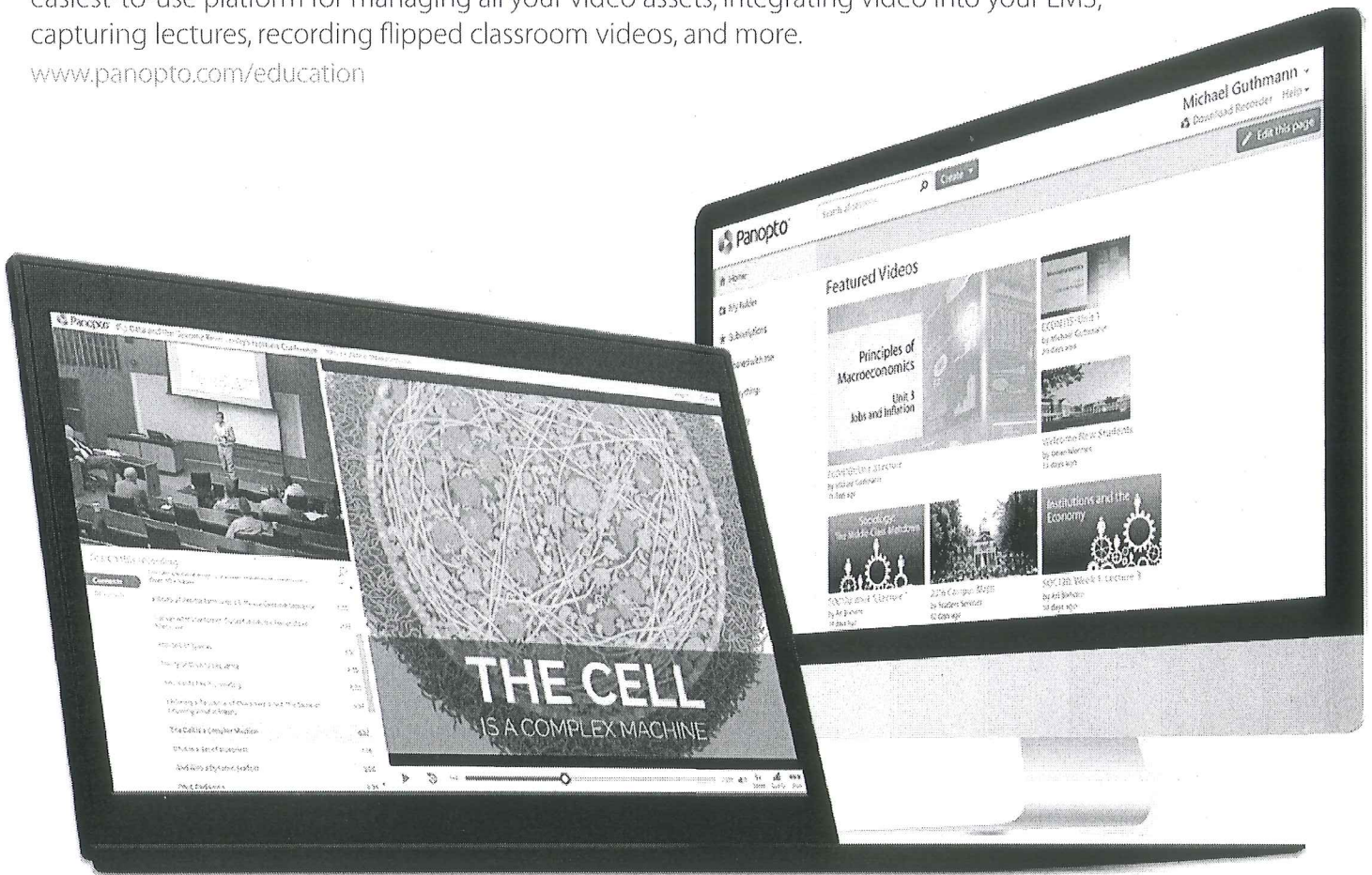
Fax POs to 800.931.5036 or send by email to sales@panopto.com. Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20 8374771.

CONFIDENTIAL

The leading education video platform

Panopto was created at Carnegie Mellon University by educators for educators. Since 2007, we've built the easiest-to-use platform for managing all your video assets, integrating video into your LMS, capturing lectures, recording flipped classroom videos, and more.

www.panopto.com/education



The easiest-to-use video management system

With Panopto, the University of Arizona integrates video directly with its LMS, optimizes storage to balance playback and cost, and simplifies technical support and administration. All of which is critical, because UA students now watch a quarter million hours of video annually.

The most flexible tools for capturing and streaming video

At Wharton, Panopto enables the school to instantly provision any lecture hall with any recording equipment. At Butler, Panopto allows faculty to capture and share flipped classrooms with ease. And at Sauder, Panopto helps the team record 400 student presentations every week.

The industry's top-rated customer service and support

"There are so many products out there that promise great capture, but no other solution delivers support like Panopto." Jimmy Lieu, Director of IT at the Wharton School of the University of Pennsylvania, is just one of the voices that have given Panopto Support a 99% positive rating — 5 years running.

The world's top academic institutions choose Panopto:




UNIVERSITY OF OXFORD



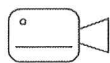
Yale University



COBB COUNTY SCHOOL DISTRICT



Press *record*. Present. Press *stop*. Panopto takes care of the rest.



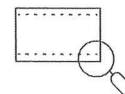
Record

Easy-to-use video capture software for Windows, Mac, and iOS. Schedule recordings ahead of time for worry-free lecture capture.



Webcast

Live stream your video presentation at the click of a button. Webcast your event to ten people across town or 10,000 around the world.



Search

Search for any word spoken or shown on-screen across every video in your library. Panopto's Smart Search is the industry's best.



Manage

Our video platform has been recognized as a Leader two years in a row in Gartner's Magic Quadrant for Video Content Management.



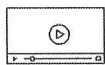
Upload

Upload your existing video files. Panopto automatically converts them for playback on any device and makes them searchable.



Stream

Efficiently deliver video across your network and over the Internet to viewers worldwide, with less buffering and higher-quality playback.



Play

Engage your students with interactive video players that support multi-camera HD playback, inside video search, digital notes, and more.



Edit

Our HTML5-based video editor makes it easy for anyone to accomplish common editing tasks, right from any web browser.



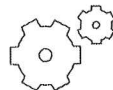
Measure

Web-based analytics that provide insights into which videos are most popular, who watched which videos, video engagement, and more.



Mobile

Native mobile apps for iOS and Android bring video recording, upload, search, and playback right to students' smartphones and tablets.



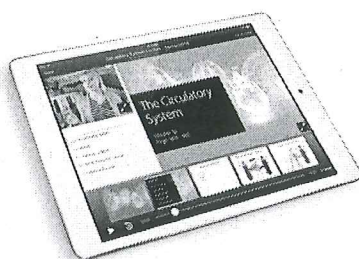
Integrate

Connect Panopto with your identity provider, LMS, CMS, or social software, and extend Panopto's functionality with our open APIs.



Service

Panopto Support has earned a 99% customer satisfaction rating, 3 years running. Best of all, its included standard in every license.



Try Panopto free in your institution.
Visit panopto.com/try to get started.



600 River Ave. Ste 100
Pittsburgh, PA 15212
USA

Quote Number: Q-23602
ISSUE DATE: 2/18/2019 11:52 AM
Expires: 3/31/2019

Quoted Subscription Term: 24 Months
Payment Terms: Net 30

Pete Fink
HIGHLAND COMMUNITY COLLEGE
2998 W PEARL CITY RD
FREEPORT, Illinois 61032

Panopto EDU Platform: 1000 FTE, Cloud, Jade				
QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 33,380.00	USD 33,380.00
10	Hosting Usage Hours	Package of 5000 hours of usage time (a mix of recording or hours delivered), hours expire at the end of the license term. Multiply the number shown to the left in "quantity" column by 5,000 to get the total number of usage hours.	Included	USD 0.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *New customer online training (3 hours) *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included	USD 0.00
4	Authorized Support Contact	Authorized Support Contacts - the number of individuals authorized to seek support services from Panopto Tech Support (to be designated on license agreement).	Included	USD 0.00
2,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Caption Dollars expire at the same time as the customer's Panopto license and do not roll over. Requires a Panopto Cloud account.	Included	USD 0.00
SUB TOTAL:				USD 33,380.00

GRAND TOTAL:	USD 33,380.00
---------------------	---------------

This plan includes 50000 usage hours, available over the quoted subscription term of 24 months.

The quote herein reflects a three (3) year license for up to 1,000 FTE Authenticated Users. The annual cost is listed below:

Year 1: \$16,690 (Emerald Support)

Year 2: \$16,690

Year 3: \$16,690

This Quote is subject to Panopto's Software License and Services Agreement.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations: please email accounting@panopto.com to verify whether taxes will be invoiced by Panopto. Credit card payments are subject to a processing fee. Contact accounting@panopto.com for all payment inquiries and mlagemann@panopto.com for questions about this quote.

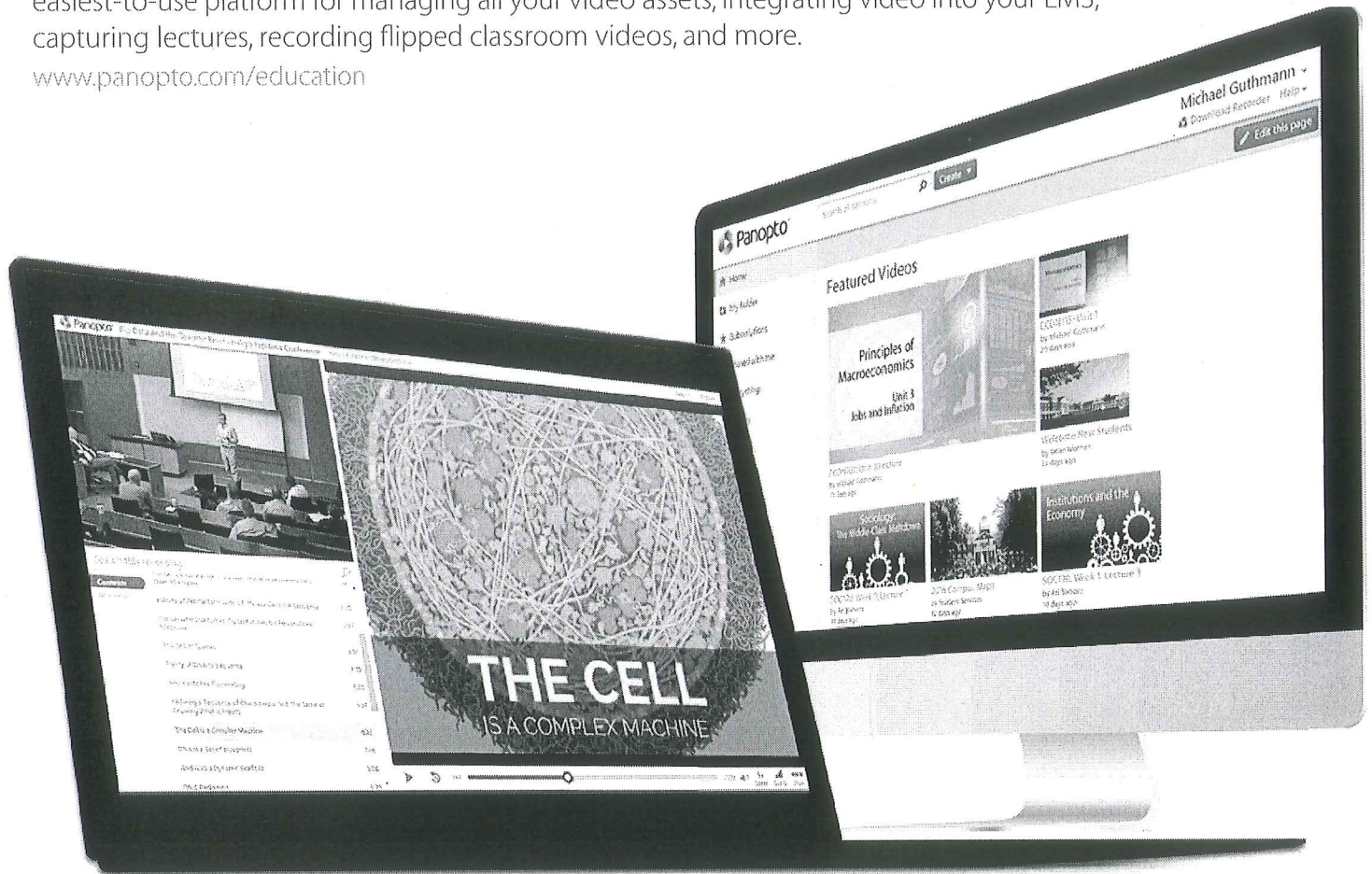
Fax POs to 800.931.5036 or send by email to sales@panopto.com. Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20 8374771.

CONFIDENTIAL

The leading education video platform

Panopto was created at Carnegie Mellon University by educators for educators. Since 2007, we've built the easiest-to-use platform for managing all your video assets, integrating video into your LMS, capturing lectures, recording flipped classroom videos, and more.

www.panopto.com/education



The easiest-to-use video management system

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"There are so many products out there that promise great capture, but no other solution delivers support like Panopto." Jimmy Lieu, Director of IT at the Wharton School of the University of Pennsylvania, is just one of the voices that have given Panopto Support a 99% positive rating — 5 years running.

The world's top academic institutions choose Panopto:

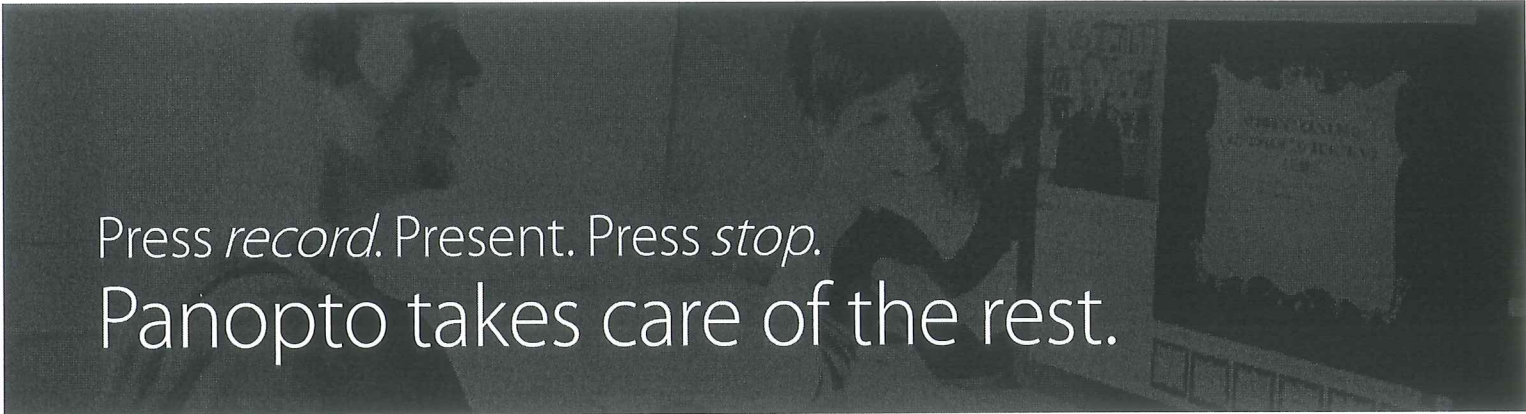


UNIVERSITY OF OXFORD

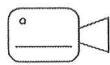


Yale University





Press *record*. Present. Press *stop*. Panopto takes care of the rest.



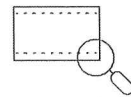
Record

Easy-to-use video capture software for Windows, Mac, and iOS. Schedule recordings ahead of time for worry-free lecture capture.



Webcast

Live stream your video presentation at the click of a button. Webcast your event to ten people across town or 10,000 around the world.



Search

Search for any word spoken or shown on-screen across every video in your library. Panopto's Smart Search is the industry's best.



Manage

Our video platform has been recognized as a Leader two years in a row in Gartner's Magic Quadrant for Video Content Management.



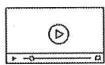
Upload

Upload your existing video files. Panopto automatically converts them for playback on any device and makes them searchable.



Stream

Efficiently deliver video across your network and over the Internet to viewers worldwide, with less buffering and higher-quality playback.



Play

Engage your students with interactive video players that support multi-camera HD playback, inside video search, digital notes, and more.



Edit

Our HTML5-based video editor makes it easy for anyone to accomplish common editing tasks, right from any web browser.



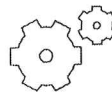
Measure

Web-based analytics that provide insights into which videos are most popular, who watched which videos, video engagement, and more.



Mobile

Native mobile apps for iOS and Android bring video recording, upload, search, and playback right to students' smartphones and tablets.



Integrate

Connect Panopto with your identity provider, LMS, CMS, or social software, and extend Panopto's functionality with our open APIs.



Service

Panopto Support has earned a 99% customer satisfaction rating, 3 years running. Best of all, its included standard in every license.



Try Panopto free in your institution.
Visit panopto.com/try to get started.

PANOPTO, INC.

SOFTWARE LICENSE AND SERVICES AGREEMENT

SOFTWARE LICENSE AND SERVICES AGREEMENT

This SOFTWARE LICENSE AND SERVICES AGREEMENT is entered into on the date specified on the Order Form (the "Effective Date") between Panopto, Inc., a Delaware corporation ("Panopto") and the "Licensee" (as identified on the Order Form delivered in connection herewith), and includes all Appendices and Exhibits attached hereto and including the Order Form (collectively, the "Agreement"). Capitalized terms shall have the meanings set forth in Appendix A. Panopto is the owner of certain proprietary software defined in Appendix A as the "Licensed Products". Licensee is desirous of licensing the Licensed Products and services described in the Order Form and quote and hereby incorporated by reference. By the signatures of their duly authorized representatives set forth on the Order Form, Panopto and Licensee, intending to be legally bound, agree as follows:

1. License and Support

1.1 Grant of License. Pursuant to the terms and conditions of this Agreement and the Order Form, and during the Term, for Authorized Users, Panopto grants a nonexclusive, nontransferable, non-sublicenseable license to access, use, install, and execute the Licensed Products.

1.2 Restrictions on Use. Licensee agrees to use the Licensed Products only for Licensee's own data processing and computing needs in accordance with the intended use of the Licensed Products. Licensee shall not permit any parent, affiliated entities who are not included on the Order Form, or third parties to use the Licensed Products or operate any time sharing arrangement with respect to the Licensed Products. Licensee agrees to take all reasonable steps to protect the Licensed Products from unauthorized copying or use. Licensee shall implement and use, and shall not in any way disable, any license key or the encryption provided with the Licensed Products. Licensee's license is restricted to a number of Authorized Users, the rights granted to those Authorized Users are personal to each such Authorized User, and Licensee agrees that the Authorized Users shall not share their passwords with any other party.

1.3 Modifications, Reverse Engineering. Licensee shall not and will not permit any Authorized Users to (i) disassemble, decompile or reverse engineer the Licensed Products or otherwise attempt to discover the source code for the Licensed Products; (ii) prepare any derivative works based on the Licensed Products; (iii) sublicense, lease, rent assign, distribute, repack, rebrand, or otherwise transfer or disclose the Licensed Products or any portion thereof; (iv) use the Licensed Products in a manner or for any purpose that violates any law or regulation, or any right of any person; or (v) cause, assist, or permit any third party to do any of the foregoing. Notwithstanding the foregoing, Licensee may in accordance with the terms and conditions hereof, develop plug-ins and other custom enhancements using API with the prior written consent of Panopto.

1.4 Designation of Authorized Support Contacts. Licensee shall provide to Panopto, in writing, the names and contact information for the person or persons to be

designated as "Authorized Support Contacts." The maximum number of persons who may be so designated is set forth in the Order Form. Only persons so identified in writing shall be authorized and permitted to request and receive Support Services pursuant to this Agreement. The Authorized Support Contact may be changed from time to time upon written notice to Panopto.

1.5 Material Terms and Conditions. Licensee specifically agrees that each of the terms and conditions of this Section 1 are material and that failure of Licensee to comply with these terms and conditions shall constitute sufficient cause for Panopto to terminate this Agreement.

1.6 Documentation. Panopto may make Documentation available at Panopto's designated internet website for access by Licensee during the Term.

1.7 Support Services. Support for the Licensed Products will be provided to Licensee only as specified in the applicable Order Form or quote and in accordance with the descriptions of Support Services set forth on Appendix B to this Agreement. During the Term, Licensee will be entitled to updates and upgrades made generally available to Panopto's customers without additional fees, as and when released by Panopto. Panopto reserves the right to discontinue the licensing, maintenance and support of any Licensed Products or any version thereof, for any reason and at any time, upon twelve (12) months' prior written notice to Licensee or at any time with respect to all versions of the Panopto Software which are older than the immediately preceding version of the then current version. Such discontinuance will not be deemed a termination or breach of the Agreement by Panopto.

1.8 Third Party Services. Panopto may offer to Licensee certain third party services in connection with the Licensed Products. The terms and conditions applicable to the third party services are specified on Appendix D.

2. Ownership

2.1 Ownership of Licensed Products. Licensee agrees that Panopto owns all proprietary rights, including patent, copyright, trade secret, trademark and other proprietary rights, in and to the Licensed Products and any bug fixes, enhancements, error corrections, updates, upgrades or

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other modifications, including custom modifications, to the Licensed Products, whether made by Panopto or any third party. Under no circumstances shall Licensee sell, lease, license, publish, display, distribute, or otherwise transfer to a third party, including without limitation, individuals affiliated with the Licensee, the Licensed Products or any copy thereof, in whole or in part, without Panopto's prior written consent.

2.2 Ownership of Licensee Content. As between Panopto and Licensee, Licensee shall own all right, title and interest in and to the Licensee Content. Panopto may access the Licensee Content solely as necessary (i) to perform Support Services, at the request of Licensee, or to otherwise perform its obligations under this Agreement and (ii) to perform analysis and otherwise improve Licensed Products. Licensee represents and warrants that Licensee shall not provide Licensee Content that is "personally identifiable information" or "protected health information" as may be defined by Privacy Laws. Licensee is solely responsible for obtaining necessary permissions and consents relating to its provision of the Licensee Content. Licensee shall indemnify, defend, and hold Panopto and its affiliates harmless from any allegation, claim, liability damage, and expense (including reasonable attorney's fees) incurred or suffered arising of Licensee or Authorized User's misappropriation or infringement of any intellectual property right of the Licensed Products, or any breach of this Section 2.2 by Licensee or Authorized User.

2.3 Hosted Solution. If Licensee purchased the Hosted Solution, the following additional terms and conditions shall apply:

- (a) Upon the prior written request of Licensee, Panopto shall grant the Licensee access to the Licensed Products, for a period of thirty (30) days after termination of this Agreement, solely to allow Licensee to download all Licensee Content from the Licensed Products. Other than the foregoing, Panopto shall have no obligation to make the Licensee Content available to Licensee at any time following the Term of this Agreement, or to make the Licensee Content available, or for use with or in, in any third party service provider or in any format other than as it is maintained in the Licensed Products. Licensee acknowledges and agrees that following the Term of this Agreement, all Licensee Content will be removed from Panopto's servers and will be no longer available for Licensee's or Panopto's use or access. Panopto shall be permitted to use Licensee Content provided or made available from Licensee as necessary to maintain and support the Hosted Solution provided to Licensee hereunder. Licensee shall be solely responsible for maintaining copies of the Licensee Content to the extent that Licensee deems necessary.
- (b) Panopto will provide the Licensed Products in accordance with the standards attached hereto as

Appendix D (which may be updated from time to time, upon prior notice to Licensee, and provided further, that such updates shall not materially affect the existing service levels).

3. **Fees and Payment Terms** The License Fees shall be due and payable thirty (30) days from the Effective Date Licensee may be subject to Overage Charges in accordance with the definition set forth in Appendix A. Overage Charges shall be paid within thirty (30) days after Licensee's receipt of an invoice for such Overage Charges.

4. Term and Termination

4.1 Term. The initial term of this Agreement will begin on the Effective Date and shall continue thereafter until the expiration date specified on the Order Form (the "Expiration Date"), unless earlier terminated as provided in Section 4.2 (the "Initial Term"). Upon Licensee's request, Panopto may, prior to the Expiration Date, agree in writing to extend the term for an additional period of time (the "Renewal Term" and together with the Initial Term, the "Term") upon the payment of additional License Fees as specified in a written renewal Order Form provided to Licensee or purchase order executed by Licensee (the "Renewal Agreement"). If no Renewal Agreement is reached prior to the then current Expiration Date, this Agreement will terminate as of such Expiration Date.

4.2 Termination.

- (a) **Termination Upon an Event of Default.** Either party may terminate this Agreement upon written notice to the other party upon the occurrence of any of the following events (each an "Event of Default"):
 - (i) a material breach of this Agreement that is not cured within thirty (30) days of receipt of notice from the non-breaching party specifying the breach (including, without limitation, a failure to pay any amount due as and when required); or
 - (ii) the other party (A) terminates or suspends its business, (B) becomes subject to any bankruptcy or insolvency proceeding under Federal or state statute, (c) becomes subject to direct control by a trustee, receiver or similar authority, or (D) has wound up or liquidated, voluntarily or otherwise.
- (b) **Effect of Termination.** Upon the expiration or termination of this Agreement: (i) the license rights granted under this Agreement with respect to all Licensed Products will immediately terminate; (ii) other than as specified in Section 2.3 Licensee and its Authorized Users will immediately cease all use of all Licensed Products; (iii) Panopto may deactivate all access

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codes and license keys for the Licensed Products if any were provided to Licensee prior to termination or expiration; (iv) any outstanding amounts due under the Order Form and this Agreement shall be immediately due and payable; and (v) each of Panopto and Licensee will return to the other or destroy all Confidential Information in its respective possession or control and certify the destruction of the same. Termination of this Agreement shall not affect any obligation owed by one Party to the other Party that have accrued prior to such termination.

- (c) Suspension of Access. Upon Panopto's reasonable belief that tortious or criminal or otherwise illegal or unauthorized activity may be associated with Licensee or an Authorized User's utilization of the Licensed Product, Panopto may, without incurring any liability, temporarily suspend or discontinue providing access to the Licensed Products, or a specific Authorized User's account within the Licensed Products, pending investigation and resolution of the issue or issues involved and solely as is reasonably necessary to resolve such issue. If access to the Licensed Products is suspended or discontinued pursuant to this Section, Panopto shall provide Licensee with prompt written notice. Licensee shall not be permitted to load or vulnerability test against Panopto's production cloud environments. Panopto shall share its quarterly vulnerability tests with Licensee upon request.

5. Licensee Obligations

- (a) Product Feedback. Any product feedback provided by Licensee to Panopto relating to the Licensed Products shall be solely owned by Panopto, and Licensee shall have a royalty-free, non-transferable, non-sub-licensable, license to use any feedback which is incorporated into the Licensed Products during the Term.
- (b) Use of Logo. Licensee may not remove or interfere with the display of logos, including any links to Panopto web sites, which are embedded in the Licensed Products, unless such removal is authorized by Panopto in writing.
- (c) Access to Systems for Panopto Deployed Solution. Licensee shall permit access to its systems to allow the Licensed Products to reach a Panopto-maintained URL. The sole purpose of this connection shall be to (i) transmit health information about the server to Panopto in order for Panopto to contact the Licensee if there are operational problems, and (ii) aggregate usage data to improve the Licensed Products.

6. Confidentiality

Each party agrees that in the performance of this Agreement, each party may disclose (the "Disclosing Party") to the other party (the "Recipient"), or the Recipient may have access to the confidential or proprietary information owned or provided by the other party. "Confidential Information" shall include, but not be limited to, software computer programs, object code, source code, marketing plans, educational instruction, business plans, customer lists, financial information, product specifications, business practices and other data. For the avoidance of doubt, the Licensed Products and Documentation shall be Panopto's Confidential Information, and the Licensee Content shall be the Licensee's Confidential Information. During the Term and at all times after its termination (for whatever reason), the Recipient and its employees shall maintain the confidentiality of and not disclose to any third parties, all Confidential Information and not sell, license, publish, display, distribute, disclose or otherwise make available any Confidential Information to any third party nor use such information except as expressly authorized by this Agreement. The Recipient shall not have any obligations with respect to Confidential Information which: (i) is or becomes generally known to the public by any means other than a breach of the obligations of a Recipient; (ii) was previously known to the Recipient or rightly received by the Recipient from a third party; (iii) is independently developed by the Recipient; or (iv) is required to be disclosed by law provided the Recipient has promptly notified the Disclosing Party of such requirement, if such disclosure is legally permissible, and has allowed the Disclosing Party a reasonable time to oppose such requirement.

Licensee's obligations under applicable state public records acts shall supersede the non-disclosure obligations herein, provided however that copyrightable software and metadata protected by the federal Copyright Act constitute a "trade secret" and shall be exempt from mandatory disclosure.

Notwithstanding the foregoing, in no event shall Panopto have any obligation or liability for the use or disclosure of Licensee's Confidential Information made available by Licensee to Viewers through the Licensed Products or web-access.

7. Warranty

- (a) Scope of Warranty. Panopto warrants to Licensee that the Licensed Products will perform in all material respects, in accordance with the Documentation, provided that Licensee properly uses the Licensed Products on hardware and with an operating system for which the Licensed Products are designed. Panopto also warrants that Support Services will be provided in a workmanlike manner.

SOFTWARE LICENSE AND SERVICES AGREEMENT

- (b) Remedies. Panopto's entire liability, and Licensee's exclusive remedy in the event of a breach by Panopto of the foregoing warranties shall be the performance by Panopto of the Support Services as specified in Appendix B and Appendix C. The foregoing limited warranty is void if failure of the Licensed Products has resulted from (i) accident, abuse or misapplication attributable to Licensee's actions or inactions, (ii) use of the Licensed Products in violation of this Agreement, or (iii) use of the Licensed Products in combination with any other product or software not specified in the Documentation. Licensee shall promptly provide written notice to Panopto that describes the problem with the Licensed Products (including, as applicable, the Service Ticket notifying Panopto of the problem).
- (c) PANOPTO DISCLAIMS ANY REPRESENTATION OR WARRANTY THAT THE LICENSED PRODUCTS WILL BE SECURE, ERROR FREE, VIRUS FREE, OR FREE FROM INTERRUPTIONS, DEFECTS, OR OTHER FAILURES OR HARMFUL COMPONENTS OR THAT THE LICENSED PRODUCTS, ANY AFFILIATED SITE AND/OR THEIR CONTENT WILL SATISFY YOUR SPECIFIC REQUIREMENTS OR BE COMPATIBLE WITH YOUR EQUIPMENT (MOBILE OR OTHERWISE) OR OTHER HARDWARE, SOFTWARE, OR BROWSER CONFIGURATION OR THAT INACCURACIES OR ERRORS WILL BE CORRECTED. THE LICENSED PRODUCTS, ITS CONTENT, AND ANY INFORMATION INCLUDED ON OR PROVIDED THROUGH THE PLATFORM ARE PRESENTED ON AN "AS IS" BASIS, WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED INCLUDING FOR SOFTWARE, HARDWARE, SYSTEMS, NETWORKS OR ENVIRONMENTS OR FOR MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

8. Disclaimer and Indemnification

- (a) Disclaimer of Damages; No Consequential Damages and Limitation of Liabilities. IN NO EVENT WILL PANOPTO BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, RELATED, IN ANY WAY, TO THIS AGREEMENT, THE LICENSED PRODUCTS, OR SUPPORT SERVICES PROVIDED HEREUNDER, OR RESULTING FROM LICENSEE'S (OR LICENSEE'S AUTHORIZED USERS OR VIEWER'S) USE OF, OR INABILITY TO USE, THE LICENSED PRODUCTS, ARISING FROM ANY CAUSE OF ACTION WHATSOEVER, INCLUDING CONTRACT, WARRANTY, STRICT LIABILITY, OR NEGLIGENCE, EVEN IF PANOPTO HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. PANOPTO'S MAXIMUM LIABILITY FOR ALL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT OR TORT, OR OTHERWISE, SHALL IN NO EVENT EXCEED, IN THE AGGREGATE, THE TWELVE (12) MONTH FEE ACTUALLY

PAID TO PANOPTO FOR THE ORDER THAT IS THE SUBJECT OF THE CLAIM. PANOPTO SHALL HAVE NO LIABILITY FOR, AND DOES NOT REPRESENT OR ENDORSE THE ACCURACY OR RELIABILITY OF ANY OF THE LICENSEE CONTENT CONTAINED ON, DISTRIBUTED THROUGH, OR LINKED, DOWNLOADED OR ACCESSED FROM ANY OF THE LICENSED PRODUCTS, NOR THE QUALITY OF ANY LICENSEE CONTENT. FURTHER, PANOPTO SHALL HAVE NO OBLIGATION TO MONITOR LICENSEE CONTENT OR COMPLY WITH ANY PRIVACY POLICY WITH RESPECT TO LICENSEE'S (OR LICENSEE'S AUTHORIZED USERS OR VIEWER'S) USE OR DISTRIBUTION OF LICENSEE CONTENT. LICENSEE SHALL BE SOLELY RESPONSIBLE FOR THE LICENSEE CONTENT, AND LICENSEE SHALL INDEMNIFY AND HOLD PANOPTO HARMLESS FROM ANY LIABILITY WHATSOEVER CAUSED BY THE LICENSEE CONTENT. PANOPTO SHALL HAVE NO LIABILITY WHATSOEVER FOR THIRD PARTY PRODUCTS.

- (b) Indemnification. Panopto shall defend any suit or proceeding brought against Licensee and its members, trustees, officers, directors, faculty, and employees arising out of a claim that the Licensed Products infringe any existing United States copyright or patent provided (1) Licensee promptly notifies Panopto in writing of any such claim, suit or proceeding, (2) at Panopto's expense, Licensee gives Panopto the sole right to defend, settle and control the defense of the suit or proceeding, (3) Licensee provides all necessary information and reasonable assistance for such defense or settlement, and (4) Licensee takes no adverse position to Panopto in connection with such claim. In the event Panopto is obligated to defend such suit or proceeding, Panopto will pay all costs and damages finally awarded or agreed in settlement by Panopto that are directly related thereto. Upon notice of a claim of infringement, Panopto may, at its discretion either: (i) replace, in whole or in part, the Licensed Products with a substantially compatible and functionally equivalent computer program; (ii) modify the Licensed Products to avoid the infringement; and / or (iii) if (i)-(iii) are not commercially practicable, terminate this Agreement, require Licensee and any Viewers to immediately cease the use of the Licensed Products, in whole or in part, and refund Licensee a pro-rata portion of the License fee paid. Notwithstanding the foregoing, Panopto shall have no liability for any claim of infringement, and Panopto's indemnification obligations shall not apply, to any claim based upon (i) modification of the Licensed Products by anyone other than Panopto, (ii) use of other than the then-current release of the Licensed Products if use of the then-current version or release would not result in the claim, (iii) use of the Licensed Products that is not in accordance with its Documentation or this Agreement, or (iv) use of the Licensed Products in combination with another product, hardware or software that has not been

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provided by Panopto. The remedies set forth in this Section shall be Panopto's sole obligation, and Licensee's sole remedy with respect to an infringement allegation.

9. **Assignment.** Licensee shall not assign or otherwise transfer the Licensed Products or this Agreement to anyone, including any affiliated entities or third parties, without Panopto's prior written consent. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their permitted successors and assigns.
10. **Force Majeure.** Neither party shall be in default or otherwise liable for any delay in or failure of its performance under this Agreement if such delay or failure arises by any reason beyond its reasonable control, including any act of God, any acts of any governmental entity or any entity acting under color of law, any acts of the common enemy, the elements, earthquakes, floods, fires, epidemics, riots, failures or delay in transportation or communications; provided, however, that lack of funds shall not be deemed to be a reason beyond a party's reasonable control. The parties will promptly inform and consult with each other as to any of the above causes that in their judgment may or could be the cause of a delay in the performance of this Agreement.
11. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service or confirmed facsimile, or forty-eight (48) hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed, where the party receiving the notice is the Licensee, to the Licensee's address or facsimile number as set forth in the Order Form or as subsequently modified by written notice, or if the party receiving the notice is Panopto, at the address or facsimile number set forth below or as subsequently modified by written notice.

12. General Provisions

- (a) **Complete Agreement.** The parties agree that this Agreement (including the Order Form and all Appendices thereto) is the complete and exclusive statement of the agreement between the parties, which

supersedes and merges all prior proposals, understandings and all other agreements, oral or written, between the parties, and any future terms and conditions exchanged by the parties, including those included on Licensee's purchase orders, relating to the subject matter of this Agreement.

- (b) **Subcontractors.** Panopto may use subcontractors to perform its obligations under this Agreement. Unless otherwise specified herein, Panopto shall be responsible for ensuring that its subcontractors comply with the terms of this Agreement.
- (c) **Amendment.** This Agreement may not be modified, altered or amended except by written instrument duly executed by both parties.
- (d) **Waiver.** The waiver or failure of either party to exercise in any respect any right provided for in this Agreement shall not be deemed a waiver of any further right under this Agreement.
- (e) **Severability.** If any provision of this Agreement is invalid, illegal or unenforceable under any applicable statute or rule of law, it is to that extent to be deemed omitted. The remainder of the Agreement shall be valid and enforceable to the maximum extent possible.
- (f) **Identification of Licensee.** Panopto shall be permitted to identify Licensee as customer of the Licensed Products in promotional and marketing materials.
- (g) **Survival.** The provisions of Sections 2.1, 2.2, 6, 7, 8, 11 and 12 shall each survive any termination of this Agreement.
- (h) **Choice of Law; Dispute Resolution; Waiver of Jury Trial.** This Agreement shall be governed by the laws of the State of New York without reference to its conflict of law principles. The parties to this Agreement hereby irrevocably submit to the exclusive jurisdiction of any New York state or federal court located in New York County, New York State. No claim, lawsuit or other action under this Agreement may be brought by either party against the other more than one (1) year after the cause of action arises. EACH OF THE PARTIES HEREBY IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY IN ANY ACTION, PROCEEDING OR COUNTERCLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT.

SOFTWARE LICENSE AND SERVICES AGREEMENT

Appendix A to Software License and Services Agreement – Definitions

The following terms when used in the Order Form and the Panopto Software License and Services Agreement shall have the meanings set forth below:

1. "Authorized Support Contacts" means designated individuals affiliated with Licensee identified on the Order Form (as may be replaced from time to time as provided in the Agreement) that are authorized to seek support services from Panopto with respect to the Licensed Products.
2. "Authorized User" means an employee, agent, enrolled student, or affiliate of the Licensee for whom Licensee assumes liability for the use of the License Products.
3. "Documentation" means the specifications, manuals, documents, drawings, and other tangible items pertaining to the Licensed Products as from time to time made available to Licensee by Panopto through Panopto's website.
4. "Error" means any failure of the Licensed Products to substantially conform in all material respects to its Documentation. However, any nonconformity resulting from Licensee's misuse, improper use, alteration, or damage of the Licensed Products of Licensee's combining or merging the Licensed Products with any hardware or software not supplied or identified as compatible by Panopto, shall not be considered an Error.
5. "Hosted Solution" means the hosted version of the Licensed Products.
6. "License Fee" means the amount identified as the Total Fee on the Order Form.
7. "Licensee Content" means the video, audio and presentation materials produced, imported or uploaded and recorded by use of the Panopto Licensed Products.
8. "Licensed Products" means the software provided by Panopto used to import, transcode, record, edit, store, transcribe, encode, index, search or view content, including the hosted version of the Panopto software and associated services described in the Order Form or quote and in the Agreement, but excluding any third party services.
9. "Normal Working Hours" for customers located in the United States, Canada, Central America, South America and the Caribbean means 8:00 A.M. and 8:00 P.M., Eastern Time, on the days Monday through Friday, excluding regular and Panopto scheduled holidays and those days when the banking institutions in Pittsburgh, Pennsylvania, are authorized to close for business.
10. "Overage Charges" means additional fees incurred by Licensee for use of the Licensed Products in excess of the amount of viewed, uploaded or recorded hours covered by previously purchased Usage Hours. Overage Charges will be billed quarterly at twice Panopto's list price for such Usage Hours. For Licensees purchasing a plan with unlimited hosting usage, recordings that accrue more than 25,000 unauthenticated viewed hours will require the purchase of Usage Hours as defined below. Usage Hours are sold in bundles of 5,000 hours at Panopto's list price.
11. "Panopto" means Panopto, Inc., a Delaware corporation, including its successors and assigns.
12. "Person" means an individual, partnership, corporation, limited liability company, business trust, joint stock company, trust, unincorporated association, or joint venture.
13. "Privacy Laws" means all present and future laws and regulations relating to the privacy of individually identifiable medical, financial or other information including, without limitation, the Health Insurance Portability and Accountability Act of 1996 and rules and regulations promulgated thereunder ("HIPAA").
14. "Service Ticket" means a service call reference created by Panopto service management system.
15. "Support Services" shall mean the services provided to Licensee as described in Appendix B to this Software License and Services Agreement.

SOFTWARE LICENSE AND SERVICES AGREEMENT

16. "Usage Hours" means a block of time for uploading, recording and viewing content through the Hosted Solution as specified on the Order Form or Quote. If the ratio of uploaded or recorded hours to viewed hours over the course of one (1) year exceeds five to one (5:1), Panopto reserves the right to switch Licensee from a hosted to an on-premises deployment.
17. "Viewer" means any member of the public, any affiliate or other end-user that views Licensee Content whether through a Licensed Product or via web-access.

Appendix B to Software License and Services Agreement – Support Services

1. Support Services. Panopto will provide the following Support Services to Licensee:

- a. Online Documentation for Licensed Products, How-to and other training related videos, and access to Support discussion boards and standard online training sessions
- b. Customized training depending on support package purchased.
- c. Corrections of Errors in the Licensed Products
- d. Periodic updates of the Licensed Products that may incorporate: (i) corrections of any Errors; (ii) fixes of any minor bugs, and; (iii) at the sole discretion of Panopto, enhancements to the Licensed Products.
- e. Telephone and email support to assist Authorized Support Contact(s) in using the Licensed Products during Normal Working Hours¹. Telephone and help desk support services shall include access only for the Authorized Support Contacts designated by Licensee, who may contact Panopto personnel in connection with the use and administration of, and identification and resolution of problems related to the Licensed Products.

2. Support Services in General. Panopto shall provide the Support Services according to the time frames established below:

PRIORITY CODE	PRIORITY DESCRIPTION	SERVICE TICKET GENERATION	RESPONSE TIMES	RESOLUTION TIMES
P1 (High)	Mission Critical. Licensed Products, access to the Licensee Content is unavailable, causing critical impact to business operations; no workaround available. ²	Within thirty (30) minutes of Error notification during Normal Working Hours.	Within four (4) hours of Service Ticket generation during Normal Working Hours.	Panopto shall use commercially reasonable efforts to resolve the Error within 24 hours of response time.
P2 (Medium)	High: Licensed Products are available but aspects of access to the Licensee Content are unavailable and so impacting significant aspects of business operations and there is no reasonable workaround.	Within thirty (30) minutes of Error notification during Normal Working Hours.	Within eight (8) hours of Service Ticket generation during Normal Working Hours.	Panopto shall use commercially reasonable efforts to resolve the Error within 48 hours of response time.
P3 (Low)	General Support: Any Error that is not a P1 or P2.	Within thirty (30) minutes of Error notification during Normal Working Hours.	Within sixteen (16) hours of Service Ticket generation during Normal Working Hours..	Panopto shall use commercially reasonable efforts to resolve the Error upon the release of the next version of the Licensed Products, or the next regularly scheduled Licensed Products update.

In the event that Licensee has purchased the 24x7 "On-Call Support" as part of the Emerald Package (as set forth in the Order Form or quote), Licensee agrees that such support services are provided as a pass-through pursuant to a contract

¹ Normal Working Hours restrictions shall not apply to Licensees who have purchased 24x7 "On-Call-Support." For all other Licensees, problems reported outside Normal Working Hours shall be queued for the next business day.

² Mission Critical shall mean any of the following: Licensee's Panopto site is unavailable; multiple Authorized Users cannot log in on Licensee's Panopto site; Licensee' Content is not streaming, processing or delivering (site wide).

SOFTWARE LICENSE AND SERVICES AGREEMENT

between Panopto and a third party service provider. Panopto works with such service provider to ensure that support service is provided in a professional and workmanlike manner, but does not assume any liability to Licensee for such service. 24x7 support is available to all Authorized Users but will only be able to address questions typical of a user (not a system administrator, i.e. "P 1 and P2" level questions). In the event that the question or issue cannot be resolved with the on-call support staff, then such question or issue will be escalated to Panopto and Panopto shall resolve such issue in accordance with this Appendix. Panopto shall not be responsible for any Error in Licensed Products that have been modified or adapted by Licensee, or Errors that have arisen by reason of the Licensee's errors or negligence.

- 3. On-premise Deployments.** For on-premise deployments, please note that the Licensed Products are licensed to support a single production, development and test server environment.

SOFTWARE LICENSE AND SERVICES AGREEMENT

Appendix C to Software License and Services Agreement – Hosted Solution: Hosting Services

Panopto Obligations for Purchasers of the Hosted Solution: Hosting Services. For purchasers of the Hosted Solution, Panopto will, for the Term, offer hosting Services to Licensee. Panopto will use reasonable efforts to make the Hosted Solution available 7 days a week, 24 hours a day. The Hosted Solution shall have an Availability Percentage of 99.9% of during any calendar month (the "Uptime Commitment"). Availability Percentage means the percentage of the total time during any given calendar month that the Hosted Solution is not Unavailable. "**Unavailable**" means that the Hosted Solution is not available to users via the Internet, as measured and reported by an independent third party retained by Panopto for such purpose, and are not otherwise subject to an Exclusion, as set forth in Section B below.

$$\text{Availability Percentage} = 100 \cdot \left(1 - \frac{(\text{DH} - \text{EX})}{\text{TH}}\right)$$

DH	=	Total of all Unavailability measured in hours.
EX	=	Total of all downtime due to Exclusions measured in hours (as defined below).
TH	=	Total hours in each calendar month.

Calculations of the Availability Percentage shall exclude unavailability of the Hosted Solution caused by any of the following (each, an "Exclusion"):

- (a) Scheduled Downtime. "Scheduled Downtime" means a maintenance period outside of the daily maintenance window that is scheduled by Panopto with five (5) business days advance notice to Licensee for general maintenance operations, enhancements, upgrades or modifications to the Hosted Solution. Panopto shall ensure any Scheduled Downtime does not exceed three (3) hours in a given month. Panopto shall use reasonable efforts to notify Licensee 21 calendar days prior to any Scheduled Downtime and schedule maintenance between the hours of 12:00pm and 8:00pm Pacific Time on Saturdays;
- (b) Momentary interruptions or outages of less than 1 minute in duration;
- (c) Failures or interruptions in the Internet, utilities, communications, satellite or network services that are outside the control of Panopto or its service providers; or
- (d) Unplanned emergency maintenance downtime. Panopto reserves the right to perform emergency maintenance that may cause downtime at any time without notification.

SOFTWARE LICENSE AND SERVICES AGREEMENT

**Appendix D to Software License and Services Agreement
Third Party Services Additional Terms****1. If Licensee is purchasing or licensing captioning services/software (the "Caption Services") the following terms shall apply:**

a. *Services.* The Caption Services shall be provided only in English, from recordings of English media. Licensee agrees that the Caption Services shall only be used by Licensee as permitted by the Agreement, and any law, regulation or guideline in any applicable jurisdiction.

b. *Purchasing of Minutes.* Licensee may purchase blocks of minutes to be used by Licensee's Authorized Users for the Caption Services. In the event that the Licensee's block of minutes is less than the price for the Caption Services that an Authorized User is ordering, then Licensee shall be notified that there are not sufficient minutes purchased, and the order will not be accepted by Panopto until such time as sufficient minutes are purchased by Licensee. Licensee agrees that blocks of minutes purchased by Licensee shall expire upon the earlier of (i) termination or expiration of the Agreement, or (ii) one (1) year after purchase by Licensee.

c. *Pricing.* The turnaround times and price per minute are provided to the Licensee and the Authorized User through the Licensed Products, and pricing for the Caption Services shall be the then-current pricing as of the date that Licensee or its Authorized Users order the Caption Services. The turnaround times and associated pricing may be changed, from time to time, by Panopto with five (5) days prior written notice.

d. *Use of Licensee Content.* Licensee consents to allow Panopto or a third party subcontractor of Panopto, to process, access, view, or edit the Licensee Content in order to create text captions of the Licensee Content, and otherwise perform the Caption Services, when requested by Licensee. Any third party subcontractor of Panopto performing Caption Services hereunder shall maintain the confidentiality of the Licensee Content, and shall be bound by confidentiality obligations at least as strict as those set forth in the Agreement.

e. *Warranty Disclaimer.* PANOPTO DOES NOT WARRANT THAT ITS CAPTIONING AND/OR CAPTION SYNCHRONIZATION OF LICENSEE'S AUDIO AND VIDEO RECORDINGS WILL BE FREE FROM ERRORS OR COMPLETELY ACCURATE. Captioned materials may contain unavoidable inaccuracies due to poor audio quality or unusual slang, regional dialects, or obscure names contained within Licensee's audio and video recordings. Captions may not be synchronized properly due to several reasons, including, but not limited to, background noise or music. PANOPTO'S ENTIRE LIABILITY, AND LICENSEE'S EXCLUSIVE REMEDY IN THE EVENT OF AN INACCURACY OR ERROR IN THE CAPTIONED RECORDINGS OR OTHERWISE UNDER THIS CAPTIONING AGREEMENT, SHALL BE, AT PANOPTO'S OPTION, EITHER: (I) RETURN OF THE PRICE PAID WITH RESPECT TO THE SPECIFIC RECORDING THAT IS INACCURATE OR CONTAINS AN ERROR, OR (II) RE-PERFORMANCE THE CAPTIONING CAPTION SERVICES.

f. *Licensee Representations and Warranties.* Licensee represents and warrants that it shall not use and shall not allow any Authorized Users to use the Caption Services to: (a) submit material that is protected by copyright, patent or any other proprietary rights unless Licensee is the owner of such material or have a license or permission from the owner of any such proprietary rights to provide the materials; or (b) upload, post, email, transmit or otherwise make available any Licensee Content that is unlawful, harmful, threatening, abusive, harassing, tortuous, defamatory, vulgar, obscene, libelous, invasive of another's privacy, hateful or racially, ethnically or otherwise objectionable. Licensee agrees that it shall indemnify, defend and hold harmless Panopto, its affiliates, officers, directors, employees and shareholders from and against any losses of any kind whatsoever that result from breach of this Section by Licensee or its Authorized Users.

AGENDA ITEM #X-D-7
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD

THIRD READING – TUITION

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for third reading an increase in the in-district tuition rate from \$141.00 per credit hour to \$146.00 per credit hour effective Fall semester of 2019. In addition, it is recommended that the Board of Trustees considers for third reading an increase in the senior citizen rate from \$106.00 to \$111.00 per credit hour effective Fall semester 2019. The formulas for figuring out-of-district and out-of-state tuition remain unchanged. These rates will be calculated after Fall 2019 tuition rates at community colleges contiguous to Highland have been determined.

BACKGROUND: Highland's State funding for the past three fiscal years has been at historically low levels. In response to this, tuition was increased in FY18 (no increase in FY19), expenses have been reduced, transfers from other funds have been utilized, and the fund balance has absorbed the remaining deficit.

A \$146 tuition rate effective Fall semester of 2019 coupled with our technology fee (\$19) and activity fee (\$13) may be higher than the overall State average in-district tuition and fee rate in FY19, however many colleges have not yet determined tuition and many are discussing increases. The Administrative Rules of the Illinois Community College Board require that the out-of-state tuition rate be set at a minimum of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate of our contiguous districts.

Early budget projections that include a small increase in property tax values and level State funding indicate that this recommended increase in tuition may require the College to evaluate additional revenue increases and/or expense reductions and adopt a deficit budget in FY20, to be offset by a planned decrease in the Operating Funds fund balance.

If (as originally planned when Illinois Community Colleges were established) State funding was one-third of the College's revenue sources, then we would only be looking at a per credit hour tuition rate of about \$124.

BOARD ACTION: _____

**AGENDA ITEM #X-D-8
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION ALLOWING FOR COMPANIES TO RECEIVE
PROPERTY TAX ABATEMENTS ON REAL PROPERTY
LOCATED IN THE NORTHWEST ILLINOIS ENTERPRISE ZONE**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution allowing for companies to receive Property Tax Abatements on real property located in the Northwest Illinois Enterprise Zone, subject to the limits outlined in the attached Resolution.

BACKGROUND: At the February 19, 2019, regular meeting, Ms. Rebecca Motley, Executive Director of Greater Freeport Partnership, presented trustees with information on the request. The proposed Resolution allows companies to receive Property Tax Abatements according to the following schedule:

- Abatement for commercial property shall be at a rate of 100% of the improvements for the first three (3) years following the assessment year in which the improvement is assessed; However, commercial property may qualify for an additional abatement of 100% in year four (4), 66% abatement in year five (5) and 33% abatement in year six (6) if the commercial property satisfies the cost benefit standards for extended real estate tax abatement established by the City-County Enterprise Zone Committee; and
- Abatement for industrial property shall be at the rate of 100% of the value of the improvements for the first five (5) years following the assessment years in which the improvement in assessed; However, industrial property may qualify for an additional abatement of four (4) years at 50% if the industrial property satisfies the cost benefit standards for extended real estate tax abatement established by the Northwest Illinois Enterprise Zone Committee; and
- Abatement for residential property within the area of the zone shall be at the rate of one hundred (100%) of the value of the improvements for the first three (3) years following the assessment years in which the improvement in assessed.

The Highland Board of Trustees supports economic development throughout the College district. Tax abatement requests are considered on an individual basis following established Board policy 5.50 – Tax Abatement

BOARD ACTION: _____

**RESOLUTION OF
ILLINOIS COMMUNITY COLLEGE DISTRICT #519
COUNTIES OF STEPHENSON, OGLE, JO DAVIESS, AND CARROLL
AND STATE OF ILLINOIS
(HIGHLAND COMMUNITY COLLEGE)**

WHEREAS, the Northwest Illinois Enterprise Zone Communities of Freeport, Lena, East Dubuque, Hanover and the Counties of Stephenson and Jo Daviess, Illinois and the Enterprise Zone Committee has made known to the Board of Trustees of Illinois Community College District #519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College), a public taxing authority, their intention of applying for a joint Enterprise Zone a portion of the territory which lies within the Highland Community College district;

WHEREAS, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act. 20 ILCS 655/1 et seq., as amended and the eventual success of an Enterprise Zone depend upon community support and the nature of incentives to be offered; and,

WHEREAS, this public taxing authority finds that the Enterprise Zone designation will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT #519;

The Board of Trustees of Illinois Community College District #519 hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located in the Northwest Illinois Enterprise Zone resulting from an increase in assessed valuation, **identified in "Exhibit A"**, which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitations:

- a) any abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction or renovation or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements; and
- b) any abatement shall pertain only to those parcels within the enterprise zone which have been improved after the designation of the enterprise zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of any Tax Increment Redevelopment Project District; and

- c) any abatement for commercial property shall be at a rate of 100% of the improvements for the first three (3) years following the assessment year in which the improvement is assessed; However, commercial property may qualify for an additional abatement of 100% in year four (4), 66% abatement in year five (5) and 33% abatement in year six (6) if the commercial property satisfies the cost benefit standards for extended real estate tax abatement established by the City-County Enterprise Zone Committee; and
- d) such abatement for industrial property shall be at the rate of 100% of the value of the improvements for the first five (5) years following the assessment years in which the improvement in assessed; However, industrial property may qualify for an additional abatement of four (4) years at 50% if the industrial property satisfies the cost benefit standards for extended real estate tax abatement established by the Northwest Illinois Enterprise Zone Committee; and
- e) the abatement is allowed only for improvements, the nature and scope of which building permits are required and have been obtained; and,
- f) such abatement for residential property within the area of the zone shall be at the rate of one hundred (100%) of the value of the improvements for the first three (3) years following the assessment years in which the improvement in assessed; and
- g) The authorization to direct the County Clerk to abate that portion of it taxes on real property located in the Northwest Illinois Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements shall expire with the life of the enterprise zone.
- h) If the term of any abatement of ad valorem taxes has not expired as of December 31, 2019, on any qualified commercial, industrial or manufacturing project located in the Original Freeport/Stephenson Enterprise Zone, then such abatement shall not terminate, but shall instead continue in full force and effect until the natural termination of such qualifying commercial, industrial, residential or manufacturing project's abatement.

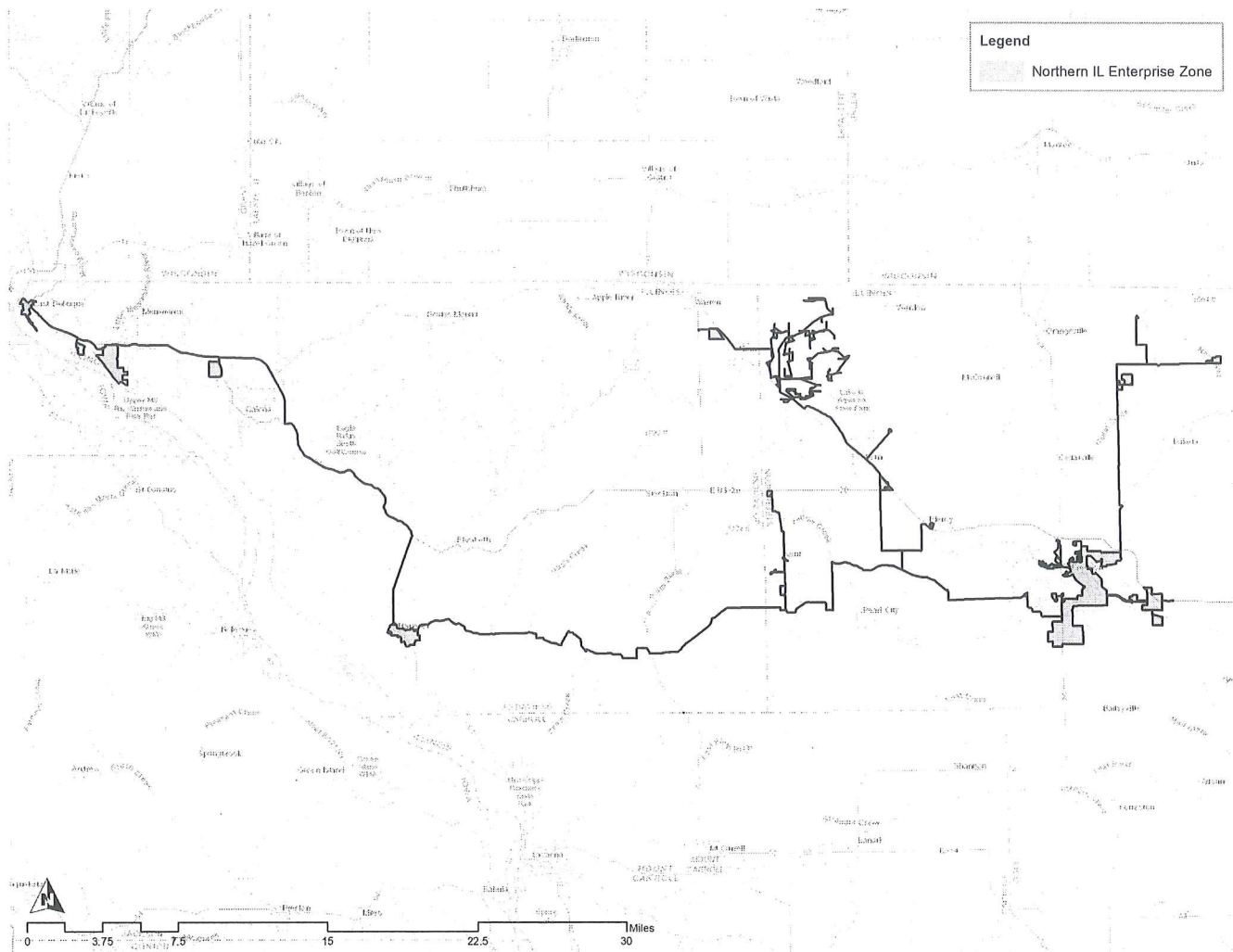
PASSED BY THE BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT #519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS, AND CARROLL AND STATE OF ILLINOIS (HIGHLAND COMMUNITY COLLEGE), THIS 19th DAY OF MARCH, 2019.

Board Chair

ATTESTED:

Board Secretary

Exhibit A



**AGENDA ITEM #X-D-9
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

APPOINTMENT OF AUDITOR FOR FISCAL YEAR 2019

RECOMMENDATION OF THE PRESIDENT: It is recommended that the firm of Wipfli be retained to perform the annual audit for Fiscal Year 2019 at a cost not to exceed \$47,000. The audit will encompass all funds of Highland Community College including State and Federal grant programs.

BACKGROUND: Attached please find a letter submitted by Wipfli outlining professional auditing services to be provided with proposed fees. Auditing services require a high degree of professional skill and thus are one of the few services not subject to public bid law.

Wipfli (formerly Lindgren, Callihan, Van Osdol & Co., Ltd.) has provided audit services to Highland Community College since fiscal year 1982. Audit partner rotation is utilized in order to promote a quality process. Wipfli's fee is comparable to that paid by other Illinois community colleges for similar services. The College has been pleased with the level of services provided by this firm.

BOARD ACTION: _____

WIPFLI

January 1, 2019

Audit Committee
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032

Dear Audit Committee Members:

We appreciate the opportunity to submit this proposal, at your request, to provide auditing services to Highland Community College for the fiscal year ending June 30, 2019.

Based on our prior experience, we understand your current and future requirements and will be able to effectively meet them. Our Freeport and Rockford personnel are available on a year-round basis to perform the audit and to help with other issues that may come up during the year, in addition, specialists are readily accessible from our other offices.

Our high level of experience and responsiveness provide our clients with innovative, high quality service on an economical basis. This service helps insure fewer surprises and early identification of problems as well as opportunities.

The College is required to be audited under regulations issued June 24, 1997 by the U.S. Office of Management and Budget (OMB) and under state statutes. We propose that our fee to audit the College records for the year ending June 30, 2019 will not exceed \$47,000, and includes the fee to perform the audit procedures necessary to comply with the Uniform Guidance and general auditing standards. The above fee is based on the assumption that unexpected circumstances will not be encountered during the audit.

Individual program audits are not included in this fee proposal. The fees to audit individual programs are determined by the grantor. For the fiscal year ending June 30, 2018 there were no additional program audits performed.

We will meet in advance with your staff to determine the assistance to be provided and to work out the dates that we may perform our audit fieldwork. This procedure helps us plan the audit more efficiently, which will help minimize your audit fees.

Sincerely,
Wipfli LLP



Matt Schueler
Partner



Daniel B. Rowe
Senior Manager

**AGENDA ITEM #X-D-10
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the February 2019 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 334408 through 334925 amounting to \$1,136,098.00, Automated Clearing House (ACH) debits W0000515 through W0000520 amounting to \$22,533.54, Other Debits D0000089 amounting to \$38.48, and Electronic Refunds of \$56,733.24, with 7 adjustments of \$135.00, such warrants amounting to \$1,215,268.26. Transfers of funds for payroll amounted to \$589,933.60.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,094.89 and Fifth Third Bank in the amount of \$13,438.65. Other Debits for February consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students.

BOARD ACTION: _____

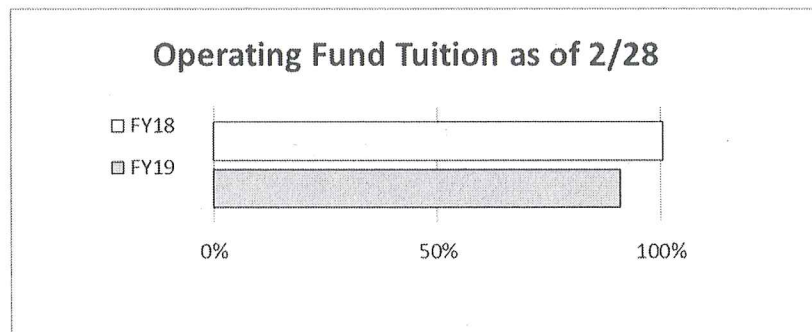
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, February 28, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	<hr/>			<hr/>
US BANK	\$247,683.46	\$416.67	\$0.00	\$248,100.13
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
	<hr/>			<hr/>
TOTAL ASSETS	\$443,997.83	\$416.67	\$0.00	\$444,414.50
	<hr/>			<hr/>
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
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	86,279.64	416.67		86,696.31
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
	<hr/>			<hr/>
TOTAL	\$443,997.83	\$416.67	\$0.00	\$444,414.50

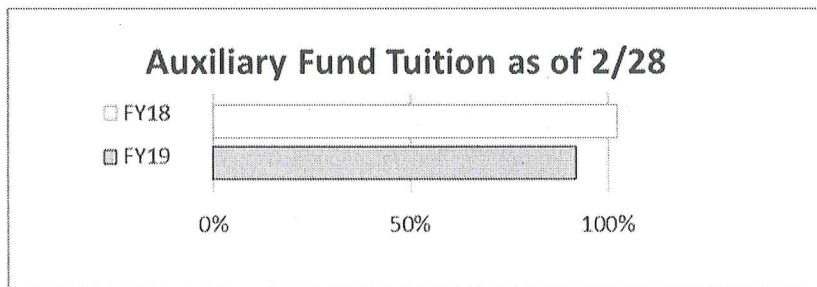
**AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19**

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

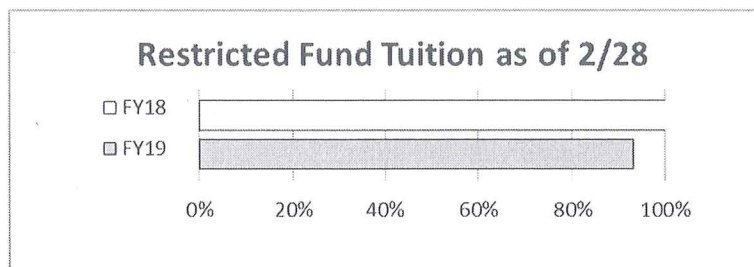
- As of February 28th, we are 66% of the way into FY19.
- **Current Results as of Month End:** The following charts show the comparison of the FY19 financial results for various items, as labeled, to FY18 results as of February 28th. The FY18 bar is the year to date results as of February 28, 2018, divided by the actual year end results for FY18. The FY19 bar is the year to date results for February 28, 2019, divided by the annual budgeted amount for FY19.



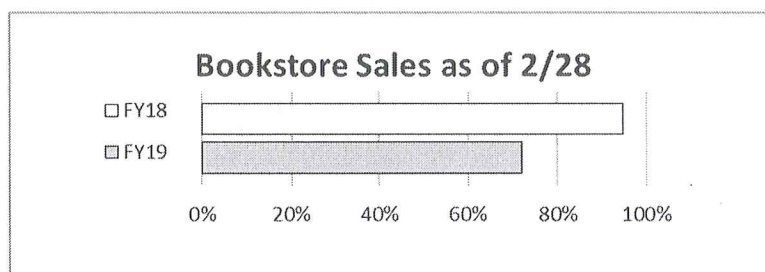
At the time, Operating Fund tuition appears to be about 9% below the budgeted amount for FY19. The total amount budgeted for FY19 is \$5,514,588. A budget shortfall of 9% amounts to about \$496,000.



At this time, Auxiliary Fund tuition revenue, which accounts for the per-credit-hour activity fee, appears to be about 11% below the budgeted amount for FY19. The total amount budgeted for FY19 is \$430,000. A budget shortfall of 11% amounts to \$47,000.



At this time, Restricted Fund tuition revenue, which accounts for the per-credit-hour technology fee, appears to be about 9% below the budgeted amount for FY19. The total amount budgeted for FY19 is \$630,000. A budget shortfall of 9% amounts to \$57,000.



At this time, bookstore sales appear to be about 23% below the budgeted amount for FY19. The total amount budgeted for FY19 is \$792,000. A budget shortfall of 23% amounts to \$182,000. At this time, purchases of textbooks for resale are about \$161,000 under budget. Purchases for resale are made based on faculty textbook selection and projected enrollment in each class.

AGENDA ITEM #XI-A
MARCH 19, 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 February 28, 2019

<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	810,424	71.1%
Equalization	50,000	33,336	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	32,825	120.5%
Tuition & Fees	5,514,588	5,025,218	91.1%
Sales & Services	46,550	27,737	59.6%
Facilities Revenue	108,876	58,564	53.8%
Interest on Investments	28,000	57,293	204.6%
Non-Govt. Gifts, Grants	1,219,131	696,066	57.1%
Miscellaneous	15,000	35,190	234.6%
	-----	-----	
Total Revenue	\$14,778,140	\$10,046,970	68.0%
<u>EXPENDITURES:</u>			
Salaries	\$9,295,256	\$5,224,091	56.2%
Employee Benefits	2,303,681	1,638,495	71.1%
Contractual Services	829,457	485,521	58.5%
Materials & Supplies	934,753	601,994	64.4%
Conference & Meeting	327,761	121,702	37.1%
Fixed Charges	58,151	33,535	57.7%
Debt Certificate Payment	444,131	417,066	93.9%
Utilities	697,101	664,525	95.3%
Capital Outlay	15,597	32,878	100.0%
Other Expenditures	337,419	256,818	76.1%
Transfers (In) Out	(374,574)	-	0.0%
	-----	-----	
Total Expenditures	\$14,868,733	\$9,476,625	63.7%
Excess of Revenues Over Expenditures	(\$90,593)	\$570,345	
Fund Balance 7/1/18	3,850,075	3,850,075	
	-----	-----	
Fund Balance 2/28/19	\$3,759,482	\$4,420,420	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

REVENUE:	Budget	Year to-Date	Percent

Local Taxes	\$704,000	\$342,806	48.7%
Interest on Investments	-	2,066	100.0%
Other	-	-	100.0%

Total Revenue	\$704,000	\$344,872	100.0%
EXPENDITURES:			

Contractual Services	79,223	27,132	100.0%
Materials & Supplies	8,995	1,992	22.1%
Capital Outlay	2,300,642	1,329,460	57.8%
Transfers Out	-	-	0.0%

Total Expenditures	\$2,388,860	\$1,358,584	56.9%
Excess of Revenues Over Expenditures	(\$1,684,860)	(\$1,013,712)	
Fund Balance 7/1/18	\$2,300,193	\$2,300,193	

Fund Balance 2/28/19	\$615,333	\$1,286,481	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

AUXILIARY ENTERPRISE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$430,000	\$395,826	92.1%
Bookstore Sales	792,200	571,446	72.1%
Athletics	42,460	17,230	40.6%
Other	117,000	185,884	158.9%
-----	-----	-----	-----
Total Revenue	\$1,381,660	\$1,170,386	84.7%
EXPENDITURES:			

Salaries	\$292,177	\$157,216	53.8%
Employee Benefits	33,347	24,984	74.9%
Contractual Services	94,743	56,565	59.7%
Materials & Supplies	734,937	544,040	74.0%
Conference & Meeting	202,336	119,244	58.9%
Fixed Charges	5,724	764	13.3%
Utilities	1,593	600	37.7%
Capital Outlay	600	9,902	1650.3%
Other Expenditures	14,893	26,618	178.7%
Transfers	(65,000)	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$1,315,350	\$939,933	71.5%
Excess of Revenues Over Expenditures	\$66,310	\$230,453	
Fund Balance 7/1/18	\$63,198	\$63,198	
-----	-----	-----	
Fund Balance 2/28/19	\$129,508	\$293,651	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

RESTRICTED PURPOSE FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$132,385	\$59,978	45.3%
Adult Education	246,750	-	0.0%
Other Illinois Sources	62,038	39,836	64.2%
Department of Education	4,702,813	2,734,889	58.2%
Other Federal Sources	46,956	26,393	56.2%
Tuition & Fees	630,000	586,888	93.2%
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	171,978	58.1%
	-----	-----	-----
Total Revenue	\$6,166,602	3,642,346	59.1%
 <u>EXPENDITURES:</u>			
Salaries	\$1,017,386	\$694,062	68.2%
Employee Benefits	225,105	197,838	87.9%
Contractual Services	590,451	117,493	19.9%
Materials & Supplies	148,581	127,724	86.0%
Conference & Meeting	91,801	50,298	54.8%
Fixed Charges	25,771	16	0.1%
Utilities	4,152		0.0%
Capital Outlay	29,990	17,231	57.5%
Other Expenditures	93,090	48,000	51.6%
Financial Aid	4,042,939	2,319,004	57.4%
Transfers out	332,624	-	0.0%
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Total Expenditures	\$6,601,890	\$3,571,666	54.1%
 Excess of Expenditures Over Revenue	(\$435,288)	\$70,680	
 Fund Balance 7/1/18	1,061,408	1,061,408	
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Fund Balance 2/28/19	\$626,120	\$1,132,088	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$44,000	\$22,106	50.2%
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Total Revenue	\$44,000	\$22,106	50.2%
EXPENDITURES:			

Contractual Services	\$46,000	\$46,500	101.1%
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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	
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Fund Balance 2/28/19	\$9,086	(\$13,308)	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

BOND AND INTEREST FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

REVENUE:	Budget	Year to-Date	Percent
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Local Taxes	\$1,726,000	\$858,186	49.7%
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Total Revenue	\$1,726,000	\$858,186	49.7%
EXPENDITURES:			

Fixed Charges	\$1,711,558	\$1,665,150	97.3%
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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	
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Fund Balance 2/28/19	\$992,075	\$170,669	

AGENDA ITEM #XI-A
MARCH 19, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY19

LIABILITY, PROTECTION, AND SETTLEMENT FUND
Statement of Revenue, Expenditures, & Changes in Fund Balance
For the Period Ended February 28, 2019

REVENUE:	Tentative Budget	Year to-Date	Percent
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Local Taxes	\$1,035,000	\$519,470	50.2%
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Total Revenue	\$1,035,000	\$519,470	50.2%
EXPENDITURES:			

Salaries	\$290,132	\$185,866	64.1%
Employee Benefits	333,717	204,217	61.2%
Contractual Services	295,582	255,779	86.5%
Materials & Supplies	8,888	7,605	85.6%
Conference & Meetings	16,575	2,238	13.5%
Fixed Charges	186,843	187,474	100.3%
Utilities	7,102	4,596	64.7%
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Total Expenditures	\$1,138,839	\$847,775	74.4%
Excess of Revenues Over Expenditures	(\$103,839)	(\$328,305)	
Fund Balance 7/1/18	\$302,979	\$302,979	
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Fund Balance 2/28/19	\$199,140	(\$25,326)	