

HIGHLAND COMMUNITY COLLEGE  
District #519

AGENDA

Board of Trustees Meeting

May 28, 2019

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center  
Freeport, Illinois

**3:00 p.m.** Ribbon cutting for solar array, located near the Ray and Betty Stamm Health Science Nursing Wing

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: April 29, 2019 Regular Meeting
- IV. Seating of Newly Selected Student Trustee
- V. Recognition of Former Trustee Diane Gallagher
- VI. Public Comments
- VII. Introductions
- VIII. Student Success: Honors Program
- IX. Budget Report
- X. Foundation Report
- XI. Consent Items
  - A. Academic (None)
  - B. Administration (None)
  - C. Personnel
    1. Part-time Instructors, Overload, and Other Assignments (Page 1)
  - D. Financial (None)
- XII. Main Motions
  - A. Academic
    1. Approval of Vocational Education Agreement Between Career and Technical Education Consortium (CareerTEC) and Highland Community College (Page 4)
  - B. Administration
    1. Revised Job Description: Coordinator, Nursing and Allied Health (Page 8)
    2. First Reading – Revised Policy Manual Policy on Definitions (Page 12)

3. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter V – Finance and Facilities (Page 17)
  4. Revised Differential: Coordinator of Transitional Communication (Page 87)
- C. Personnel (None)
- D. Financial
1. Interfund Transfer from the Restricted Purposes Fund to the Operating Fund (Page 90)
  2. Service and Support Statement of Work with Concensus Technologies, LLC for Software Support (Page 91)
  3. Course and Miscellaneous Fees (Page 104)
  4. Health Insurance Rates (Page 106)
  5. Approval of Statement of Final Construction Compliance: Building and Environmental HVAC Controls Project (Page 107)
  6. Approval of Statement of Final Construction Compliance: Building F Room #10 ADA Accessibility Project (Page 109)
  7. Approval of Bid for Ag Greenhouse (Handout)
  8. Payment of Bills and Agency Fund Report (Page 111)

### XIII. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 113)
- B. Student Trustee
- C. Audit and Finance Committee
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

### XIV. CLOSED SESSION

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

### XV. ACTION, IF NECESSARY

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

XVI. Old Business

A. Committee Appointments

XVII. New Business

XVIII. Dates of Importance

A. Next Regular Board Meeting – June 25, 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.)

XIX. Adjournment

**AGENDA ITEM #XI-C-1  
MAY 28, 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 the Spring of 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
<b>Miscellaneous</b>								
Michael	Staver	6898	PERS032KCC	New Mexican Fare	3		\$40.00	\$120.00
Michael	Staver	6902	PERS032OCC	Mastering Italian Cuisine	3		\$40.00	\$120.00
Michael	Staver	6903	PERS032PCC	Stir Fry Creations	3		\$40.00	\$120.00
Cliff	Klenke	7103	WFD048B	Solder Qualification				\$1,268.96
Cassie	Mekeel			Dual Credit Observation Visit				\$75.00
Cassie	Mekeel			Dual Credit Observation Visit				\$75.00
Evan	Talbert			Dual Credit Observation Visit				\$75.00
Monica	Pierce			Dual Credit Observation Visit (4 visits)				\$300.00
Steve	Gellings			Dual Credit Observation Visit				\$75.00
Robin	Natanel	6813	PERS036GCC	Beg Tai Chi				\$300.00
James	Yeager	7052	SPCH191Y1C	Fund of Speech Com		3	\$1,395.93	\$4,187.79
Shara	Ibalio	6919	PERS036RCC	Selling on eBay				\$165.00
Rick	Kesler	6821	PERS036LCC	Pickleball	6		\$25.00	\$150.00
Mark	Peterson	6831	PERS037PCC	The Church/Hitler's Germany	2.5		\$27.50	\$68.75
Kerrylyn	Rodriguez	6871	PERS037UCC	Tips/Writing Wills	2		\$30.00	\$60.00
Michael	Staver	6899	PERS032LCC	Czech Czuisine	3		\$40.00	\$120.00
Michael	Staver	6900	PERS032MCC	Wow Appetizers	3		\$40.00	\$120.00
Cristina	Szterensus	6810	PERS037HCC	Spanish Movie Night				\$12.50
Jane	VanHamme	7156	PERS033HCC	Chair Yoga	8		\$30.00	\$240.00
Shara	Ibalio	6922	PERS035UCC	Windows 10	3		\$27.50	\$82.50
Dale	Anderson	6823	PERS036NCC	Metal Detecting	2		\$25.00	\$50.00
Mark	Peterson	6832	PERS037QCC	History of Civilian Conservation Corps	2		\$27.50	\$55.00
Art	Dawson	6854	PERS036OCC	Wire Wrapped Pendant	3		\$20.00	\$60.00
Mark	Jansen			Director for Titanic				\$1,500.00
Sarah	Long			Choreographer for Titanic				\$1,000.00
Jenna	Rancingay			Dual Credit Observation Visit				\$75.00
Shara	Ibalio	6921	PERS035TCC	Excel	4.5		\$27.50	\$123.75
Mark	Peterson	6857	PERS037TCC	Assassination of Kennedy	2		\$27.50	\$55.00
Evan	Talbert			Dual Credit Observation Visit				\$75.00
<b>Other Assignments</b>								
Laura	Youngblut			Lifelong Learning instructor				\$ 50.00
Almonzo	Moore-Oesterreich			Cleaned and organized the Scene shop				\$ 250.00
Bradley	Curtis			Security guard for home basketball game 3/9/19				\$ 100.00

FIRST	LAST	CRN	SUBJECT	COURSE TITLE	CLOCK HRS	CREDIT HRS	RATE	TOTAL SALARY
Camelot Costumes LLC				Labor for Chamber Singers				\$ 290.00
John	Hartman			Piano tuning				\$ 130.00
Almonzo	Moore-Oesterreich			Set construction for student directed "Stop Kiss"				\$ 450.00
Joseph	Quiroz			Drawing assistant	4.5		12	\$ 54.00
Allen	Redford			Sound board workshop				\$ 400.00
Joseph	Quiroz			Drawing assistant	6		12	\$ 72.00
Tammy	Abell			Speaker for High School Servant Leadership February meeting				\$ 750.00
Sara	Dady			Global Task Force speaker				\$ 500.00
Robert	Dixon			Design work for ForeSight				\$ 1,225.00
Annette	Hartman			Design work for 2019-2022 course catalog				\$ 1,537.50
Diane	Navickis			Business Institute instructor				\$ 1,019.36
Thomas	Stecher			Business Institute instructor				\$ 4,500.00
Claire	Cifonie			Accompanist for Chamber Singers gig on 4/6/19				\$ 120.00
Rhonda	Arends			Business Institute instructor				\$ 3,241.18
Carter	Budenz			Intramurals referee 4/3, 4/10, 4/22, 4/24				\$ 100.00
Treycell	Thomas			Intramurals referee 4/8, 4/10, 4/15, 4/17				\$ 100.00

**AGENDA ITEM #XII-A-1  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPROVAL OF VOCATIONAL EDUCATION AGREEMENT BETWEEN CAREER  
AND TECHNICAL EDUCATION CONSORTIUM (CareerTEC)  
AND HIGHLAND COMMUNITY COLLEGE**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Vocational Education Agreement between the Career and Technical Education Consortium (CareerTEC) and Highland Community College for the period of July 1, 2019 through June 30, 2021.

**BACKGROUND:** The attached agreement represents the ongoing relationship and partnership between Highland Community College and CareerTEC. Through this relationship we are able to provide non-duplicative career and technical education and training to our combined group of students. This document lays out the roles and responsibilities of each agency.

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



**Fiscal Year ~~2020-21~~ & ~~2021-22~~**  
**Vocational Education Agreement**  
**between**  
**Career and Technical Education Consortium**  
**and**  
**Highland Community College**

**Article I      General Provisions**

Section I.      This addendum provides for the following cooperative programs between Career and Technical Education Consortium (CareerTEC) and Highland Community College (HCC) as per provisions of the Fiscal Year ~~2020-21~~ & ~~2021-22~~ agreement:

- Auto Body I & II
- Auto Mechanics I & II
- Careers in Business I & II
- Computer Information Systems I & II
- Cosmetology I & II
- Criminal Justice
- Culinary Occupations I & II
- Early Childhood Education I & II
- Health Occupations I:-Nurse-Assistant
- Health Occupations II:-Medical Terminology
- Industrial Technologies

These programs will provide CareerTEC students a sequential experience of technical courses contributing to the related HCC Associate of Applied Science degree or certificate programs.

**Article II      Programs**

Section I.      Programs, curricula, and teaching staff will be provided by Highland Community College and CareerTEC. HCC will provide faculty and curricula for college technical coursework in the cognate areas and any other coursework as determined by the programs staff. CareerTEC staff will provide all other instruction in the various programs.

Section II.      HCC may provide classroom space for the program.

Section III.      Program time for classes is established as 7:30-9:00 AM or 1:00-2:30 PM daily in conformance with the established calendar and the CareerTEC transportation schedule.

Section IV.      HCC instructors and CareerTEC staff will cooperate in delivery, organization and evaluation of the curriculum. HCC instruction of the programs will be consistent with the college academic calendar except when time and scheduling adjustments can be established by mutual agreement among the HCC personnel and the CareerTEC program staff. HCC instructors will be compensated by the college based on provisions in the HCC faculty contract.

**Article III      Enrollment**

Section I. All program students will be enrolled in a minimum of three (3) credit hours of HCC coursework through each academic year. Students must fulfill all HCC admission requirements.

Section II. CareerTEC will guarantee a minimum enrollment of 10 in each of the HCC courses. The minimum guarantee can be offset by opening enrollments to HCC students.

**Article IV Tuition, Fees and Expenses**

Section I. Tuition for each program is billed to CareerTEC on a semester basis equal to the current tuition rate of HCC.

Section II. All program students may be responsible for course and technology fees, books, supplies and other miscellaneous expenses.

**Article V Reimbursement**

HCC will retain all reimbursement from the Illinois Community College Board and other agencies for students enrolled in the college courses. CareerTEC will retain all reimbursements from the Illinois State Board of Education for secondary school courses.

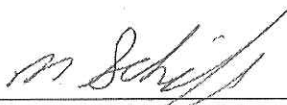
**Article VI Promotion and Support**

Section I. HCC and CareerTEC will jointly promote the program for student recruitment, retention, and community relations' purposes.


Section II. HCC and CareerTEC will jointly pursue outside funding and resource development to sustain the program needs for equipment and instructional materials.

The Career and Technical Education Consortium and Highland Community College hereby approve the foregoing agreement.

*For the Career and Technical Education Consortium:*

  
\_\_\_\_\_  
Chairperson, Board of Directors

5/9/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary

5/9/19  
\_\_\_\_\_  
Date

*For the Highland Community College District #519:*

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Date



---

Board Secretary

---

Date

AGENDA ITEM #XII-B-1  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE

REVISED JOB DESCRIPTION  
COORDINATOR, NURSING AND ALLIED HEALTH

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached revised job description for Coordinator, Nursing and Allied Health with placement remaining at range 56 on the current Highland Salary Range Table. This is an exempt professional position and is included in the FY19 College budget.

**BACKGROUND:** This position has been updated to reflect wording requirements and certification requirements outlined by Medical Assistant Education Review Board (MAERB) and Commission on Accreditation of Allied Health Education Programs (CAAHEP) site reviewers that were auditing the Nursing and Allied Health Programs in March 2019.

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

## Highland Community College Position Description

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

**TITLE:** Coordinator, Nursing and Allied Health\*

**GENERAL STATEMENT OF RESPONSIBILITIES:** To provide assistance to the dean in the day-to-day management of the Nursing and Allied Health programs, promote student success through support services, and oversee and maintain the activities and confidential files of students enrolled in classes and programs within the department.

**PRINCIPAL DUTIES: (essential functions)**

- Teaches a minimum of one class or lab/clinical each fall and spring semester not to exceed six contact hours.
- Provides oversight of the medical assistant practicum experience by selecting and approving appropriate practicum sites, providing orientation for the on-site supervisors, assigning practicums, and evaluating and assessing clinical sites. Ensures clinical sites meet compliance standards.
- Responsible for program effectiveness including outcomes, organization, administration, continuous review, planning and development and reporting on same to Associate Dean of Nursing and Allied Health.
- Implements, coordinates and administers processes and procedures for the College's Medical Assistant Program. In consultation with the Associate Dean of Nursing and Allied Health, develops, modifies, and recommends changes in policies and procedures with the input of appropriate faculty and staff. Applies continuous improvement strategies in processes and procedures in relation to the Medical Assistant Program.
- Prepares and maintains a variety of federal and state reports, self-study reports for accreditation, plans and surveys, and questionnaires as required.
- Coordinates Nursing/Allied Health programs by setting class schedules, managing clinical schedules and acting as a liaison between students, the associate dean, faculty and clinical sites and participating in the selection process for nursing students by reviewing, organizing and prioritizing student files for admission.
- Provides administrative support such as preparing correspondence and other written documents, responds to inquiries and complaints and determines appropriate resolutions to situations; schedules and prepares for meetings, processes mail, schedules appointments and keeps calendar.
- Provides resources or makes referrals to support educational success in Nursing/Allied Health programs.
- Advises students prior to and following admittance to the Nursing and Allied Health programs individually or through group presentations on processes, courses, degrees, transfer options and skill development.
- Organizes, participates in and promotes Nursing and Allied Health recruiting events and other outreach programs to provide program and general information.
- Coordinates and conducts student orientations and other student events.



- Maintains and assures confidentiality, accuracy and completeness of student files, including credentials and supporting documentation.
- Maintains inventory of all nursing lab supplies and equipment and student access to labs.
- Collects and reviews data for Board of Nursing accreditation standards; assists in curriculum revisions as necessary.
- Researches and provides suggestions for new programs within the Nursing/Allied Health division.
- Gathers and enters information into the computer for reports and other documents.
- Represents the College at various meetings on and off campus.
- Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of the English usage, grammar, spelling, punctuation and vocabulary.  
Knowledge of the college Nursing/Allied Health programs, transfer requirements and professional standards.  
Knowledge of medical assistant program curriculum.  
Knowledge of computer equipment and software applications.  
Knowledge of technology used in teaching and learning.  
Knowledge of advising practices, principles, and processes.  
Knowledge of utilizing data to make informed decisions.  
Knowledge of evaluating student learning and performance effectively.

Skill in communication effectively one-on-one or in groups.  
Skill in instruction and engaging students in learning.  
Skill in effectively using organization and planning skills.  
Skill in operating computers, software programs, office equipment and nursing equipment.  
Skill in maintaining confidential information.  
Skill in establishing and maintaining effective relationships with a diverse population of co-workers and others.

**PHYSICAL REQUIREMENTS/ACTIVITIES:** The physical requirements of this position are medium work, exerting up to 50 lbs of force occasionally, and/or up to 20 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects. Potential exposure to chemicals, blood and other body fluids.

**MINIMUM QUALIFICATIONS:** Associate's degree in healthcare field with (1) year of experience in healthcare OR an equivalent combination of education and experience that provide the required knowledge and skills.

**REQUIRED LICENSE/CERTIFICATION:** ~~None~~ Must be credentialed in good standing in medical assisting by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA) or the American National Standards Institute (ANSI).

**SECURITY SENSITIVE POSITION:** Requires a criminal background check.

**REPORTS TO:** Associate Dean, Nursing and Allied Health

**APPOINTED BY:** Board of Trustees

**EMPLOYEE CATEGORY:** Professional

**FLSA CLASSIFICATION:** Exempt

**CLASS CODE:** 8105

**JOB SERIES/FAMILY:** Academic Series/ Health, Natural Science and Mathematics

**ADOPTED:** ~~02/19/19~~ 05/21/19\* [Pending Board Approval]

**HISTORY:** 02/19/19



**AGENDA ITEM #XII-B-2  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY MANUAL POLICY ON DEFINITIONS**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached revised Policy on Definitions of the Policy Manual.

**BACKGROUND:** The Policy on Definitions was reviewed as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to language in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted has been lined through. Language which is to be added is underlined. Keep in mind that all policy titles in the manual are underlined.

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

## POLICY ON DEFINITIONS

### A. State Regulations

A requirement, policy or procedure adopted by the Illinois Community College Board; requirements set forth in the Illinois Public Community College Act; and "Standard" included in the operating manuals on specific topics approved by the Illinois Community College Board.

### B. Policy

A requirement or general statement of principle adopted by the Highland Community College Board to be followed by the Board and all employees of the college until modified by official Board action. While not having the legal effect of a State rule, policies shall carry the full authority of the Board for the effective operation of the College.

### C. Procedure

The plans, steps, and/or requirements to implement the policies of the Highland Community College Board. A procedure shall be open to review periodically by the Highland Community College Administration. Procedures would presume adherence except for demonstrated cause as approved by the administration.

### D. The categorization of employment status, pay status and employee classification is defined below in order to facilitate consistency in communication, personnel and payroll record-keeping systems, classification and compensation, application of benefit programs, and meeting reporting requirements.

#### 1. Employment Status:

##### a. Regular Full-Time Employee

A regular full-time employee is one who is employed 40 hours per week for at least nine months of the year. For faculty, full-time load is determined by Faculty Load section in the most up-to-date Faculty Union Contract.

##### b. Adjunct

Refers to faculty who teach more than 9 contact hours up to a maximum of 13 contact hours. For faculty, adjunct load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.

##### c. Regular Part-time Employee (Benefit Eligible)

A regular part-time employee (Benefit Eligible) is one who is employed 32 hours per week. These employees are eligible for health and life insurance benefits, and generally work 12 months out of the year.

- d. Regular Part-Time Employee  
A regular part-time employee is one who is employed 28 hours per week or less. These employees generally work 12 months out of the year.
- e. Part-Time Limited Employee  
A part-time limited employee is one who is employed for 28 hour hours per week or less, or who teaches 9 or less contact hours per semester as an instructor. These employees are employed on limited term assignments, usually on a semester to semester basis (i.e., paraprofessionals, office technology lab assistants, part-time instructors, etc.). For faculty, part-time load is determined by the Faculty Union Contract and is subject to change. Please refer to the most up-to-date Faculty Union Contract for contact hour limits.
- f. Temporary Full-Time Employee  
A temporary full-time employee is one who works 40 hours per week for a specific period of time in a job designated as temporary, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the Temporary status period. These employees are not eligible for benefits such as life insurance and long-term disability insurance, but may be eligible for health insurance. Temporary full-time faculty are contracted to fill a short-term need for faculty for a specified period of time, or to replace a regular faculty member on leave. Per the Faculty Union Contract, temporary full-time faculty are eligible for full-time benefits available to regular full-time faculty (excluding long-term disability insurance).
- g. Temporary Part-Time Employee  
A temporary part-time employee is one who is employed 28 hours per week or less, with the understanding that the employment will be terminated as of a specific date or upon completion of a specific assignment. Employees normally work fewer than 90 consecutive calendar days. The College reserves the right, however, to extend the temporary status period.
- h. Seasonal  
Employees who are hired for a period of time to support a specific HCC seasonal activity (coaches, grounds workers or summer camp workers) and may not work more than 28 hours per week.

## 2. Pay Status:

- a. Exempt  
Refers to employees who are considered exempt from the wage and overtime provisions per the Fair Labor Standards Act. Normally, these employees are administrative, professional, and faculty employees.
- b. Non-exempt



Refers to employees who are subject to the minimum wage and overtime provisions per the Fair Labor Standards Act, and are paid on an hourly basis.

3. Employee Classification:

a. Administrative

Executives and officers of the College who manage, conduct, and administer programs, staff, and operations. Administrative employees are exempt and placed at 65 or higher on the salary schedule. Administrative employees include the president, vice presidents, associate vice presidents, deans, associate deans, and some director level positions. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

b. Exempt Professional

Exempt employees in professional/technical, academic administrative, and teaching exempted positions. Professional/technical staff have specialized skills but may not directly support the process of teaching. Academic administrative staff are employees whose primary duty is performing administrative functions directly related to academic instruction or training. Non-faculty whose "primary" duty is teaching, tutoring, instructing (including coaching) or lecturing in the activity of imparting knowledge, are professional employees under the teaching exemption. Professional positions are placed at 64 or below on the salary schedule. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

c. Non-exempt ~~Salaried~~ Professional

A non-exempt ~~salaried~~ professional is an employee who meets the professional exemption duties test (other than teaching) under the Fair Labor Standards Act, however, they do not meet the salary requirements test. ~~As a result, these employees are paid a consistent salary based on working 40 hours per week instead of being paid an hourly rate.~~ These employees must track and record actual time worked, and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

d. Faculty

Responsibilities involve instruction and/or other duties closely aligned with academic programs. These employees are paid on a salaried basis not dependent upon hours worked, and are exempt from provisions of the Fair Labor Standards Act.

e. Classified

Responsibilities involve a supporting role to the College's administrative or academic functions. These positions are non-exempt and covered by provisions of the Fair Labor Standards Act.

f. Student Worker

Employees hired through programs administered by the Financial Aid Office and the Career Services Office as well as some individual offices such as Math Achievement Center and the Success Center, and who are enrolled in and regularly attending classes at HCC. The student's primary purpose for being at HCC is to further his/her education. Student employment is part-time, temporary and incidental to the pursuit of an education. Student employees work 20 hours per week or less; and may work up to 28 hours per week during semester breaks and summer dependent on available hours. These positions are not benefit eligible.

E. Grievance Procedures

A grievance is defined as a claim of an individual employee, as well as a group of employees, that the employee's rights according to Board Policy have not been respected.



**AGENDA ITEM #XII-B-3  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES**  
**POLICY MANUAL CHAPTER V – FINANCE AND FACILITIES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for first reading the attached new and revised policies in Chapter V of the Policy Manual and affirms for first reading the unchanged policies in Chapter V of the Policy Manual.

**BACKGROUND:** The list of attached policies incorporates changes in wording. The policies are being reaffirmed or revised as part of the regular cycle of general updating and review of the Board Policy Manual. Reaffirmation of or revisions to policies in this chapter of the Policy Manual have been discussed and approved by the Policy Committee, which is made up of representatives from across the College. Revisions to the Chapter were formulated by the Policy Committee and by the individual(s) in charge of each functional area of the College. Language which is to be deleted from a policy has been lined through. Language which is to be added to a policy is underlined. Keep in mind that all policy titles in the manual are underlined. The following list includes each changed policy along with a description of the change:

<b><u>Policy #</u></b>	<b><u>Change</u></b>
5.7	Updated for employee title.
5.081	Language added.
5.082	Regulatory updates made.
5.09	Language added.
5.11	Language added.
5.131	Language added.
5.14	Language added.
5.15	Grammar updated.
5.16	Updated for employee title.
5.18	Language clarified.
5.21	Language clarified.

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

CHAPTER V  
FINANCE AND FACILITIES

TABLE OF CONTENTS

<u>Page &amp; Policy No.</u>	<u>Description</u>
5.00	Financial Reports
5.01	Investment of Current Operating Funds
5.02	Paying Bills
5.03	Bids
5.031	Use of Businesses Owned by Minorities, Females, and Persons with Disabilities
5.04	Contract and Bond—Method of Awarding Contracts
5.05	Payments to Contractors
5.06	Purchases of Supplies and Services
5.07	Salespersons and Agents
5.071	Advertising and Soliciting—Outside Groups
5.08	Gifts, Contributions, Bequests to Highland Community College
5.081	Ethics
5.082	Financial Aid Department Code of Conduct
5.083	Fraudulent Conduct
5.09	Travel, Meal, and Lodging Expenses
5.10	Variable Tuition
5.11	Waiving of Tuition
5.12	Refunding of Fees
5.13	Use of Facilities
5.131	Smoking and Tobacco
5.132	Food and Beverages
5.133	Use of Skate Equipment and Recreational Vehicles
5.14	Inventory
5.15	Trespassing
5.151	Demonstration
5.16	Keys Requisition and Turn In
5.17	Traffic Control
5.171	Special Use and Disabled Parking Permits
5.18	Prohibition of Pets and Domestic Animals in Buildings
5.19	Phones, Media, and Sound-Related Electronic Devices
5.20	Solicitation by the College
5.21	Energy
5.211	Waste Reduction Procurement
5.22	Computer Software
5.23	Technology Use
5.25	Web Page Accessibility
5.30	Information Security

## CHAPTER V

## FINANCE AND FACILITIES

TABLE OF CONTENTS (Continued)

<u>Page &amp; Policy No.</u>	<u>Description</u>
5.40	Risk Management
5.41	Security Cameras
5.50	Tax Abatement
5.51	Forms and Documents Requesting Social Security Numbers
5.60	Concealed Carry and Weapons
5.70	Record Keeping

5.00 Financial Reports (Reaffirmed ~~1/19/16~~)

The Board Treasurer shall present to the Board a monthly summary report of the revenues, expenditures, and encumbrances, by fund, with a comparison to budgeted amounts.

## 5.01 Investment of Current Operating Funds (Revised 1/19/16)

### A. Scope

This investment policy applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule". Investment of funds under this policy shall be in accordance with the requirements of 30 ILCS 235 (Public Funds Investment Act).

### B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal. Insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The investments of the District shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - Non-liquid investments shall be made with the institution or institutions offering the highest rate for a specified length of time.
4. Maintaining the Public's Trust - The Treasurer shall seek to act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the District Treasurer.

### C. Investment Management

The District Treasurer is authorized to purchase and redeem investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this policy including, but not limited to: wire transfer agreements, depository agreements, safekeeping agreements, and custody agreements. The District Treasurer shall further establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or impudent actions by employees of the District.

### D. Qualified Depository Institutions

It shall be the duty and responsibility of the District Treasurer to invest funds only with the following institutions:



1. Banks and savings and loan associations located within District #519 that are insured by the Federal Deposit Insurance Corporation (FDIC).
2. The Illinois Funds (formerly the Illinois Public Treasurer's Investment Pool).
3. The Illinois School District Liquid Asset Fund.

E. Allowable Investment Instruments

While the District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois, the Board of Trustees has chosen to limit allowable investment instruments to the following:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by, or which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Interest-bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
3. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) of this subsection and to agreements to repurchase such obligations. Examples would include the Illinois Funds and the Illinois School District Liquid Asset Fund.

District investments with those entities identified at Section D.2 and D.3 above shall be permitted notwithstanding the limitations set forth in this Section, provided that those entities invest District funds solely as permitted under the Public Funds Investment Act.

F. Allocation

Since it is the policy of the Board to limit investments to only those listed in E.1, E.2, and E.3, up to 100% of investments may be placed in any one of the three listed investment instruments, however investments may not be made solely in one institution.

G. Limits on Deposits

The aggregate sum on deposit with any bank, whether a demand deposit or time deposit, shall not exceed 40 percent of such bank's capital and surplus.

#### H. FDIC Insurance

The District will not invest funds in any financial institution that is not a member of the FDIC system. In addition the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing required private insurance in excess of FDIC insurable limits.

#### I. Collateralization

It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default. Collateralization must be in the College's name. Acceptable collateralization includes letters of credit issued by a Federal Home Loan bank, U.S. Treasury Securities, Federal National Mortgage Securities, or other securities issued by the United States Government. Such collateralization must be:

1. in writing.
2. approved by the board of directors of the depository institution or its loan committee with such approval reflected in the minutes of said board or committee.
3. an official record of the depository institution from the time of its execution.
4. be received by the College no later than 14 days after the investment is placed with the bank.
5. held for safekeeping by a third party bank such as:
  - a. a Federal Reserve Bank or its branch office.
  - b. at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
  - c. by an escrow agent of the pledging institution.
  - d. by the trust department of the issuing bank.

#### J. Performance

The Treasurer will strive to earn an average rate of return on certificates equal to or greater than the U.S. Treasury Bill rate for a given period of time.

#### K. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business that could conflict with the proper execution of the investment

program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act the Treasurer shall not have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

L. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Policy and written operation procedures as have or may be established and exercising due diligence shall be relieved of personal liability for an individual investment's risk.

M. Reporting

The Treasurer shall submit to the Board of Trustees and President a quarterly investment report which shall include information regarding funds invested.

N. Review

The investment portfolio will be reviewed at least annually by the District Treasurer. The effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance will be evaluated.

5.02 Paying Bills (Reaffirmed ~~4/19/16~~)

A Warrant Register shall be submitted monthly to the Board for its approval. The Register shall contain the payee, the budget account, the amount, and a brief description of each item in the Register. The approval for payment of the warrants by the Board, clearly stated in the minutes of the meeting, shall serve as full authority to the Treasurer to make the payments as thus approved.



5.03 Bids (Reaffirmed ~~1/19/16~~)

Where savings may be secured and competitive vendors exist, bids will be solicited in conformance with the laws of the State of Illinois governing purchases.

Requisitions in excess of \$25,000 by reason of item cost or quantity, will go through the College bidding process unless exceptions are provided by law.

All purchases made through joint purchasing with the State of Illinois will be considered equivalent to bidding as described above.

If, in the opinion of the President and the Vice President of Administrative Services, the lowest bid does not meet the specifications or quality desired, the lowest bid may not be accepted. All bid results will be presented to the Board for approval.



5.031 Use of Businesses Owned by Minorities, Females, and Persons with Disabilities  
(~~Adopted-Reaffirmed 10/25/16~~)

In accordance with 30/ILCS 575/1, Highland Community College will develop, implement, and maintain a plan for contracting with businesses owned by minorities, females, and persons with disabilities. Highland Community College will establish a liaison officer, establish annual aspirational goals, and to the greatest extent feasible within the bounds of financial and fiduciary prudence, develop, implement, and maintain procedures to support the utilization of businesses owned by minorities, females, and persons with disabilities.

5.04 Contract and Bond—Method of Awarding Contracts (Reaffirmed ~~1/19/16~~)

- A. Contracts shall be awarded to the lowest most responsible bidders (standard quality and responsibility of bidder considered) upon the recommendation of the President.
  
- B. When the bids of the lowest responsible bidders are equal (standard of quality and responsibility of bidders considered) and one such bidder is located in District #519, the bid shall be awarded to that bidder. If both bidders are located in District #519, then the successful bidder shall be determined by the toss of a coin or by the drawing of lots between them, and each shall be invited to be present at the time of the determination of the successful bidder in such manner.

5.05 Payments to Contractors (Reaffirmed ~~vised 1/19/16~~)

All applications by contractors for payment of work performed must be approved by the appropriate signatory level according to policy prior to payment. Before final payments are made, the signatory shall obtain from the contractors all necessary statements, affidavits and waivers showing that the claims of all subcontractors have been satisfied and all supplies and materials used in the work have been paid for. Prior approval of an architect or engineering firm, when such is employed, is necessary for payment of bills. When a superintendent of construction is employed, the prior approval of the superintendent of construction is necessary for the payment of bills.

5.06 Purchases of Supplies and Services (Reaffirmed/vised 2/21/17)

Purchases by faculty and staff for supplies and services in the amount of \$500 or less must have written approval from the respective originator and budget manager. Those requisitions between \$500 and \$2,000 also require the written approval of the appropriate Vice President, Associate Vice President or Executive Vice President. In addition, all requisitions in the amount of \$2,000 or more require the written approval of the Executive Vice President and President. Any other written agreements involved in the purchasing of supplies and services, such as service agreements, statements of work, and proposal acceptance documents require written approval as outlined above.

All required forms (see G:General\Accounting) are to be forwarded to the Manager of Accounting following completion. Required forms for purchases of supplies and services that do not include appropriate written approvals or supporting documents will be the responsibility of the individual and not the obligation of the College. Purchases that are not appropriate College expenses will be the responsibility of the individual and not the obligation of the College.



5.07 Salespersons and Agents (Revised affirmed 1/19/16)

Salespersons making unsolicited calls to the campus should be directed to the ~~Purchasing & Insurance Specialist~~ or the Manager, Accounting.

The ~~Purchasing Office Manager, Accounting~~ will contact other interested personnel, such as deans or administrative supervisors, to determine if they wish to see or talk with a visiting salesperson. If possible, these personnel should be advised ahead of time when the salesperson is coming.

5.071 Advertising and Soliciting—Outside Groups (Reaffirmed Revised 1/19/16)

Any advertising or soliciting on campus must be approved by the Director of Marketing and Community Relations or designee. Soliciting may only occur in designated locations and, once approved, coordinated through the appropriate department. The number of times any one organization may solicit on campus in a given semester may be limited by the Director of Marketing and Community Relations or designee.

5.08 Gifts, Contributions, Bequests to Highland Community College (Reaffirmed Revised  
1/19/16)

The Board of Trustees or the College President, acting on behalf of the College, may accept any gift, contribution, or bequest that is consistent with the goals, objectives, and strategic plan of the College. Gifts, contributions or bequests may be made through the Highland Community College Foundation depending on the wishes of the donor.

The College President will work closely with the Foundation in fund raising efforts to ensure that donor requests are adhered to and gifts, bequests, and contributions are used to the betterment of the College as designated.

Individual College departments which seek operational or special use donations must coordinate those requests through the College President.

5.081 Ethics (Revised affirmed 1/19/16)

## A. Definitions and General Provisions

For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” means the Board of Trustees of the College.

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any Federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in the Election Code (10 ILCS 5/1-3, section 1-3).

“Collective bargaining” has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is on premises under the control of the College and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in the Election Code (10 ILCS 5/9-1.4), section 9-1.4.



“Employee” means a person employed by the College whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.

“Employer” means the College.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes all members of the Board of Trustees.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under the Election Code (10 ILCS 5/9-3) section 9-3, as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report

- regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
  7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
  8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
  9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
  10. Preparing or reviewing responses to candidate questionnaires.
  11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
  12. Campaigning for any elective office or for or against any referendum question.
  13. Managing or working on a campaign for elective office or for or against any referendum question.
  14. Serving as a delegate, alternate, or proxy to a political party convention.
  15. Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

1. is seeking official action (a) by an officer or (b) by an employee, or by the officer or another employee directing that employee;



2. does business or seeks to do business (a) with the officer or (b) with an employee, or with the officer or another employee directing that employee;
3. conducts activities regulated (a) by the officer or (b) by an employee, or by the officer or another employee directing that employee; or
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

#### B. Prohibited Political Activities

No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.

At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because

he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

### C. Gift Ban

Except as permitted by this Article, no officer or employee, and no spouse or Civil Union partner of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

The Gift Ban has the following exceptions:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his or her spouse or Civil Union partner or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse or Civil Union partner and the individual’s fiancé.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or Civil Union partner or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the



individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or Civil Union partners or immediate family members.

8. Food or refreshments provided as a “contribution” under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, “catered” means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.
13. Any item or items provided by the College in support of the employee’s, officer’s or member’s discharge of official duties.

Disposition of gifts: An officer or employee, his or her spouse or Civil Union partner or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under the Internal Revenue Code of 1986, Section 501 (C)(3), as now or hereafter amended, renumbered, or succeeded.

D. Ethics Advisor

The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the College will serve as the Ethics Advisor.

The Ethics Advisor shall provide guidance to the officers and employees of the College concerning the interpretation of and compliance with the provisions of this Policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

E. Ethics Commission

An Ethics Commission may be appointed by the Board to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage/legal union up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.

Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine the initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

The Board may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

The Commission shall have the following powers and duties:

1. To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.



2. Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.
3. To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Policy.
4. To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
5. The powers and duties of the Commission are limited to matters clearly within the purview of this Policy.

Complaints alleging a violation of this Policy shall be filed with the Ethics Commission.

The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Policy, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both

parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

F. Board Action on Recommendation of Commission

Upon receipt of a recommendation from the Ethics Commission, the Board may issue a reprimand to a board member or officer who intentionally violates any provision of ~~Section E~~ of this Policy.

Upon receipt of a recommendation from the Ethics Commission, the Board may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Section E of this Policy in accordance with the applicable procedures.

G. Internal Ethics

In support of the best interests of the College, and in support of the mission of the College, all employees shall adhere to reasonable ethical standards, including the following principles:

1. Conduct. Employees will demonstrate personal integrity and ethical behavior in word and action; act responsibly and accept accountability rather than placing blame; act consistently with the College's Core Values of Integrity, Compassion, and Respect; act consistently with the principles of Servant-Leadership; and the College's Employee Characteristics and Service Standards. Employees will treat co-workers, students, and visitors with civility and decency in the workplace and use appropriate methods to resolve conflicts. Cooperation will be sought despite personal differences that may exist. Diversity and differences will be respected.
2. Decision-making. When placed in a decision-making role, or in a decision-making position, employees in a decision-making role will become informed to the extent necessary to be an effective decision-maker; welcome and encourage input from other employees; take responsibility and follow established internal processes.



3. Conflict of Interest. Employees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Employees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District. Employees will not use their positions to coerce, intimidate, or influence another regarding their personal use of funds, property, and/or time.
4. Confidentiality. Employees will maintain confidentiality of privileged and private information. Employees will not use their position to influence hiring decisions or other personnel decisions.

Internal reports may be made to the Ethics Advisor online using the Incident Report form in the faculty/staff portal. Reports must be sufficiently supported by credible and specific facts to warrant the initiation of an informal or formal complaint resolution. Allegations filed anonymously will not be investigated. These reports are routed to the Affirmative Action Officer for assignment and are security protected so that access is limited to the investigating officers only. If the Affirmative Action Officer determines the report does not fall under policies mentioned above, the Affirmative Action Officer may re-direct the matter to the appropriate supervisor for resolution.

5.082 Financial Aid Department Code of Conduct (Revised 1/19/16)

Highland Community College Financial Aid Department employees are expected to maintain the highest standards of conduct in all aspects of the administration of their duties, specifically including all duties conducted in dealing with any entity involved in any way with financial assistance. This pertains regardless of whether said entities are involved in a government sponsored, subsidized or regulated activity.

Any Highland Community College employee who is either directly involved with financial assistance or indirectly involved with financial assistance should:

- Never take any action for his or her personal gain or benefit.
- Never take any action that he or she believes is or might be contrary to law, regulation or the best interests of the students and parents we serve.
- In every circumstance ensure that the information given to students and parents is accurate and unbiased and does not reflect any preference arising from actual or potential personal or institutional gain.
- In every instance be objective in making decisions and advising the college regarding any institution involved in any aspect of student financial assistance.
- Never solicit or accept anything from an entity involved in the making, holding, consolidating or processing of any student loans, including anything of value, including reimbursement of expenses for serving on an advisory board or as part of a training activity of or sponsored by any such entity.
- Always disclose to the university any involvement with or interest in any entity involved in any aspect of financial aid.

Statement of Ethical Principles

Highland Community College adheres to the National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles which is denoted below:

The Statement provides that financial aid professionals shall:

- Advocate for students.
  - Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
  - Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- ~~Be committed to removing financial barriers for those who wish to pursue postsecondary learning.~~
- Manifest the highest level of integrity.



- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- ~~Make every effort to assist students with financial need.~~
- Support student access and success.
  - Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
  - Without charge, assist students in applying for financial aid funds.
  - Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
  - Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.
  - ~~Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.~~
- Comply with federal and state laws.
  - Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
  - Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
  - Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.
  - ~~Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.~~
- Strive for transparency and clarity.
  - Provide our students and parents with the information they need to make good decisions about attending and paying for college.
  - Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.
  - Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
  - Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.

- Strive to ensure that cost of attendance components are developed using resources that represent realistic expenses.
- Educate students and families through quality consumer information.
- Protect the privacy of financial aid applicants.
  - Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
  - Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

### Student Loan Code of Conduct

#### Prohibition against remuneration to Highland Community College

HCC will not solicit, accept or agree to accept anything of value from any Lending Institution, Guarantee Agency or Servicer in exchange for any advantage or consideration provided by the Lending Institution related to its student loan activity. This prohibition covers, but is not limited to:

- Revenue Sharing Agreements
- Any computer hardware for which HCC pays below market prices
- Any computer software used to manage loans unless the software can manage disbursements from all lenders
- Any printing costs, postage or services



This does not prevent HCC from soliciting, accepting or agreeing to favorable terms and conditions where the benefit is made directly to student borrowers.

Prohibition against remuneration to Highland Community College employees

HCC will require and enforce that no trustee or employee of the college will accept anything more than a nominal value on his or her own behalf or on behalf of another during any 12 month period from, or on behalf of any Lending Institution, Guarantee Agency or Servicer.

This prohibition will include, but not be limited to a ban on any payment or reimbursement from any Lending Institution, Guarantee Agency or Servicer to college employees for lodging, meals or travel to conferences or training seminars.

This does not preclude any trustee or employee of the college from receiving compensation for conducting non-university business with a Lending Institution, Guarantee Agency or Servicer or from accepting compensation that is offered to the general public.

This prohibition does not prevent the college from holding membership in any non-profit professional associations.

Ban on gifts

No HCC employee or agent involved in the affairs of the College's financial aid office or who otherwise has responsibility with respect to education loans for students shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

"Gifts" are defined as but not limited to:

Any type of gratuity, favor, discount, entertainment, hospitality, loan, or other item having more than a token monetary value. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

The following items would not be considered to be "gifts":

- Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
- Food, refreshments, training, or informational material furnished to any officer, trustee, director or college employee, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, trustee, director or employee.

- Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.
- Entrance and exit counseling services provided to borrowers to meet the institution's responsibilities for entrance and exit counseling as required... "as long as":
  - the institution's staff are in control of the counseling (and)
  - such counseling does not promote the products or services of any specific lender.
- Philanthropic contributions that are unrelated to education loans or any contribution not made in exchange for any advantage related to education loans.
- State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

#### Ban on gifts to family members

Gifts to family members of any college officer, college employee, or any college agent involved in student loans or to any other individual based on that individual's relationship with a college officer, employee or agent will be considered a gift to the officer, employee, or agent if:

- the gift is given with the knowledge and acquiescence of the officer, employee, or agent (and)
- the officer, employee, or agent has reason to believe the gift was given because of the official position of said officer, employee, or agent.

#### Limits of college employees participating on lender advisory boards

Any employee who is employed in the financial aid office of the College, or who otherwise has responsibilities with respect to education loans or other student financial aid through the College, and who serves on an advisory board, commission or group established by a lender, guarantor, or group of lenders or guarantors involved with student loans at the College is prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

#### Contracting arrangements prohibited

Any employee is prohibited from accepting any payments of any kind from a lender in exchange for any type of consulting services related to educational loans.

- This does not prevent anyone else in the institution that has nothing to do with student loans from entering into these agreements.



- This does not prevent anybody from serving on a Board of Directors or trustee of an institution if the individual recuses him or her self from any decision regarding educational loans.

#### Revenue sharing agreements prohibited

HCC will not enter any revenue sharing agreement where:

- a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
- the institution recommends the lender and in exchange the lender pays a fee or provides other material benefits

#### Prohibition on offers of funds for private loans

HCC will not request or accept any agreement or offer of funds for student education loans in exchange for concessions or promises of:

- a specified number of loans made, insured or guaranteed
- a specified loan volume
- a preferred lender arrangement

#### Ban on staffing assistance

HCC will not request or accept from any student loan lender any assistance with call center staffing or financial aid office staffing.

This does not include:

- Professional development training for financial aid administrators.
- Educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials.
- Staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or federally declared natural disasters.

#### Interaction with borrowers

HCC participates in the William D. Ford Federal Direct Loan Program and all student and parent borrowers are packaged under that program.

#### Private loans/preferred lender lists

Regarding Private/Alternative loans Highland Community College:

- Does not require the use of particular lenders or in any way limit the choice of lenders.
- Does not recommend external lenders to students or their parents, and does not maintain a preferred lender list.
- Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any private loan based on the borrower's selection of a particular lender or guaranty agency.



5.083 Fraudulent Conduct (~~Adopted~~Reaffirmed -07/18/17)

Highland Community College is committed to maintaining the highest standards of conduct and ethics. Toward that end, the College will investigate possible fraudulent use of College resources or property by Board members, administrators, staff, faculty or volunteers. The College will take appropriate action against anyone found to have engaged in fraudulent conduct, including disciplinary action by the College, and/or civil and criminal prosecution when warranted.

For purposes of this policy, fraud may include but is not limited to:

- Crimes or violations of the law or governmental regulations,
- Financial irregularity,
- Improper use of College funds, property or assets,
- Corruption, malfeasance, bribery, theft, coercion or blackmail, and
- Other unethical conduct.

Fraud is considered the willful or deliberate act or failure to act with the intention to deceive or obtain an unauthorized benefit.

There are situations in which Board members, administrators, staff, faculty, or volunteers may use College resources or property that are not generally considered fraudulent, such as transporting and using College equipment for College purposes. Examples include but are not limited to: use of a College laptop to complete College work off campus and/or transport and/or use of instructional, audio-visual, sports, or other equipment and supplies off campus for College purposes.

All members of the College community are encouraged to report possible fraudulent conduct pursuant to the procedures set forth herein. Members of the College community should refrain from independently investigating concerns, referring all such concerns to the appropriate review team. A review team comprising the Vice President of Administrative Services, Associate Vice President of Human Resources, and an Academic Dean/Associate Dean will conduct and oversee investigations of alleged fraud. If the possible fraudulent conduct involves an individual(s) on the review team, the President will be notified and will designate a replacement.

The College recommends that reports of suspected improper activity be made via the Incident Reporting Form, available at [www.highland.edu](http://www.highland.edu). Such reports may also be made directly to the College Vice President of Administrative Services. If concerns involve the Vice President of Administrative Services, the Associate Vice President of Human Resources may be notified.

#### **Anonymous Submissions**

The College encourages those submitting concerns to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Because investigators are unable to interview anonymous individuals, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to cause an investigation to be initiated.

**Confidentiality**

Complaints of possible fraudulent conduct will be handled with discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that such complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation and, in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of such a complaint, such persons may also have the right to know the identity of the individual reporting concerns.)

**Protection**

Neither the Board nor individual employees of the College may retaliate against an individual reporting concerns for informing management about an activity which that person believes to be fraudulent. In addition, neither the Board nor individual employees of the College may retaliate against an individual who in good faith cooperates with an investigation. Retaliation is the intent or effect of adversely affecting the terms or conditions of the individual's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Individuals reporting concerns who believe that they have been retaliated against may file a written complaint with the President or the Chair of the Board of Trustees. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

**Malicious Allegations**

Malicious allegations, frivolous claims, individuals who fail to cooperate in good faith (which includes but is not limited to withholding information or providing false information) with an investigation by the review team, and attempts to treat a personal grievance or dispute as an allegation of wrongdoing may result in disciplinary action, up to and including termination.

Individuals who believe that they have been a victim of or are being wrongly accused of making malicious allegations, frivolous claims, failing to cooperate with an investigation (which includes but is not limited to withholding information or providing false information) by the review team, and/or attempts to treat a personal grievance or dispute as an allegation of wrongdoing may file a written complaint with the President or the Chair of the Board of Trustees. Any such complaint will be promptly investigated and appropriate corrective measures taken if allegations are substantiated.



## 5.09 Travel, Meal, and Lodging Expenses (Revised/vised 2/21/17)

Travel, meal, and lodging expenses incurred by College employees and members of the Board of Trustees traveling on official college business will be made in accordance with state law. Official college business includes travel and meetings that are necessary, reasonable, and appropriate expenses incurred for the primary benefit of college business. Expenses for entertainment, which include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event, will not be allowed.

### Employee travel, meal, and lodging:

Travel, meal, and lodging expenses incurred by College employees must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved.

Expenses that do not exceed maximum allowable amounts, below, must be reviewed and approved by an employee authorized to approve such expenses, in accordance with policy 5.06. Expenses that do exceed maximum allowable amounts must be approved by roll call vote at an open meeting of the Board of Trustees.

### Elected Board member travel, meal, and lodging:

Travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be documented on the College's standardized form with original detailed receipts attached. Detailed receipts should show the amount, date, place, and type of expenditure and should be sufficiently detailed to show the different elements of the expenditure. Forms that do not include original detailed receipts may not be approved. All travel, meal, and lodging expenses incurred by elected College Board members, including the Student Trustee, must be approved by roll call vote at an open meeting of the Board of Trustees.

### Expenses:

Approved expenses may include transportation costs, registration fees, meals, lodging, baggage fee (one personal bag per traveler on College business), and incidental expenses, which include parking fees, tolls, taxi fares, tips and similar expenses. Specific criteria for the categories of transportation, lodging, and meals must be met, as outlined in the following paragraphs.

### Transportation:

All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. All travel shall be done by the most direct route. Expenses due to deviations for convenience will not be approved for payment by the College. Arrangements for transportation shall be the least costly reasonable available alternative.

A college vehicle may be used if available. The college's driver safety program must be completed prior to use of a college vehicle. Personal vehicles may be used for approved travel and will be reimbursed at the rate currently established by the State of Illinois. (For detailed information, see myHCC Staff portal.) If less than the cost of mileage reimbursement, the purchase of gasoline for a personal vehicle for the purpose of the approved travel may be approved if an original detailed receipt supporting the expenditure accompanies the request.

#### Lodging:

Approved expenses for lodging include each day for which lodging is required for business purposes at the standard room rate not to exceed \$300 per night (see exception). An exception to the maximum rates is that the standard room rate in a hotel where a meeting, convention, or conference is being held may be approved. Expenses incurred due to room upgrades, use of amenities, or nights stayed in addition to those in which business purposes exist will not be approved for payment by the College.

#### Meals:

Approved expenses for meals (which includes breakfast, lunch, and dinner) will be for the actual cost of the meal (not a per diem rate) provided that itemized approval requests accompany by the original detailed receipts are submitted. The cost of alcoholic beverages will not be approved. The total daily amount approved will not exceed the maximum total daily amount of Meals and Incidental Expenses rates published by the U.S. General Services Administration (see exception). Rates can be verified at <https://www.gsa.gov/portal/category/26429> (Meals & IE tab). Exceptions to the maximum amount include: the total amount of meals in a hotel where a meeting, convention, or conference is being held may be approved and meals included as part of the conference package may be approved. Meals under these exclusions are not included in the total maximum daily rate.

#### Reimbursement:

Itemized reimbursement requests for all travel expenses must be accompanied by original detailed receipts. Reimbursement requests relating to programs funded by Federal and State project grants must be allowable under grant rules and must be accompanied by original detailed receipts for all items.

All settlement of travel advances must take place within 10 working days of the completion of the trip.



5.10 Variable Tuition (Reaffirmed/vised 1/19/16)

The College is authorized to charge variable tuition in accordance with the Illinois Public Community College Act.

When a student enrolls in a course approved for State funding in a manner which precludes ICCB financial support (i.e., for repeat after successful completion), a surcharge equaling the amount normally contributed by the State will be added to the regular tuition and fees.

Enrollments for which the State of Illinois does not provide financial support includes, but is not limited to, enrollment in a course(s) for which a successful grade has been earned previously. (ICCB has approved selected courses as eligible to be repeated, and financially supported, a specified number of times.)

### 5.11 Waiving of Tuition of Courses (Revised Reaffirmed 1/19/16)

The College Board authorizes the President to waive the tuition and/or fees for selected courses which enable the College to better fulfill its mission in relation to promoting student success and retention; accelerated entry into college or the workforce; public service and community leadership; cultural enrichment; and general wellness. The request to waive the tuition and/or fees for specific course offerings would come from the Executive Vice President and would be reviewed by the Board on an annual basis at the December Board retreat (when tuition for the upcoming fall semester is initially discussed). Some examples of courses that may qualify for this waiver are: ~~College Success Skills~~ First Year Experience, Articulated to Dual Credit Offerings, Servant Leadership, HCC Chorale, Community Band and Orchestra.

5.12 Refunding of Fees (Reaffirmed ~~vised 1/19/16~~)

Tuition and fees, excluding the payment plan fee, if applicable, shall be refunded only for those courses dropped during the no record drop period.

### 5.13 Use of Facilities (Reaffirmed ~~1/19/16~~)

The College campus facilities are primarily for, but not limited to, the use of the College students and College sponsored organizations. The College may grant temporary use of facilities under the College's regulations for activities of an educational, cultural, civic, social, recreational, governmental, and general political nature, which are to be sponsored by responsible persons, organizations, agencies or institutions.

The Administration is responsible for the formulation of charges and procedures for use of College facilities. Any person or group using facilities of the College is subject to local, State and Federal laws, and the policies and procedures of the College.

If the College holds an event at the College on November 11, Veteran's Day, a moment of silence must be observed at the event to recognize Veteran's Day.

The buildings of the College will be available for use for emergency purposes upon the request of the Illinois Emergency Management Agency or other State-accredited emergency management agencies with jurisdiction. The College will cooperate with the Illinois Emergency Management Agency, local emergency management agencies, State-certified, local public health departments, the American Red Cross, and federal agencies concerned with emergency preparedness and response.



5.131 Smoking and Tobacco (Revised affirmed 1/19/16)

Smoking is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles in accordance with the Illinois Smoke-Free Campus Act. This includes the burning of any type of cigar, cigarette, pipe, or other smoking equipment. Research, educational, ceremonial, and/or artistic purposes that involve smoking, the use of tobacco products or e-cigarettes may be requested in writing for approval by the President or his/her designee.

In addition, use of tobacco products is prohibited in or on Highland Community College owned, operated or leased property which includes grounds, facilities and College owned vehicles. This includes smokeless/chewing tobacco.

Use of e-cigarettes or vapor cigarettes is subject to the same restrictions as smoking.

Use of FDA approved smoking cessation products is permitted in or on Highland Community College owned, operated or leased property. Smoking and tobacco use inside private vehicles is permitted.

Fines for students, visitors, and employees are included in the Code of Conduct. Disciplinary actions and an appeal process for students and visitors are included in the Code of Conduct. Disciplinary actions and appeal processes for employees will follow the appropriate union contracts and College policies.

5.132 Food and Beverages (Reaffirmed ~~1/19/16~~)

Food and beverages should be consumed only in designated areas.

5.133 Use of Skate Equipment and Recreational Vehicles (Reaffirmed ~~1/19/16~~)

Use of skate equipment such as, but not limited to, skateboards, roller blades, and/or ice skates on campus is prohibited. Use of personal recreational vehicles such as, but not limited to snowmobiles, dirt bikes, and/or all-terrain vehicles on College property is also prohibited, with the exception of motorcycle training programs, and other College approved activities.



5.14 Inventory (Revised ~~1/19/16~~)

A periodic inventory will be taken of Highland Community College property with a purchase price over \$2,500. A system of inventory control that is compliance with state and federal regulations shall be established and maintained by the Accounting Department.

5.15 Trespassing (Revised ~~1/19/16~~)

In order to maintain the security of the College community and its property, unoccupied or unused College facilities will be locked. The campus will be closed from 11:00 p.m. to 5:00 a.m. 7 days per week. Any employee or student organization accessing campus during off hours (including weekends and holidays) must contact security at 599-3451.

College organizations must complete a facilities request for utilizing campus facilities.

If an authorized College official declares that any or all facilities of Highland Community College are closed, any unauthorized person on the premises will be considered a trespasser. There may be emergency situations where certain employee positions are required to stay or come onto campus when the facilities are closed. The President, Executive Vice President, Vice Presidents, Associate Vice President, and the Director, Facilities and Safety will make this determination as well as having the authority to issue an order to an individual(s) and/or group(s) that they will be considered as trespassers.

5.151 Demonstration (Reaffirmed ~~vised 1/19/16~~)

Highland Community College respects the rights of an individual to self-expression and to demonstrate peacefully on either side of issues.

To prevent interference with the educational activities of the College, assembly, dissent and demonstrations (the Activities) on the Highland Community College campus must:

1. register with the Office of the President. By registering the College does not intend to infringe on any individual or group's right to assembly, but rather to ensure that appropriate levels of crowd management are available.
2. not interfere with the right of students, faculty, staff or administration to pursue their educational roles;
3. not block roads, sidewalks, doorways or in any manner interfere with the free movement of people on campus;
4. not be disruptive to the educational process by reason of excessive noise, threats, intimidation of non-participants or violence;
5. not detain anyone who wishes to pass in order to coerce them to join the Activity, to listen or for any other purpose;
6. not damage or deface College buildings or grounds. Littering and posting of signs on campus in other than approved locations and in an approved manner shall be deemed damage (see Policy 5.071);
7. not violate any federal, state, or county law or ordinance during the conduct of the Activity;

Persons found to be in violation of this policy will be subject to applicable College, civil, and/or criminal sanctions. In addition student violators shall be subject to disciplinary action in accordance with the Highland Community College Student Code of Conduct.



5.16 Keys Requisition and Turn In (~~Revised affirmed 1/19/16~~)

Keys will be requisitioned from the ~~Physical Plant and Maintenance Facilities and Safety~~ Department on approval of the appropriate supervisor. Duplication of keys by unauthorized sources is forbidden.

All keys will be turned in to the office of the Director, Facilities and Safety or the Associate Vice President of Human Resources at the time of termination of employment. For other situations, retention of keys will be determined by the appropriate supervisor. Lending of keys is generally prohibited.

5.17 Traffic Control (Reaffirmed ~~1/19/16~~)

The responsibility for parking facilities and traffic control is assigned to the Director, Facilities and Safety. All persons operating motor vehicles on Highland Community College property are subject to Highland Community College traffic regulations and the standard traffic regulations and definitions as enacted into motor vehicle laws of the State of Illinois and Stephenson County.

5.171 Special Use and Disabled Parking Permits (Reaffirmed ~~1/19/16~~)

The College recognizes the need to provide parking for the disabled.

Individuals are responsible for obtaining the proper registration for their vehicle with the State of Illinois for parking in designated disabled spots.



5.18 Prohibition of Pets and Domestic Animals in Buildings (~~Revised~~ affirmed 1/19/16)

Bringing or enticing animals or pets into College buildings without authorization is prohibited. Animals or pets (~~except for service animals as aides for disabled persons~~) are not allowed on campus.

5.19 Phones, Media, and Sound-Related Electronic Devices (Reaffirmed ~~1/19/16~~)

The use of phones, media, and sound-related devices is allowable in the Highland Community College facilities only when used in a manner and an acceptable volume level that does not interfere with classes, employee's office work and any other business of the College.

5.20 Solicitation by the College (Reaffirmed ~~1/19/16~~)

The College President or the President's designee will coordinate solicitation of funds, services, and/or materials from district and non-district individuals and organizations. College staff members and students will follow the solicitation procedures developed.

5.21 Energy (Revised ~~1/19/16~~)

- A. Highland Community College aggressively pursues energy efficiency in the operation of its facilities.
- B. Administration will consider energy impact when making decisions.
- C. Faculty and staff shall practice energy conservation.
- D. Building temperatures shall be sustained at a comfortable level (68-74 degrees) ~~per Higher Learning Commission Accreditation.~~
- E. Future building design or remodeling will utilize energy efficient designs and materials wherever economically justified and practical.



5.211 Waste Reduction Procurement (Reaffirmed ~~1/19/16~~)

Highland Community College will procure recycled-content products that are reasonably cost effective, whenever applicable, per the guidelines of the College's Waste Reduction Plan.

5.22 Computer Software (Reaffirmed ~~1/19/16~~)

Highland Community College employees that are provided with a personal computer by the College will not install software on that computer unless the College possesses a license for that software. Under no circumstances can a user install any software to the network server without prior authorization of the Director, ITS.

### 5.23 Technology Use (Reaffirmed ~~1/19/16~~)

The College will provide relevant access to and use of its technology resources, including computers, communication devices, software, and information technology, in form and function suitable and appropriate for the College environment. All technology resources provided by the College are to be used in accordance with the College's Acceptable Use Guidelines. All utilization of technology resources shall be in compliance with all applicable law and regulations, and shall be in compliance with College policy, College guidelines and College procedures. The College shall take reasonable measures to protect technological resources, and to assure the technology resources are used only for their intended purposes. The College retains control and supervision of all technology resources and reserves the right to monitor the use of technology resource activity by any user. No user shall have an expectation of privacy in his or her use of technology resources, including email messages and stored files.

The College shall develop and implement Acceptable Use Guidelines and procedures to ensure responsible use of the technology resources, to assure the security, reliability, integrity and availability of information, and to protect technology resources against accidental or unauthorized disclosure, and against unauthorized modification or destruction. Such guidelines and procedures shall be consistent with the academic freedom rights and responsibilities of faculty members, and shall make appropriate provisions for the protection of authorized proprietary research work product produced by faculty members. The Administration and Policy Review Committee shall review the Acceptable Use Guidelines and procedures annually and shall promptly inform the Board of Trustees and the users of the technology in the event of any significant changes to the guidelines not mandated by State or Federal law.

Student and visitor use of computer-based technology is outlined in the Student Code of Conduct. Faculty and staff use of computer-based technology is outlined by applicable Board Policy and/or contractual language.

5.25 Web Page Accessibility (Reaffirmed/vised 1/19/16)

Official Highland Community College Web pages and the information contained within will be made accessible to the widest range of users, including those with the more common sensory, motor and cognitive disabilities. The College is committed to increased accessibility and usability of Highland Web pages including, but not restricted to, those within the highland.edu domain, those paid for with College funds, and/or those residing on College servers, to meet or exceed applicable state and federal laws including, but not limited to, the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and the most recent Web Content Accessibility Guidelines (WCAG).



### 5.30 Information Security (Reaffirmed ~~vised~~ 1/19/16)

Highland Community College will develop, implement and maintain a comprehensive information security program, which contains administrative, technical and physical safeguards to protect non-public personal information related to students, employees, and members of the Board of Trustees.

This Program will (a) ensure the security and confidentiality of protected student, employee, or Board member information covered under Acts such as Gramm-Leach-Bliley, HIPAA, and FERPA, (b) protect against any anticipated threats to the security or integrity of protected information, and (c) guard against the unauthorized access to or use of protected information that could result in substantial harm or inconvenience to any student, employee, or Board member.

In addition, Highland Community College will develop, implement and maintain an Identity Theft Prevention program to reduce the risk of data loss and identity theft to the College, to students, employees, volunteers, and applicants. This Program will follow the requirements outlined in the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA). The Board of Trustees will designate a Compliance Officer to oversee the Identity Theft Prevention program.

5.40 Risk Management (Reaffirmed ~~1/19/16~~)

Highland Community College will develop, implement and maintain a comprehensive Risk Management Program which shall reduce or prevent the College's exposure to liability, to ensure that statutory and common law, health and safety rights are extended to all visitors, employees and students; to make certain that the College's buildings and grounds are maintained in a safe condition; and to provide careful supervision and protection of all the College's real and personal property, including vehicles.

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) provides for a community college district to levy a tax which when collected will pay the cost of risk management (Section 9-107). In addition, this Section provides for funds raised pursuant to this Section to be used to pay the cost of insurance, including all operating and administrative costs and expenses directly associate therewith, claim services and risk management directly attributable to loss prevention and loss reduction, educational, inspectional and supervisory services directly relating to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management programs.

This Program will ensure: (a) identification of the various components of the Risk Management Program including the identification and analysis of loss exposures; (b) the selection and implementation of techniques to be used to handle or address each exposure; (c) clearly delineated personnel responsibilities; (d) adequate insurance against liability exposure; and (e) identified and allowable costs for the maintenance of the Risk Management Program.

#### 5.41 Security Cameras (Reaffirmed/vised 1/19/16)

Security cameras are utilized on campus to enhance personal safety, meet national testing requirements, protect property and resources, and investigate criminal activity. Security cameras will be placed in public areas such as hallways, stairwells, campus and building entrances, parking lots and common areas and in areas containing high value inventory such as laboratories and the Bookstore. Security cameras will also be placed in the Testing Center. Information obtained from the security cameras shall be used for law, policy, and/or Code of Conduct enforcement, including, where appropriate, College judicial functions.

College and security service provider personnel are prohibited from using or disseminating information acquired from College-authorized security cameras except for official purposes. All information and/or observations made in the use of College-authorized security cameras are considered confidential and can only be used for official College and law enforcement purposes.

All recording or monitoring of activities of individuals or groups by College-authorized security cameras will be conducted in a manner consistent with College policies and State and Federal laws and monitoring of individuals or groups based on the subjects' personal characteristics, including gender, ethnicity, sexual orientation, disability, or other protected characteristics is prohibited. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner.

The College shall develop and implement Acceptable Use Guidelines and procedures to ensure responsible use of the security cameras. The Administration and Policy Review Committee shall review the Acceptable Use Guidelines and procedures annually and shall promptly inform the Board of Trustees in the event of any significant changes to the guidelines not mandated by State or Federal law.

From time to time, an individual security camera and/or the entire security camera system may be out of service due to planned or unplanned system availability.

Breaches of this policy and misuse of video information contained within the security camera system may result in disciplinary action, up to and including termination.



## 5.50 Tax Abatement (Reaffirmed ~~1/19/16~~)

The Board views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement a significant benefit to the District in economic terms can be realized. Abatement must be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with the net benefit in comparison with any short-term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College district may enjoy as a result of the expansion of new business.

Tax abatement requests must be submitted in writing to the Board of Trustees of Highland Community College District #519. All such requests will be considered on an individual basis. Abatement may be granted at the discretion of the Board. Tax abatements will not be granted for a period of time in excess of ten years.

Applications for tax abatement shall be verified (notarized statement certifying that statements made in the application are true) and shall include the following information:

- A. Name, address, and telephone number of the applicant.
- B. Name, title, address, and telephone number of representative making application (if different from applicant).
- C. Name and address of owner of site (if different from applicant).
- D. Description of applicant's business generally and at the location where abatement is requested.
- E. Description (legal description and/or street address) of site.
- F. Real estate tax code(s) for site.
- G. Current equalized assessed valuation for site, and current taxes paid to Highland Community College.
- H. Description of current business operations conducted on site (if any), including number of employees working full-time and part-time.
- I. Description of projected future business operations to be conducted on site as a result of the project, including number of employees working full-time and part-time, and total estimated change in payroll from current operations.



- J. Detailed description of any business operations in the College district operated by or reasonably related to the petitioner which will be eliminated or reduced as a result of the proposed improvement. If there will be no such elimination or reduction, so state.
- K. Total estimated cost of the project.
- L. Terms of abatement requested.
- M. Estimated dollar amount of abatement being requested from Highland Community College.
- N. Statement of why abatement is being requested.
- O. At the College's discretion, other additional information as may be required by and provided to the county, municipality and/or redevelopment agency where the property proposed for abatement is located.
- P. Appropriate substantiation that the relevant requirements of the county, municipality and/or redevelopment agency where the property proposed for abatement is located have been or are being met.
- Q. Other information as may be requested by the College.

5.51 Forms and Documents Requesting Social Security Numbers (Reaffirmed ~~1/19/16~~)

All college forms and documents that collect Social Security Numbers will use a disclosure statement patterned on the one listed below. Whenever possible, such a disclosure statement should be on the form itself, and every form or document—whether electronic or paper—will indicate whether the Social Security Number submission is voluntary or mandatory.

Template:

*The (dept/unit) requires your social security number for the purpose(s) of (fill in reason). We are required by law to provide (fill in type of information) reports to (fill in organization). Failure to provide your Social Security Number may result in (fill in repercussions). The college will not disclose Social Security Numbers without the consent of the individual to anyone outside the college except as required by law.*

## 5.60 Concealed Carry and Weapons (Reaffirmed ~~vised~~ 1/19/16)

Highland Community College is committed to providing a safe and secure environment for its faculty, staff, and students. Consequently, the use and possession of weapons is strictly prohibited on all property owned or operated by Highland Community College. Moreover, pursuant to Illinois Public Act 98-0063, all community colleges, colleges and universities in the state of Illinois are designated as prohibited areas for concealed carry. This policy applies to all Highland Community College faculty, staff, students, contracted employees, and campus visitors.

### Definitions:

Firearms are defined as any gun, shotgun, rifle, pistol, or handgun designed to fire bullets, BB's, pellets, shot or any projectile regardless of the propellant used.

Other weapons are defined as any instrument that can be utilized to inflict or threaten bodily injury. These include, but are not limited to, knives with fixed blades, pocketknives with blades longer than four inches, swords, metal knuckles, blackjacks, hatchets, bows and arrows, crossbows, nun chucks, or any explosive or incendiary device.

### Exceptions:

Possession of a valid concealed weapons permit authorized by the State of Illinois or a county within is not an exemption under this policy.

This policy does not apply to the following:

- Law enforcement officials duly authorized to carry such weapons.
- Military drills, honor guards, and color guards utilizing facsimile weapons.
- Equipment, utensils and/or supplies used for legitimate educational or job related purposes.
- Personal protective devices deemed as nonlethal such as mace or pepper spray.

### Sanctions:

Any employee violating this policy will be subject to discipline up to and including termination. Any student violating this policy will be subject to discipline up to and including suspension or dismissal as outlined in the Code of Conduct. Any visitor violating this policy will be subject to being barred from campus. All may be subject to criminal or civil prosecution.



5.70 Record Keeping (Reaffirmed ~~4/19/16~~)

## A. Compliance Officer Is Responsible for Records

The Treasurer of the District (the "Compliance Officer") is hereby designated as the keeper of all records of the District with respect to each issue of the Tax Advantaged Obligations, and such officer shall report to the Board at least annually that he/she has all of the required records in his/her possession, or is taking appropriate action to obtain or recover such records.

## B. Closing Transcripts

For each issue of Tax Advantaged Obligations, the Compliance Officer shall receive, and shall keep and maintain, a true, correct and complete counterpart of each and every document and agreement delivered in connection with the issuance of the Tax Advantaged Obligations, including without limitation (i) the proceedings of the District authorizing the Tax Advantaged Obligations, (ii) any offering document with respect to the offer and sale of the Tax Advantaged Obligations, (iii) any legal opinions with respect to the Tax Advantaged Obligations delivered by any lawyers, and (iv) all written representations of any person delivered in connection with the issuance and initial sale of the Tax Advantaged Obligations.

## C. Arbitrage Rebate Liability

The Compliance Officer shall review the agreements of the District with respect to each issue of Tax Advantaged Obligations and shall prepare a report for the Board stating whether or not the District has any rebate liability to the United States Treasury, and setting forth any applicable exemptions that each issue of Tax Advantaged Obligations may have from rebate liability. Such report shall be updated annually and delivered to the Board.

## D. Recommended Records

The Compliance Officer shall review the records related to each issue of Tax Advantaged Obligations and shall determine what requirements the District must meet in order to maintain the tax-exemption of interest paid on its Tax Advantaged Obligations, its entitlement to direct payments by the United States Treasury of the applicable percentages of each interest payment due and owing on its Tax Advantaged Obligations, and applicable tax credits or other tax benefits arising from its Tax Advantaged Obligations. The Compliance Officer shall then prepare a list of the contracts, requisitions, invoices, receipts and other information that may be needed in order to establish that the interest paid on the Tax Advantaged Obligations is entitled to be excluded from "gross income" for federal income tax purposes, that the District is entitled to receive from the United States Treasury



direct payments of the applicable percentages of interest payments coming due and owing on its Tax Advantaged Obligations, and the entitlement of holders of any Tax Advantaged Obligations to any tax credits or other tax benefits, respectively. Notwithstanding any other policy of the District, such retained records shall be kept for as long as the Tax Advantaged Obligations relating to such records (and any obligations issued to refund the Tax Advantaged Obligations) are outstanding, plus three years, and shall at least include:

1. complete copies of the transcripts delivered when any issue of Tax Advantaged Obligations is initially issued and sold;
2. copies of account statements showing the disbursements of all Tax Advantaged Obligation proceeds for their intended purposes, and records showing the assets and other property financed by such disbursements;
3. copies of account statements showing all investment activity of any and all accounts in which the proceeds of any issue of Tax Advantaged Obligations has been held or in which funds to be used for the payment of principal or interest on any Tax Advantaged Obligations has been held, or which has provided security to the holders or credit enhancers of any Tax Advantaged Obligations;
4. copies of all bid requests and bid responses used in the acquisition of any special investments used for the proceeds of any issue of Tax Advantaged Obligations, including any swaps, swaptions, or other financial derivatives entered into in order to establish that such instruments were purchased at fair market value;
5. copies of any subscriptions to the United States Treasury for the purchase of State and Local Government Series (SLGS) obligations;
6. any calculations of liability for arbitrage rebate that is or may become due with respect to any issue of Tax Advantaged Obligations, and any calculations prepared to show that no arbitrage rebate is due, together, if applicable, with account statements or cancelled checks showing the payment of any rebate amounts to the United States Treasury together with any applicable IRS Form 8038-T; and
7. copies of all contracts and agreements of the District, including any leases (the "Contracts"), with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations effective at any time when such Tax Advantaged Obligations are, will or have been outstanding. Copies of contracts covering no more than 50 days of use and contracts related to District employees need not be retained.

E. IRS Examinations or Inquiries

In the event the IRS commences an examination of any issue of Tax Advantaged Obligations or requests a response to a compliance check, questionnaire or other inquiry, the Compliance Officer shall inform the Board of such event, and is authorized to respond to inquiries of the IRS, and to hire outside, independent professional counsel to assist in the response to the examination or inquiry.

F. Annual Review

The Compliance Officer shall conduct an annual review of the Contracts and other records to determine for each issue of Tax Advantaged Obligations then outstanding whether each such issue complies with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans. The Compliance Officer is expressly authorized, without further official action of the Board, to hire outside, independent professional counsel to assist in such review. To the extent that any violations or potential violations of federal tax requirements are discovered incidental to such review, the Compliance Officer may make recommendations or take such actions as the Compliance Officer shall reasonably deem necessary to assure the timely correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations, or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or similar program instituted by the IRS.

G. Training

The Compliance Officer shall undertake to maintain reasonable levels of knowledge concerning the rules related to tax-exempt bonds (and build America bonds and tax credit bonds to the extent the District has outstanding build America bonds or tax-credit bonds) so that such officer may fulfill the duties described in this Section. The Compliance Officer may consult with counsel, attend conferences and presentations of trade groups, read materials posted on various web sites, including the web site of the Tax Exempt Bond function of the IRS, and use other means to maintain such knowledge. Recognizing that the Compliance Officer may not be fully knowledgeable in this area, the Compliance Officer may consult with outside counsel, consultants and experts to assist him or her in exercising his or her duties hereunder. The Compliance Officer will endeavor to make sure that the District's staff is aware of the need for continuing compliance. The Compliance Officer will provide copies of this Resolution and the Tax Exemption Certificate and Agreement or other applicable tax documents for each series of Tax Advantaged Obligations then currently outstanding (the "*Tax Agreements*") to staff members who may be responsible for taking actions described in such documents. The Compliance Officer should assist in the education of any new Compliance Officer and the transition of the duties under these procedures. The Compliance Officer will review



this Resolution and each of the Tax Agreements periodically to determine if there are portions that need further explanation and, if so, will attempt to obtain such explanation from counsel or from other experts, consultants or staff.

#### H. Amendment and Waiver

The procedures described in this Section are only for the benefit of the District. No other person (including an owner of a Tax Advantaged Obligation) may rely on the procedures included in this Section. The District may amend this Section and any provision of this Section may be waived, without the consent of the holders of any Tax Advantaged Obligations and as authorized by passage of a resolution by the Board. Additional procedures may be required for Tax Advantaged Obligations the proceeds of which are used for purposes other than capital governmentally owned projects or refundings of such, including tax increment financing bonds, bonds financing output facilities, bonds financing working capital, or private activity bonds. The District also recognizes that these procedures may need to be revised in the event the District enters into any derivative products with respect to its Tax Advantaged Obligations.

**AGENDA ITEM #XII-B-4  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**REVISED DIFFERENTIAL  
COORDINATOR OF TRANSITIONAL COMMUNICATION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached job description modifications for the differential for the Coordinator of Transitional Communication. This will remain a normal differential entered into the Faculty Senate contract, as negotiated.

**BACKGROUND:** The position of Coordinator of Transitional Communication was originally approved by the Board in August 2016. The updates to the transitional communication courses have been piloted and are now being scaled up. As a result, the job duties of the Coordinator have been reviewed and updated to reflect the next phase of this curriculum redesign. It has also been determined that it is now most appropriate for this position to report to the Dean of Humanities/Social Sciences/Fine Arts rather than the Executive Vice President.

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



## Coordinator of Transitional Communication Differential Faculty Proposal

July 25, 2018 September 27, 2016

### Position Description and Duties

The position of Coordinator is critical to the success of students placing into transitional writing and reading classes. The work necessary to create and promote strategies in transitional communication will take time.

In addition to the duties required of an HCC faculty member, the Coordinator of Transitional Communication will be responsible for:

- ~~Working closely with the Executive Vice President, the Director of Learning and Transitional Education Services, and the Manager of the Math Achievement Center to ensure transitional students' needs are being met~~
- Coordinating the planning, preparation and presentation of classroom instruction in collaboration with transitional writing faculty for transitional writing classes
- ~~Assisting in revisions of reading and transitional writing course curriculum~~
- ~~Coordinating efforts to implement accelerated course programming (ALP and IRW)~~
- Incorporating reading courses into the coordinator's instructional load
- Developing and implementing curriculum and effective teaching strategies in an effort to meet the college's and state's standards for basic skills courses.
- ~~The coordination and expansion of the summer bridge writing program~~
- On a regular basis, assisting in evaluating the success of the transitional program in preparing students for transfer level coursework, including playing a major role in the completion of the current redesign project and regular assessment and program review projects, and any subsequent AQIP action project.
- ~~Working closely with faculty who teach credit-bearing composition courses to ensure course alignment~~
- ~~Working closely with faculty who teach all levels of composition and/or reading to promote knowledge of best practices and facilitate professional development opportunities~~
- ~~Participating in local, state, regional, and national professional activities and organizations related to transitional reading and writing~~
- Remaining current on research and best practices in transitional education via regular professional development

### Selection

~~The Dean of Humanities, Social Sciences and Fine Arts Executive Vice President will appoint an interested and qualified faculty member to be the Coordinator of Transitional Communication. The Coordinator is a tenured, full-time faculty member in the English department, possessing a specialty in transitional communication. This appointment will be a one-year appointment, eligible for renewal each year.~~

### Rationale

These duties are deemed to be essential to the development and continued success of students placed in transitional reading and writing courses.

~~For the administrative duties of the position, the Coordinator will report to the Executive Vice President.~~

~~For the teaching duties of the position, t~~ The Coordinator will report to the Dean of Humanities, Social Sciences, and Fine Arts.

**Compensation Recommendation**

Based on the afore-mentioned administrative duties, which are performed along with the teaching responsibilities of a full-time faculty member, the compensation proposed shall be three credit hours released time each semester or three hours of overload each semester. The Coordinator will be allowed to decide if compensation takes the form of released time or overload in any given semester. The Coordinator will have the option of performing the administrative duties of this differential during the summer schedule. In this case, the Coordinator will receive three hours of summer pay for the summer term in addition to regular summer pay compensation for classes taught in the summer.

AGENDA ITEM #XII-D-1  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD

INTERFUND TRANSFER FROM THE RESTRICTED PURPOSES FUND  
TO THE OPERATING FUND

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approve the transfer of \$19,624 from the Restricted Purposes Fund to the Operating Fund.

**BACKGROUND:** The recommended transfer is to support music-related budget centers in accordance with the Lois Mannon Music Chair funds received by the College. This transfer is included in the FY19 permanent budget.

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

**AGENDA ITEM #XII-D-2  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SERVICE AND SUPPORT STATEMENT OF WORK WITH CONCENSUS  
TECHNOLOGIES, LLC FOR SOFTWARE SUPPORT**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves a one-year service and support statement of work with Concensus Technologies, LLC, at a total cost not to exceed \$28,800.

**BACKGROUND:** Highland has used Concensus Technologies for nearly two years now for support and service of many of the software products we use. Generally, these include our electronic file storage, management and access servers, email servers, device management servers, network account access and management servers, and the servers for single-sign-in to online services.

Concensus and ITS have worked together to outline our upcoming needs for upgrades, projects, and estimated support needs. Normally we would address these items one case at a time, but Concensus has created this annual service and support agreement that provides an all-inclusive, cost-effective, single solution approach to address all of our support and upgrade needs. This approach also provides Highland with a known, fixed cost and simplified process.

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





# STATEMENT OF WORK

**Highland Community College**

**Opportunity Name:** Highland Community College - 2019 Environment Upgrades

**Date:** May 7, 2019





## Contents

Statement of Work (SOW)	3
Contact Information	3
Services and Deliverables Overview	4
Patching & Minor Upgrades	5
Major Upgrades / Projects	6
Project 1	6
Project 2	6
Monitoring	7
Recurring Tasks	7
Remote Support	8
Support Escalation	8
Onsite Support	8
Assumptions and Exclusions	9
Change Control Management	9
Estimated Costs and Payment Schedule	10
Services	10
Signatures	11
Purchase Orders	11



## Statement of Work (SOW)

This Customer Statement of Work (This "SOW" (and any appendices or attachments thereto) sets forth the terms of the engagement between Concensus Consulting, LLC d/b/a Concensus Technologies ("Concensus") and Highland Community College ("Customer").

This SOW and all services provided under this SOW shall be subject to the Master Services Agreement Contract number 29746225 with the effective date of 02/20/2019 between Concensus and Highland Community College (the "Governing Terms"). The parties agree no other agreements between the parties govern this SOW other than the Governing Terms. In the event of any conflict between this SOW and the Governing Terms, the terms of this SOW shall control.

The provision of Services and Deliverables is conditional upon the execution and return of this SOW to Concensus. No payment for Services will be permitted by Customer prior to the execution and return of this SOW. This SOW shall be made and effective as of the date of execution by Customer (the "Effective Date") in the Section below titled Agreed and Accepted.

## Contact Information

Company Name	Contact Information	Concensus Sales Representative
Highland Community College 2998 W. Pearl City Rd Freeport, IL 61032	Pete Fink pete.fink@highland.edu 815-599-3480	Jaime Lowther Jaime.Lowther@concensus.com 7248981888





## Services and Deliverables Overview

Concensus Technologies will provide the customer with a resource(s) that will provide the following services and deliverables:

- Patching and Minor Upgrades
- Major Upgrades/Specific Deliverables
- Remote Support – Business Hours
- Recurring Tasks

The following chart is a summary of tasks that are in scope for this statement of work:

*Table 1 - Supported Applications and Systems*

Name	Patch & Minor Upgrades	Major Upgrade / Projects	Monitoring	Support Level
Google G-Suite	Yes	Yes	Yes	Business/After Hours
Microsoft Azure	Yes	Yes	Yes	Business/After Hours
Micro Focus Product Suite Including but not limited to Open Enterprise Server, NAM, GroupWise and Identity Manager				
SUSE Linux Enterprise Server	Yes	Yes	Yes	Business/After Hours



## Patching & Minor Upgrades

Patching will be done upon an agreed schedule. Patching will be done during off business hours as to not impact end user productivity. A patching policies and procedures guide will be created and tailored for your systems that will include change control management. In scope applications and systems can be found in Table 1 - Supported Applications and Systems.

In addition, the customer has indicated the following requirements:

- NetIQ Access Manager updates
- eDirectory updates
- OES Updates
- GroupWise updates
  - Latest version patches and future releases
- Zenworks patches



## Major Upgrades / Projects

The following applications and systems have been identified as in scope and will be included within this statement of work.

The following projects are included and will be performed at scheduled times during contract period.

### IDM Upgrade

The Current IDM System will be upgraded to Identity Manager 4.7.

- OS upgrade for IDM servers and /or Remote Loaders as needed
- Upgrade migration of IDM to latest 4.7 version
- Review drivers and packages and update as needed

### OES Upgrades

The existing OES 2015 systems will be upgraded to OES 2018 SPx.

- Review existing file system formats and volumes
- Review applications running and possible conflicts (ie. Groupwise)
- Upgrade in place where possible. Includes options for channel upgrades or downtime upgrade
- Perform transfer ID / consolidation of servers as needed (mailstu?)

### eDirectory Update and Optimization

The current eDirectory environment needs to have modifications completed in preparation for other projects and updates. The following items have been identified:

1. Review CA and security settings
2. Replace CA following OES/IDM upgrades and repair/recreate certs as needed
3. Review partition and replica placements and optimize if possible
4. Review LDAP service requirement and assist migrate of ldap services to new server
  - a. Will include a review of structure and LDAP authentication changes

### Groupwise to Google Migration

The current Groupwise system migrated to Google Apps. Includes:

1. Cloud Migrator Tool (\$2/student)
2. Google Apps Driver for 1 year. This is renewed on an annual term
3. Implementation of Google G Suite Domain & migrate end users
4. Implement Google Apps Driver



### Recurring Tasks

Concensus will perform the following tasks on a recurring basis during the length of this statement of work.

Item	Frequency	Requirements
TBD		





## Remote Support

The Primary Engineer will be your point of contact for initiating support.

The SLA for response time is based upon the level of Primary Engineer you have purchased. The following chart shows hours and response times for your level of support.

	Level 1	Level 2	Level 3
8:30-5:30pm EST Response Time	2 Hours	2 Hours	1 Hours
After Hours/Weekend	Next Business Day	Next Business Day	4 Hours (High Priority Only)

Your Primary Engineer will assign priority to all incoming requests. Priority is defined as:

- **High** - Network or system is down. Business is impacted
- **Medium** - Business is not impacted but system is degraded
- **Low** - Scheduled maintenance or request

Concensus maintains support agreements with Microsoft, Micro Focus, Condrey Corporation, SuSE and Google. If the need to contact a manufacturer not on this list arises it is the customers responsibility to maintain, arrange and pay that support. Products that are on extended support (including ones Concensus maintains support agreements with) may require paid support. Customer agrees to pay these fees.

## Support Escalation

The Concensus Delivery Manager serves as your primary source of escalation. Your Managed Services Support Delivery On-boarding document will contain contact information. Your sales representative will also be available if you have any questions.

## Onsite Support

The Primary Engineer is available on an emergency or scheduled basis to work onsite. Onsite work is not included within the monthly cost of the Primary Engineer. Customer agrees to pay the hourly support rate plus all travel expenses. On a scheduled visit a Primary Engineer may be required to help a customer with a High priority incident. During this time Concensus will not charge the onsite customer will not be charged the hourly rate. The Concensus Delivery Manager will attempt to get another resource as soon as possible to help the downed customer.



## Assumptions and Exclusions

The Services described in this SOW constitute Concensus' entire obligation. If Customer requests services in addition to the Services identified in this SOW, the performance of such additional services will require a modification to the project Deliverables and may require an adjustment to the schedule and/or fees to be paid by Customer. The process for handling such change requests is detailed in the Change Control Management Section below. In addition, Concensus has made the following assumptions which govern this SOW:

- Software costs are not included within this document unless noted in the deliverables section of the document
- All software licenses must be provided by the customer
- All data cleanup is the responsibility of the customer unless noted within the deliverables section of this document.
- Customer will provide all required authentication credentials for proper access to systems being created or modified.
- Support for end users is not included
- Individual account management is not included (i.e. creating new users in applications)
- During engineer scheduled and non-scheduled leaves of absence the Concensus on-call engineer will serve as backup
- Development is not included within this statement of work unless noted
- Onsite work will require the customer to pay for all expenses related to the onsite visit

## Change Control Management

The services and deliverables in this SOW constitute the entire project and obligation from Concensus Consulting. If Customer requests services in addition to the Services identified in this SOW, the Concensus Consulting Engagement Manager will record such requests on a Change Order Form and will arrange for such services to be rendered. Customer understands that the performance of such additional services may require an adjustment to the delivery schedule and/or fees to be paid for by the customer.

Both parties must sign the approval portion of the Change Order Form to authorize the implementation of any change that affects the project's scope, schedule or price. An invoice for any additional costs will be issued against the existing Purchase Order and Customer agrees to issue an amended Purchase Order to cover the additional costs.



## Estimated Costs and Payment Schedule

Services provided under this fixed fee arrangement will be invoiced monthly. Each month will be billed prior to the start of the month and will be due upon receipt.

### Services

Service	Qty	Unit Price	Total Price
<b>Primary Support Engineer II</b> Recurring Monthly Charge – 1 Year Contract (Prepaid)	1	\$2400	\$2400
			<b>\$2400</b>

**Note: All work will be performed remotely. If onsite work is requested, the customer agrees to pay all travel expenses plus an hourly rate of \$165/Hour.**





### Signatures

**Each of the Parties** agrees to the terms of the Services Agreement, attached in Schedule A and Statement of Work described here and has caused this Services Agreement and Statement of Work to be executed by its duly authorized representative.

### Purchase Orders

**Highland Community College** AGREES TO PROVIDE CONCENSUS CONSULTING WITH A SEPARATE PURCHASE ORDER FOR THE SERVICES DESCRIBED IN THIS STATEMENT OF WORK. THE PARTIES EXPRESSLY ACKNOWLEDGE THAT PURCHASE ORDER TERMS WILL NOT APPLY

<hr/> Customer Initials	If Highland Community College DOES NOT ISSUE PURCHASE ORDERS, please initial here. The signer of this SOW must be an authorized Purchasing Agent, and the following information must be provided in the Customer Information table on Page 2 of this SOW must be completed in entirety.
-------------------------	---

In the event the Customer is required by law to withhold taxes, the Customer agrees to furnish Concensus Consulting all required receipts and documentation substantiating such payment.

**EACH OF THE PARTIES** agrees to the terms of this Statement of Work and has caused this SOW to be executed by its duly authorized representative.

Highland Community Collage	Concensus Consulting, LLC
Signature:	Signature
Printed Name:	Printed Name:
Title:	Date:

--END STATEMENT OF WORK--



AGENDA ITEM #XII-D-3  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD

COURSE AND MISCELLANEOUS FEES

**RECOMMENDATION OF THE PRESIDENT:** That the fees/charges listed be approved beginning with the Spring 2020 semester.

**BACKGROUND:** The purpose of fees is to recover the cost of instructional supplies and technology or for providing services. Requested fee levels are to offset increased cost of course supplies or to reflect area service costs.

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

**PROPOSED COURSE FEE CHANGES FOR SPRING 2020:**

<b>Course</b>	<b>Current</b>	<b>Proposed</b>
AGOC103 Vegetable Crop Production (new)	\$ 0.00	\$ 20.00
AGOC132 Landscape Design (new)	\$ 0.00	\$ 20.00
AGOC140 Agriculture Equipment Maintenance (new)	\$ 0.00	\$ 10.00
ITHC201 Medical Coding	\$ 1,400.00	\$ 1,650.00
ECE127 Music/Movement for Young Child	\$ 15.00	\$ 5.00
ECE206 Creative Movement for Young Child	\$ 15.00	\$ 5.00
ECE207 Math/Science for Young Child	\$ 15.00	\$ 5.00
NURS103 Pharmacology	\$ 50.00	\$ 175.00
NURS108 Phlebotomy Techniques	\$ 125.00	\$ 75.00
NURS109 Basic Nurse Assistant	\$ 150.00	\$ 175.00
NURS110 Principles of Electrocardiography (new)	\$ 0.00	\$ 150.00
NURS192 Health and Illness I	\$ 215.00	\$ 75.00
NURS294 Health and Illness III	\$ 250.00	\$ 150.00
NURS296 Physical Assessment	\$ 35.00	\$ 100.00
HUMA104 Introduction to Humanities	\$ 99.00	\$ 0.00

**AGENDA ITEM #XII-D-4**  
**MAY 28, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**HEALTH INSURANCE RATES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees establish the following monthly rates for medical, dental, and vision insurance during FY20 under a fully-insured health plan as listed below.

Medical (Blue Cross Blue Shield PPO Plan):

Employee Only	\$ 772.67	Retiree Only	\$ 772.67
Family Plan	\$1,931.66	Retiree with Family Plan	\$1,931.66

Medical (Blue Cross Blue Shield HDHP Plan):

Employee Only	\$ 711.04	Retiree Only	\$ 711.04
Family Plan	\$1,777.56	Retiree with Family Plan	\$1,777.56

Dental (Blue Cross Blue Shield):

Employee Only	\$ 30.86	Retiree Only	\$ 30.86
Employee + Spouse	\$ 62.77	Retiree + Spouse	\$ 62.77
Employee + Child(ren)	\$ 64.80	Retiree + Child(ren)	\$ 64.80
Family Plan	\$ 115.71	Retiree with Family Plan	\$ 115.71

Vision (Blue Cross Blue Shield):

Employee Only	\$ 7.80	Retiree Only	\$ 7.80
Employee + Spouse	\$ 14.83	Retiree + Spouse	\$ 14.83
Employee + Child(ren)	\$ 15.61	Retiree + Child(ren)	\$ 15.61
Family	\$ 22.95	Retiree with Family	\$ 22.95

**BACKGROUND:** The goals of the College health plan are to provide participants protection from catastrophic financial loss, provide participants with choices in health care options, and help the College remain sustainable and competitive. The College will continue to offer two medical plan options: a Blue Cross Blue Shield PPO plan and a Blue Cross Blue Shield HDHP, both of which are similar to the plans offered in FY19. Blue Cross Blue Shield offered a discounted renewal for medical insurance premiums due to the College's claims experience. This resulted in medical insurance premiums decreasing by 7.9% from FY19.

The College will contribute 80% toward the cost of medical and dental premiums for current employees in FY19 and does not contribute toward the cost of retiree premiums. The voluntary vision plan premium is paid 100% by employees.

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

AGENDA ITEM #XII-D-5  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD

APPROVAL OF STATEMENT OF FINAL CONSTRUCTION COMPLIANCE  
BUILDING AND ENVIRONMENTAL HVAC CONTROLS PROJECT

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the Statement of Final Construction Compliance for the Building and Environmental HVAC Controls project, completed during 2018.

**BACKGROUND:** ICCB requires completion of an annual Project Status Report. It is an additional requirement to have a Statement of Final Construction Compliance completed by a licensed architect or engineer.

The Building and Environmental HVAC Controls project did not incur any change orders. This project was completed within the allocated budget.

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



Protection, Health, and Safety Project

**Statement of Final Construction Compliance for the  
Building and Environmental HVAC Controls for Highland Community College**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Scott R. Johnson  
Richard L. Johnson Associates, Inc.  
4703 Charles Street  
Rockford, Illinois 61108  
815-398-1231

Final cost of the project:

Approved Budget \$ 800,000.00 Actual Cost \$ \$798,039.32

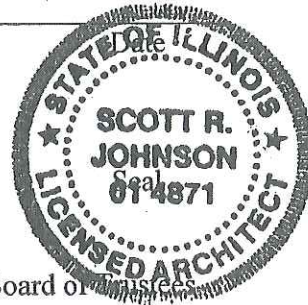
I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



\_\_\_\_\_  
Architect/Engineer's Signature

001-014871

Illinois Registration or License Number



Approved by the \_\_\_\_\_

Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

AGENDA ITEM #XII-D-6  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD

APPROVAL OF STATEMENT OF FINAL CONSTRUCTION COMPLIANCE  
BUILDING F ROOM #10 ADA ACCESSIBILITY PROJECT

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the Statement of Final Construction Compliance for the Building F Room #10 ADA Accessibility project, completed during 2018.

**BACKGROUND:** ICCB requires completion of an annual Project Status Report. It is an additional requirement to have a Statement of Final Construction Compliance completed by a licensed architect or engineer.

The Building F Room #10 ADA Accessibility project did not incur any change orders. This project was completed within the allocated budget.

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

Protection, Health, and Safety Project

**Statement of Final Construction Compliance for the  
Building "F" Floor Leveling Renovations for Highland Community College**

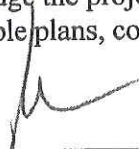
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Scott R. Johnson  
Richard L. Johnson Associates, Inc.  
4703 Charles Street  
Rockford, Illinois 61108  
815-398-1231

Final cost of the project:

Approved Budget \$ 115,000.00 Actual Cost \$ \$79,972.00

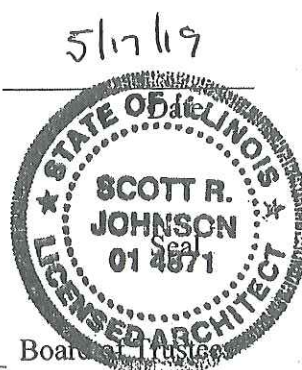
I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



\_\_\_\_\_  
Architect/Engineer's Signature

001-014871

Illinois Registration or License Number



Approved by the \_\_\_\_\_

Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**AGENDA ITEM #XII-D-8  
MAY 28, 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 April 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 335553 through 336054 amounting to \$879,567.09, Automated Clearing House (ACH) debits W0000526 through W0000529 amounting to \$54,560.92, Other Debits D0000091 amounting to \$38.94, and Electronic Refunds of \$233,633.34, with 9 adjustments of \$757.73, such warrants amounting to \$1,167,042.56. Transfers of funds for payroll amounted to \$569,168.60.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$8,243.02 and Fifth Third Bank in the amount of \$46,317.90. Other Debits for April 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, April 30, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$248,933.47	\$416.67	\$0.00	\$249,350.14
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
<b>TOTAL ASSETS</b>	<b>\$445,247.84</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$445,664.51</b>
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	87,529.65	416.67		87,946.32
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
<b>TOTAL</b>	<b>\$445,247.84</b>	<b>\$416.67</b>	<b>\$0.00</b>	<b>\$445,664.51</b>

AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

TREASURER'S REPORT  
STATEMENTS OF REVENUE, EXPENDITURES &  
CHANGES IN FUND BALANCE  
(Cash basis, encumbrances included.)

- We have now received the 2018 tax year tax computation reports from all four counties. EAV changes from tax year 2017 to 2018 by county are as follows:

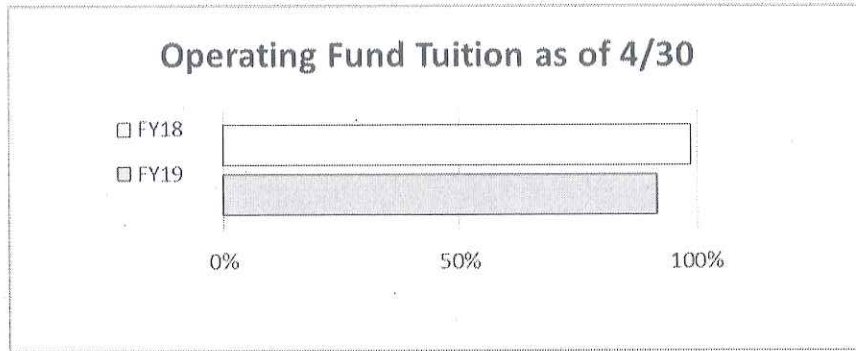
<u>County</u>	<u>Change</u>
Stephenson	+3.0%
Carroll	+2.7%
Ogle	+2.9%
Jo Daviess	+2.7%

Overall, the total district increase in EAV is 2.8%. We had budgeted for an increase of 1.5%, which will result in our actual property tax revenue being about \$44,000 more than budgeted.

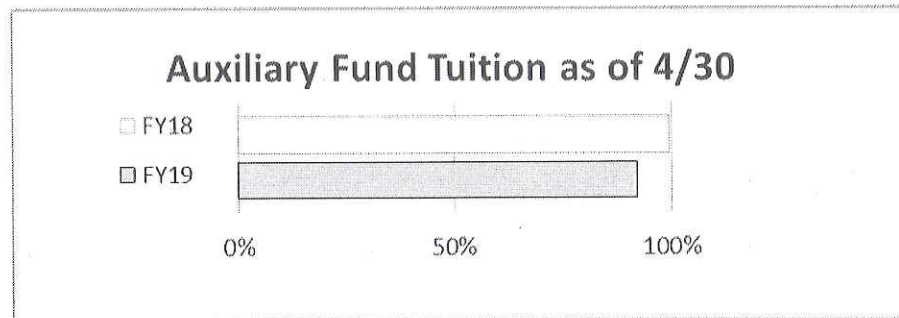
Each County's percentage of the overall EAV is as follows:

<u>County</u>	<u>% of EAV</u>
Stephenson	36%
Carroll	16%
Ogle	7%
Jo Daviess	41%

- 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 April 30<sup>th</sup>. The FY18 bar is the year-to-date results as of April 30, 2018, divided by the actual year end results for FY18. The FY19 bar is the year-to-date results for April 30, 2019, divided by the annual budgeted amount for FY19.



Operating Fund tuition revenue appears to be about 7% lower than anticipated at this point in time. If Operating Fund tuition revenue is 7% lower than budgeted for the fiscal year, it amounts to about \$450,000. The budget variance for the Preservation Studies program makes up about \$200,000 of the \$450,000. Costs for instruction for the program are significantly under budget, as well.



Auxiliary Fund tuition revenue appears to be about 8% lower than anticipated at this point in time. If Auxiliary Fund tuition revenue is 8% lower than budgeted for the fiscal year, it amounts to about \$34,000.

AGENDA ITEM #XIII-A  
MAY 28, 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 April 30, 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	1,033,012	90.7%
Equalization	50,000	41,670	0.0%
ICCB Career/Tech Education	113,823	113,823	100.0%
ICCB Performance	8,800	14,635	0.0%
CPP Replacement Tax	340,000	226,887	66.7%
Dept. of Educ.	8,300	3,880	46.7%
Other Federal Sources	27,241	40,599	149.0%
Tuition & Fees	5,514,588	5,063,881	91.8%
Sales & Services	46,550	36,952	79.4%
Facilities Revenue	108,876	73,359	67.4%
Interest on Investments	28,000	77,340	276.2%
Non-Govt. Gifts, Grants	1,219,131	696,066	57.1%
Miscellaneous	15,000	48,385	322.6%
	-----		
Total Revenue	\$14,778,140	\$10,549,054	71.4%
	-----		
<u>EXPENDITURES:</u>			
Salaries	\$9,295,256	\$6,960,749	74.9%
Employee Benefits	2,303,681	2,095,761	91.0%
Contractual Services	829,457	581,566	70.1%
Materials & Supplies	934,753	716,545	76.7%
Conference & Meeting	327,761	162,812	49.7%
Fixed Charges	58,151	37,440	64.4%
Debt Certificate Payment	444,131	417,066	93.9%
Utilities	697,101	668,209	95.9%
Capital Outlay	15,597	35,541	100.0%
Other Expenditures	337,419	225,497	66.8%
Transfers (In) Out	(374,574)	975	-0.3%
	-----		
Total Expenditures	\$14,868,733	\$11,902,161	80.0%
	-----		
Excess of Revenues Over Expenditures	(\$90,593)	(\$1,353,107)	
	-----		
Fund Balance 7/1/18	3,850,075	3,850,075	
	-----		
Fund Balance 4/30/19	\$3,759,482	\$2,496,968	



AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

OPERATIONS AND MAINTENANCE FUND (RESTRICTED)  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$704,000	\$342,806	48.7%
Interest on Investments	-	2,068	100.0%
Other	-	163,074	100.0%
-----	-----	-----	-----
Total Revenue	\$704,000	\$507,948	100.0%
EXPENDITURES:			
-----			
Contractual Services	79,223	87,833	100.0%
Materials & Supplies	8,995	1,992	22.1%
Capital Outlay	2,300,642	1,968,260	85.6%
Transfers Out	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,388,860	\$2,058,085	86.2%
Excess of Revenues Over Expenditures	(\$1,684,860)	(\$1,550,137)	
Fund Balance 7/1/18	\$2,300,193	\$2,300,193	
-----	-----	-----	
Fund Balance 4/30/19	\$615,333	\$750,056	

AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

AUXILIARY ENTERPRISE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Tuition and Fees	\$430,000	\$395,822	92.1%
Bookstore Sales	792,200	596,894	75.3%
Athletics	42,460	17,750	41.8%
Other	117,000	216,757	185.3%
-----	-----	-----	-----
Total Revenue	\$1,381,660	\$1,227,223	88.8%
EXPENDITURES:			
-----			
Salaries	\$292,177	\$209,265	71.6%
Employee Benefits	33,347	27,794	83.3%
Contractual Services	94,743	60,829	64.2%
Materials & Supplies	734,937	588,415	80.1%
Conference & Meeting	202,336	163,017	80.6%
Fixed Charges	5,724	764	13.3%
Utilities	1,593	600	37.7%
Capital Outlay	600	9,937	1656.2%
Other Expenditures	14,893	28,992	194.7%
Transfers	(65,000)	2,605	-4.0%
-----	-----	-----	-----
Total Expenditures	\$1,315,350	\$1,092,218	83.0%
Excess of Revenues Over Expenditures	\$66,310	\$135,005	
Fund Balance 7/1/18	\$63,198	\$63,198	
-----	-----	-----	
Fund Balance 4/30/19	\$129,508	\$198,203	

AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

RESTRICTED PURPOSE FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$132,385	\$66,301	50.1%
Adult Education	246,750	76,657	31.1%
Other Illinois Sources	62,038	47,104	75.9%
Department of Education	4,702,813	4,290,451	91.2%
Other Federal Sources	46,956	35,715	76.1%
Tuition & Fees	630,000	586,898	93.2%
Sales & Service Fees	26,510	495	1.9%
Interest	19,624	22,295	113.6%
Non-govt. Gifts, Grants	3,400	23,703	697.1%
Other	296,126	274,754	92.8%
	-----	-----	-----
Total Revenue	\$6,166,602	5,424,373	88.0%
 <u>EXPENDITURES:</u>			
Salaries	\$1,017,386	\$906,025	89.1%
Employee Benefits	225,105	225,726	100.3%
Contractual Services	590,451	315,196	53.4%
Materials & Supplies	148,581	129,839	87.4%
Conference & Meeting	91,801	55,553	60.5%
Fixed Charges	25,771	6,589	25.6%
Utilities	4,152		0.0%
Capital Outlay	29,990	21,108	70.4%
Other Expenditures	93,090	63,197	67.9%
Financial Aid	4,042,939	3,744,004	92.6%
Transfers out (in)	332,624	(3,580)	0.0%
	-----	-----	-----
Total Expenditures	\$6,601,890	\$5,463,657	82.8%
Excess of Expenditures Over Revenue	(\$435,288)	(\$39,284)	
Fund Balance 7/1/18	1,061,408	1,061,408	
	-----	-----	
Fund Balance 4/30/19	\$626,120	\$1,022,124	

AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19  
AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$22,106	50.2%
-----	-----	-----	-----
Total Revenue	\$44,000	\$22,106	50.2%
EXPENDITURES:			
-----			
Contractual Services	\$46,000	\$46,500	101.1%
-----	-----	-----	-----
Total Expenditures	\$46,000	\$46,500	101.1%
Excess of Revenues Over Expenditures	(\$2,000)	(\$24,394)	
Fund Balance 7/1/18	\$11,086	\$11,086	
Fund Balance 4/30/19	\$9,086	(\$13,308)	



AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,726,000	\$858,186	49.7%
-----	-----	-----	-----
Total Revenue	\$1,726,000	\$858,186	49.7%
EXPENDITURES:			
-----			
Fixed Charges	\$1,711,558	\$1,665,150	97.3%
Other	-	435	100.0%
-----	-----	-----	-----
Total Expenditures	\$1,711,558	\$1,665,585	97.3%
Excess of Revenues Over Expenditures	\$14,442	(\$807,399)	
Fund Balance 7/1/18	\$977,633	\$977,633	
-----	-----	-----	
Fund Balance 4/30/19	\$992,075	\$170,234	

AGENDA ITEM #XIII-A  
MAY 28, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD  
FY19

LIABILITY, PROTECTION, AND SETTLEMENT FUND  
Statement of Revenue, Expenditures, & Changes in Fund Balance  
For the Period Ended April 30, 2019

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,035,000	\$519,470	50.2%
-----	-----	-----	-----
Total Revenue	\$1,035,000	\$519,470	50.2%
EXPENDITURES:			
-----			
Salaries	\$290,132	\$247,993	85.5%
Employee Benefits	333,717	234,388	70.2%
Contractual Services	295,582	260,172	88.0%
Materials & Supplies	8,888	7,791	87.7%
Conference & Meetings	16,575	2,238	13.5%
Fixed Charges	186,843	187,474	100.3%
Utilities	7,102	4,769	67.2%
-----	-----	-----	-----
Total Expenditures	\$1,138,839	\$944,825	83.0%
Excess of Revenues Over Expenditures	(\$103,839)	(\$425,355)	
Fund Balance 7/1/18	\$302,979	\$302,979	
-----	-----	-----	
Fund Balance 4/30/19	\$199,140	(\$122,376)	