

# HIGHLAND COMMUNITY COLLEGE

District #519

## AGENDA

Board of Trustees Meeting

July 23, 2019

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

**3:00 p.m. Budget Work Session**

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

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes:     June 5, 2019 Board Retreat  
                                      June 5, 2019 Audit & Finance Committee Meeting  
                                      June 25, 2019 Regular Meeting
- IV. Public Comments
- V. Introductions
- VI. Presentation of the Joe and Jennifer Kanosky HCC Student Trustee Scholarship
- VII. Foundation Report
- VIII. Consent Items
  - A. Academic
    - 1. Curriculum & Instruction Committee Report (Page 1)
  - B. Administration (None)
  - C. Personnel
    - 1. Part-time Instructors, Overload, and Other Assignments (Page 6)
  - D. Financial (None)
- IX. Main Motions
  - A. Academic (None)
  - B. Administration
    - 1. Second Reading – Revised Policy Manual Appendix: Information Technology Services Acceptable Use Guidelines (Page 9)
    - 2. First Reading – New, Revised, and Unchanged Policies: Policy Manual Chapter II – Instruction (Page 20)
  - C. Personnel
    - 1. Appointment: Fine Arts Technical Coordinator (Page 46)

D. Financial

1. Tentative Budget for Fiscal Year 2020 (Page 47)
2. Intergovernmental Cooperation Agreement with Stephenson County for Police Services (Page 70)
3. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes which are Presently Outstanding and Unpaid, Declaring the Intention to Avail of the Provisions of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue \$2,150,000 bonds for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law (Page 81)
4. Resolution Calling a Public Hearing Concerning the Intent of the Board to Sell \$2,150,000 Funding Bonds for the Purpose of Paying Claims Against the District (Page 88)
5. Interfund Transfer from the Operating Fund to the Restricted Purposes Fund (Page 93)
6. Second Reading – Variable Tuition: Course NURS191 – Fundamentals of Nursing (Page 94)
7. Agreement with Brightspark Travel for the Provision of Student Tour Services for the Upward Bound College Visit Trip (Page 95)
8. Agreement with Explore College for the Provision of Student Tour Services for the TRiO Student Support Services College Visit Trip (Page 96)
9. Linking Talent with Opportunity Dual Credit Memorandum of Understanding Between Highland Community College and Belvidere School District #100 for the 2019 – 2020 (FY20) Academic Year (Page 97)
10. Payment of Bills and Agency Fund Report (Page 104)

X. Reports

- A. Treasurer's Report: Comparison of Budget with End-of-Year Projections (Page 106)
- B. Student Trustee
- C. Audit and Finance Committee
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

**XI. 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

## **XII. 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
  - 1. Temporary Compensation Increase for HRIS Administrator/HR Generalist (Handout)
  - 2. Appointment: Integrated Reading and Writing/Co-Requisite Writing (IRW/ALP) Instructor (Handout)
  - 3. Appointment: Nursing Instructor (Handout)
  - 4. Appointment: Nursing Instructor (Handout)
  - 5. Appointment: Speech Communication Instructor (Handout)
- B. Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees

## **XIII. Old Business.**

## **XIV. New Business**

## **XV. Dates of Importance**

- A. Next Regular Board Meeting – August 27, 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 – September 12, 2019, at 8:30 a.m. in the Student/Conference Center room H-206

## **XVI. Adjournment**

**AGENDA ITEM #VIII-A-1  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**CURRICULUM & INSTRUCTION COMMITTEE REPORT**

**RECOMMENDATION OF THE PRESIDENT:** That the attached report of the course and curriculum changes for the July 1, 2018 through June 30, 2019 period be approved.

**BACKGROUND:** The annual report of the Curriculum and Instruction Committee is presented each July for Board of Trustees approval of the course and curriculum changes. In this FY19 report there were:

**FY19**

32 course additions  
7 curriculum additions  
49 course changes  
12 curriculum changes  
4 course withdrawals  
7 curriculum withdrawals

**FY18**

15 course additions  
1 curriculum addition  
40 course changes  
6 curriculum changes  
10 course withdrawals  
3 curriculum withdrawals

**FY17**

7 course additions  
17 course changes  
4 curriculum changes

**FY16**

25 course additions  
4 curriculum additions  
25 course changes  
6 curriculum changes  
10 course withdrawals

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



**Curriculum & Instruction Committee  
FY19**

**COURSE CHANGES**

ECON111 Principles of Economics I and ECON112, Principles of Economics II – remove prerequisites

**Approved by C&I 9/18/18**

AGRI160 Introduction to Food Science – changed/updated course description, course outcomes and course outline **Approved by C&I 9/18/18**

PHYS145 General Physics III – updated course description and topical outline **Approved by C&I 9/18/18**

PHYS140 Survey of Physics – updated prerequisite language to include MATH070 **Approved by C&I 9/18/18**

PHYS144 General Physics II – changed from 5 credits, 4 lecture 2 lab to 4 credits 3 lecture 2 lab

**Approved by ICCB 10/4/18**

BIOL208 Biology I – updated prerequisite language to include MATH070 **Approved by C&I 9/18/18**

CHEM120 Elem Gen Chemistry – updated prerequisite language to include MATH070 **Approved by C&I 9/18/18**

NSCI133 Intro to Astronomy w/Lab – updated prerequisite language to include MATH070 **Approved by C&I 9/18/18**

NSCI134 Intro to Astronomy – updated prerequisite language to include MATH070 **Approved by C&I 9/18/18**

NSCI232 Fundamentals of Meteorology – updated prerequisite language to include MATH070

**Approved by C&I 9/18/18**

AGRI284 Introductory Soils – changed title to Soil Science **Approved by ICCB 11/18**

AGRI286 Field Crop Science – changed title to Crop Science and updated description **Approved by ICCB 11/18**

AGOC145 Dairy Production – changed from 5 credits, 4 lecture, 2 lab to 4 credits, 3 lecture, 2 lab

**Approved by ICCB 12/18**

AGOC129 Livestock Production – changed from 4 credits, 4 lecture to 4 credits, 3 lecture 2 lab

**Approved by ICCB 12/18**

AGOC226 Feed and Livestock Industry – changed title to Animal Nutrition **Approved by ICCB 12/18**

MATH270 Linear Algebra – updated course description **Approved by C&I 12/18**

AGOC140 Principles of Ag Mechanics – changed title to Agriculture Equipment Maintenance, removed variability and repeatability, updated course description **Approved by ICCB 12/18**

AGOC124 Econ of Agricultural Production – changed title to Intro to Agribusiness, updated course description **Approved by ICCB 12/18**

AGOC227 Field Crop Science – changed title to Corn & Soybean Production, changed credit hours from 4 credit, 3 lecture, 2 lab to 2 credits, 2 lecture, updated course description, changed to non-variable.

**Approved by ICCB 1/19**

AGOC242 Applied Beef Science – changed title to Beef Management, credit hours from 4 credits, 4 lecture to 3 credits, 2 lecture, 2 lab, updated course description **Approved by ICCB 1/19**

AGOC245 Dairy Management – change credit hours from 3 credit, 3 lecture to 3 credits, 2 lecture, 2 lab and updated course description **Approved by ICCB 1/19**

AGOC243 Swine Management – changed credit hours from 3 credits, 3 lecture to 3 credits 2 lecture, 2 lab and updated course description **Approved by ICCB 1/19**

AGOC221 Agricultural Policies, Programs, and Legal Problems – changed title to Agricultural Policies & Programs, updated course description. **Approved by ICCB 1/19**

COSM121 Cosmetology I - changed to 6 credits, 3 lecture, 6 lab (was 3 credits, 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM122 Cosmetology II - changed to 6 credits, 3 lecture, 6 lab (was 3 credits, 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM123 Cosmetology III - changed to 6 credits, 3 lecture, 6 lab (was 3 credits, 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM124 - Cosmetology IV - changed to 6 credits, 1 lecture, 10 lab (was 3 credits, 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM131 Cosmetology V - changed to 6 credits 1 lecture 10 lab (was 3 credits 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM132 Cosmetology VI - changed to 6 credits 1 lecture, 10 lab (was 3 credits 1 lecture, 10 lab). Also updated the course description. **Approved by ICCB 2/19**

COSM190 Nail Technology I – changed to 4 credits, 4 lecture (was 3 credits, 1 lecture, 10 lab), updated course description. **Approved by ICCB 2/19**

COSM192 Nail Technology II – change to 4 credits, 2 lecture, 4 lab (was 2 credits, 1 lecture, 5 lab). Updated course description. **Approved by ICCB 2/19**

COSM194 Nail Technology III – changed to 4 credits 2 lecture, 4 lab (was 2 credits, 1 lecture, 5 lab). Updated course description. **Approved by ICCB 2/19**

AGRI182 Introductory Agriculture Mechanization – changed title to Introductory Agricultural Mechanics, changed to 4 credits, 3 lecture, 2 lab (was 3 credits, 2 lecture, 2 lab). **Approved by ICCB 2/19**

AGRI184 Intro to Ag Economics – updated course description, changed to 4 credits, 4 lecture (was 3 credits, 3 lecture). **Approved by ICCB 2/19**

AUTM138 Automotive Servicing – updated course description and prerequisites. **Approved by C&I 2/19**

MTEC286 Adv. CNC Machining – added prerequisite of DRAF260. **Approved by C&I 2/19**

PSY161 Intro to Psychology – updated course description and outcomes **Approved by C&I 2/19**

MATH169 Applied Practical Math – added prerequisite MATH070 **Approved by C&I 2/19/19**

NURS291 Family Nursing – changed repeatability to one and updated prerequisites **Approved by ICCB 2/19**

AGOC109 Pesticide License Training – changed to non-repeatable and updated course description. **Approved by ICCB 2/19**

MATH177 Statistics – changed to a 4 credit class (was 3 credits), updated course description. **Approved by ICCB 2/19**

NURS091 Basic Nursing Assistant – changed course number to 109. **Approved by ICCB 2/19**

NURS291 Family Nursing – changed to repeatable and updated prerequisites. **Approved by ICCB 3/19**

NURS191 Fundamentals of Nursing – changed to repeatable. **Approved by ICCB 3/19**

NURS192 Health and Illness I – changed to repeatable. **Approved by ICCB 3/19**

NURS103 Pharmacology – changed from 2 credits, 2 lecture to 2 credits, 1 lecture, 2 lab **Approved by ICCB 4/19**

PHYS222 Mechanics II – changed prerequisite to PHYS221 (Statics) **Approved by C&I 5/19**

NURS188 Pathophysiology – changed from 3 credits, 3 lecture to 2 credits, 2 lecture. Course description updated **Approved by ICCB 5/19**



**COURSE ADDITIONS**

MATH070, Math Literacy – 5 credits, 5 lecture **Approved by ICCB 9/18**  
 LTRE097, Reading, Writing, Reasoning – 4 credits, 4 lecture **Approved by ICCB 10/18**  
 AGOC130, Vegetable Crop Production – 3 credits, 2 lecture, 2 lab **Approved by ICCB 12/18**  
 AGOC132, Landscape Design – 3 credits, 2 lecture, 2 lab **Approved by ICCB 12/18**  
 AGRI290 Study Abroad: Food & Environment – 3 credits, 3 lecture **Approved by ICCB 12/18**  
 AGOC110 Commercial Drivers' License Permit Training – 2 credits, 2 lecture **Approved by ICCB 1/19**  
 AGOC114 Principles of Plant Science – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC116 Principles of Animal Science – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC118 Basic Horticulture Science – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC230 Animal Health – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC232 Animal Reproduction – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC289 Applications of Precision Technology – 3 credits, 2 lecture, 2 lab **Approved by ICCB 1/19**  
 AGOC299 Agriculture Capstone Experience – 1 credit, 1 lecture **Approved by ICCB 1/19**  
 AGOC152 Soils Evaluation – 2 credits, 1 lecture, 2 lab **Approved by ICCB 1/19**  
 ECE214 Family Child Care Environment – 3 credits, 3 lecture **Approved by ICCB 3/19**  
 NURS110 Principles of Electrocardiography – 2 credits, 1 lecture, 2 lab **Approved by ICCB 4/19**  
 ECE216 Family Child Care Practicum – 3 credits, 1 lecture, 4 lab **Approved by ICCB 4/19**  
 NURS117 Medical Terminology – 3 credits, 3 lecture **Approved by ICCB 4/19**  
 ENGL099 Accelerated Basic Composition – 3 credits, 3 lecture **Approved by ICCB 5/19**  
 INS124 Property/Liability Ins Princ – 1 credit, 1 lecture **Approved by ICCB 5/19**  
 MUS110 Applied Music – Voice – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS111 Applied Music – Piano – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS112 Applied Music – Guitar/Harp – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS113 Applied Music – Strings – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS114 Applied Music – Winds – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS115 Applied Music – Percussion – 1 credit, .5 lecture, 1 lab **Approved by ICCB 6/19**  
 MUS210 Applied Music Major-Voice – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/19**  
 MUS211 Applied Music Major-Piano – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/19**  
 MUS212 Applied Music Major-Guitar/Harp – 2 credits 1 lecture, 2 lab **Approved by ICCB 6/19**  
 MUS213 Applied Music Major-Strings – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/19**  
 MUS214 Applied Music Major-Wind Instruments – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/19**  
 MUS215 Applied Music Major-Percussion – 2 credits, 1 lecture, 2 lab **Approved by ICCB 6/19**

**COURSE WITHDRAWALS**

NURS100, 101, 102 Medical Terminology I, II, III **Approved by ICCB 5/19**  
 NURS124 Patho-Pharmacology **Approved by ICCB 5/19**

**CURRICULUM CHANGES**

Industrial Maintenance Certificate – change from 35 credits to 34 credits **Approved by ICCB 1/19**  
 Industrial Electronic & Controls Certificate- change from 42 credits to 40 credits **Approved by ICCB 1/19**  
 Mechatronics Degree – changed course offerings, total hours remain the same and updated title to Industrial Mechatronics **Approved by C&I 12/18**

Automotive Mechanics AAS – changed from 67 credits to 70 credits **Approved by ICCB 1/19**

Automotive Service Level I – changed course offerings, total hours remain the same **Approved by C&I 12/18**

Industrial Manufacturing Technology Degree – changed course offerings, total hours remain the same. **Approved by C&I 10/18**

Restaurant Management certificate- changed from 21 credits to 22 credits. **Approved by ICCB 3/19**

Agricultural Production certificate – changed from 30 credits to 35 credits. **Approved by ICCB 3/19**

Agriculture Management AAS – updated line up of courses and emphasis areas. **Approved by C&I 2/19**

Nail Technician Certificate – updated line up of courses **Approved by C&I 4/19**

Emergency Medical Technician – changed from 63 credits to 66 credits **Approved by ICCB 5/19**

Added diversity course options to all AAS degrees **Approved by C&I 5/19**

#### **CURRICULUM ADDITIONS**

Early Childhood Development AAS (online) – 62 credit hours **Approved by ICCB 7/25/18**

Restaurant Management Certificate – 21 credit hours **Approved by ICCB 1/19**

Hospitality Start-Up Certificate – 25 credit hours **Approved by ICCB 1/19**

Hotel Management Certificate – 21 credit hours **Approved by ICCB 1/19**

Agriculture Emphasis – AA degree **Approved by C&I 2/19**

GECC Credential **Approved by ICCB 5/19**

Patient Care Technician Certificate – 16 credit hours **Approved by ICCB 3/19**

#### **CURRICULUM WITHDRAWALS**

Paramedic Certificate **Approved by ICCB 1/19**

AAT – Special Education **Approved by ICCB 1/19**

AAT – Early Childhood Education **Approved by ICCB 1/19**

AAT – Secondary Mathematics **Approved by ICCB 1/19**

Business Administration AAS – inactivate – **Approved by ICCB 7/18**

Practical Nursing Certificate – inactivate - **Approved by ICCB 7/18**

Paraprofessional Educator AAS/Certificate – withdrawn **Approved by ICCB 11/18**



**AGENDA ITEM #VIII-C-1  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS**

**RECOMMENDATION OF THE PRESIDENT:** That the attached part-time instructors, overload, and other assignments list be approved for the Spring/Summer 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:** \_\_\_\_\_

Summer 2019				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
<b>Math Achievement Center</b>								
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2.5	\$488.69	\$1,221.73
<b>Nursing/Allied Health</b>								
Kelley	Hartman	1233	NURS296HXB	Portion of Physical Assessment	24		\$38.00	\$912.00
Amanda	Lessman	1221	NURS109HBX	BNA Lab	40		\$30.00	\$1,200.00
Shelly	Morgan	1125	NURS109XBH	BNA Lab		2.85	\$1,269.03	\$3,616.74
Shelly	Morgan	1347	NURS109IS	Nursing Asst Independent Study	4		\$30.00	\$120.00
Sarah	Shanks	1222	NURS109HXB	BNA Lab	40		\$38.00	\$1,520.00
Kay	Sperry	1181	NURS296HB	Physical Assessment		1	\$1,269.03	\$1,269.03
Kay	Sperry	1183	NURS296HBX	Physical Assessment		2.28	\$1,269.03	\$2,893.39
Kay	Sperry	1233	NURS296HXB	Portion of Physical Assessment		1.14	\$1,269.03	\$1,446.69
Steve	Simpson	1178	GEOL205HBX	Field Geology/Paleon Lab		1.27	\$634.52	\$805.84
Steve	Simpson	1177	GEOL205HB	Field Geology/Paleon		0.67	\$634.52	\$425.13
<b>Business/Technology</b>								
Thomas	Harrison		Curriculum Development			1	\$488.69	\$488.69
Roger	Hicks		Curriculum Development			1	\$488.69	\$488.69
Denise	Johnson		Dual Credit Observation Visits (spring 2019)					\$450.00
Jeremy	Monigold	1069	BUSN141HB	Business Communications	3		\$1,269.03	\$3,426.38*
Jeremy	Monigold	1066	INFT140Y1	Beg Excel	1		\$1,269.03	\$1,142.13*
Jeremy	Monigold	1067	INFT180HB	Intro to Info Systems	3		\$1,269.03	\$2,664.96*
Jeremy	Monigold	1068	INFT180Y1	Intro to Info Systems	3		\$1,269.03	\$3,807.09
Jeremy	Monigold		Dual Credit Observation Visits (spring 2019)					\$300.00
Aaron	Sargent	7449	WFD048E	Print Rdg/Inspection (BI)				\$1,051.72
<b>*pro rated based on enrollment</b>								
<b>Physical Education</b>								
Luke	Norman	1156	PHYD121A	Physical Fitness I		1.8	\$531.33	\$956.39
Luke	Norman	1159	PHYD221A	Physical Fitness II		2	\$531.33	\$1,062.66
<b>Lifelong Learning</b>								
Doug	Meyers	1191	PERS011ACC	Minecraft Designers	15		\$25.00	\$375.00
Doug	Meyers	1193	PERS011CCC	Python Programmers	15		\$25.00	\$375.00
<b>Project Succeed</b>								
Don	Tresemmer		Tutor for Project Succeed		TBD		\$19.51	TBD
Adam	Moderow		Success Center		TBD		\$25.50	TBD
<b>Hummanities/Social Sciences/Fine Arts</b>								
Jody	Brubaker		MUS172	Applied Music Minor				\$200.00
Dagney	Brandt		MUS172	Applied Music Minor				\$200.00

<b>June 1, 2019</b>				<b>COURSE</b>	<b>CLOCK</b>	<b>CREDIT</b>	<b>TOTAL</b>	
<b>FIRST</b>	<b>LAST</b>	<b>CRN</b>	<b>SUBJECT</b>	<b>TITLE</b>	<b>HRS</b>	<b>HRS</b>	<b>RATE</b>	<b>SALARY</b>
<b>Other Assignments</b>								
John	Hartman		Piano tuning					\$ 65.00
Kim	Ramirez		Medical coding course for 6 students					\$ 1,200.00
Rhonda	Arends		Business Institute instructor					\$ 2,041.18

**AGENDA ITEM #IX-B-1  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

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

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

No additions or revisions have been made since Trustees approved the first reading at their March 19, 2019, regular meeting.

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



## Highland Community College Information Technology Services Acceptable Use Guidelines Updated 20195

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

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

This "Acceptable Use Guidelines" document describes activities that Highland Community College considers acceptable use, as well as violations of use, of technology resources. The examples listed are not exhaustive and may change from time to time as technology and applications change. The examples are provided solely for guidance to users. If you are unsure whether any use or action is permitted, please contact the Director, Information Technology Services for assistance at 815-599-3480599.

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

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



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

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

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

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

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

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

### **User and Staff Responsibilities:**

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



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

### Examples of Violations of "Acceptable Use"

### ***Unauthorized Access Unauthorized Accounts***

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

### ***Unauthorized Access to or Use of Services and Equipment***

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



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

#### ***Unauthorized Use of Software, Data & Information***

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

#### ***Unauthorized Use of Email/Internet Messaging***

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

27. Forging of e-mail header envelope information.

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

***Unauthorized Use of ~~Web Pages~~ Highland Community College Digital Media & Servers***

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

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

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

**Social Media Guidelines and Acceptable Uses**  
***General Posting Recommendations***

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



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

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

### ***Official Highland Community College Social Media Accounts***

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

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

- ~~41-12.~~ Paid advertising, including but not limited to, boosting, sponsoring, or promoting a post, through social media must be coordinated through the Community Relations office.

### **Content**

- ~~42-13.~~ Use good judgment about content and respect privacy laws. Do not include confidential information about the College, its staff, or its students.
- ~~43-14.~~ You may ~~Do not~~ post any content that is ~~not~~ threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- ~~44-15.~~ Refrain from ~~Be mindful of~~ posting personal opinions on official College social media accounts. Refrain from ~~Do not use~~ the HCC name to promote any personal opinion, product, cause, or political candidate.
- ~~45-16.~~ By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information, and that you hold the College harmless for any claims resulting from the content.
- ~~46-17.~~ HCC has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- ~~47-18.~~ When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, from an outside source, always include citations. Provide a link to the original material if applicable.
- ~~48-19.~~ Refrain from ~~Do not use~~ information and/or conducting activities that may violate local, state, or federal laws, and regulations.
20. Crisis communications will be directed by the Public Information Officer and must be shared in a timely manner on all Highland Community College social media accounts including, but not limited to, academic departments, student clubs and organizations, and public events.

### **Payment Card Industry (PCI) Compliance Guidelines**

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



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

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

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

**AGENDA ITEM #IX-B-2  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – NEW, REVISED, AND UNCHANGED POLICIES  
POLICY MANUAL CHAPTER II – INSTRUCTION**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves for the first reading the attached new and revised policies in Chapter II of the Policy Manual and affirm for first reading the unchanged policies in Chapter II 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>
2.02	Language updated.
2.05	Language clarified.
2.051	Language updated.
2.052	Language updated.
2.08	Updated for employee title.
2.17	Language added.
2.18	Language added.

All other policies within Chapter II remain unchanged, with Board affirmation recommended.

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



## CHAPTER II

## INSTRUCTION

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2.00 Curricular Offerings (Reaffirmed ~~vised~~ 10/25/16)

The curricular offerings of Highland Community College will reflect the definition of a comprehensive community college program according to the direction of the Illinois Community College Board and will include:

- A. Courses in liberal arts, sciences, business and general education.
- B. Courses in occupational, semi-technical or technical fields leading directly to employment according to the Illinois Public Community College Act.
- C. Courses in Adult Education, which includes Adult Basic Education, Adult Secondary Education and English as a Second Language.
- D. Community education courses to meet the educational needs of the citizens of the College District.
- E. Community education and cultural activities in the district.

## 2.001 Dual Credit Course Offerings (Adopted 2/20/18 Reaffirmed)

The College recognizes that dual credit credit-bearing courses are college courses, regardless of where they are being offered. Therefore, dual credit courses must meet the same academic standards as those courses offered on campus.

The established criteria must be met for a dual credit course to be offered:

- Proficiencies and standards of the course are met.
- The learner outcomes of the dual credit course are the same as the established and previously approved HCC course.
- Comparable college-level materials are being used in the course (i.e., reading material, writing assignments, etc.).
- Students enrolled in the course have met the appropriate prerequisites and/or placement exam standards.

Additional items that will be considered in the review process include, but are not limited to, the following:

- Where and how the course will be offered.
- If/how the course will impact program enrollment.

All new dual credit course offerings taught by a high school instructor at the high school will be evaluated by the full-time faculty in the content area and the appropriate division dean. Dual credit courses will be evaluated following policy 4.35, Evaluation of Instruction. College faculty devoting significant time and effort in hiring, supervising, and evaluating part-time dual credit instructors will be compensated as stated in the Board-Faculty contract.

Dual credit shall follow State Laws and Regulations and meet Accreditation Standards. College policies, instructional procedures, and academic standards will also apply to these courses and the students, faculty, and staff associated with them.

### **Employment of dual credit instructors**

In keeping with laws and policies enacted by the State of Illinois and the Illinois Board of Higher Education, all dual credit instructors teaching courses for credit at Highland Community College are employees of Highland Community College. As such, all dual credit instructors teaching courses for credit at Highland Community College will be treated equitably with other part time instructors at Highland Community College.

Instructors teaching credit bearing college level courses for dual credit must meet the same academic criteria as faculty teaching on campus, and possess the same credentials and teaching competencies appropriate to field of instruction.



In accordance with the Dual Credit Quality Act, dual credit instructors will be offered an opportunity to participate in all activities available to other part time faculty, including professional development.

In accordance with the ICCB regulation pertaining to dual credit courses, dual credit instructors that are not full-time HCC faculty, will be selected, employed, and annually evaluated by the College.

2.01 Statement on General Education (Reaffirmed ~~revised~~ 10/25/16)

Highland Community College recognizes the importance of educating its students in a wide range of course curricula (programs of study) to prepare them for the responsibilities they share as citizens in a free and dynamic society. Each student who receives a degree from Highland Community College shall be required to have completed a series of general education courses as required by the various State and accrediting agencies. These courses are identified in the current College catalog.

2.02 Cooperation with District and Area Institutions, Agencies and Persons  
(Revised affirmed 10/25/16)

The College will investigate and implement courses or programs either on campus or in extension with area schools, regional vocational delivery systems, colleges and universities, adjacent community colleges and local and area agencies, business, and industries. The College will investigate and implement ~~distance-learning alternative~~ delivery opportunities as well.

The College recognizes the use of institutions, agencies and persons as educational resources.



2.03 Oral English Language Proficiency (Reaffirmed ~~10/25/16~~)

Per the Illinois Public Community College Act, all full-time and part-time instructional employees shall be proficient in the use of Oral English language.

2.04 Curriculum Development (Reaffirmed ~~10/25/16~~)

In conformance with guidelines developed by the Illinois Community College Board, new curricula (programs of study) will be established only after extensive study has established need, enrollment potential, and economic feasibility. The College shall welcome suggestions for new courses or curricula. New courses and curricula require approval from College and State offices.



2.05 Academic Program Evaluation (Revised ~~10/25/16~~)

All academic programs should be relevant, high quality, effective, cost effective and should support the mission and purposes of the College. Periodic program review will be utilized to insure that programs meet the criteria mentioned above. Academic programs are reviewed according to the process explained in the ICCB program review manual procedures found in the Faculty Handbook.

2.051 Occupational Course Guarantees (Revised affirmed 10/25/16)

It is the policy of the Board of Trustees that students graduating with an Associate of Applied Science degree in an occupational program be guaranteed competency in the technical skills represented in the degree. Should the graduate not be able to demonstrate the expected basic skills to his or her employer, the student will be offered free tuition and lab fees for up to 15 credit hours of retraining, subject to the following conditions:

- A. The course work in which competency was expected to be developed for the degree must have been completed at HCC within three years of initial enrollment.
- B. The student must be employed full-time in a job directly related to his or her program of study within one year of graduation from the approved program at HCC.
- C. The employer must verify in writing, within 90 days of the graduate's initial employment, that the graduate lacks competency in specific technical skills, as represented in the degree.
- D. A written retraining plan must be developed by the employer, the graduate and the appropriate instructional dean specifying the course(s) needed for retraining and the competencies to be demonstrated.
- E. The retraining is limited to courses regularly offered by the College and completed within one academic year of the date the retraining plan is finalized.
- F. Prerequisites, corequisites and other admission requirements for retraining courses must be met and are not included in those courses covered in this guarantee.
- G. Should the student audit, withdraw or not receive a passing grade in a course identified in the retraining plan, it will be included in the 15 credit hour limit.
- H. The Board will waive tuition and lab fees for those courses identified in the retraining plan, but the student must be responsible for any other costs that might be associated with taking the course.

This guarantee does not apply to those programs in which the graduates are licensed, including but not limited to, nursing and cosmetology.

~~The guarantee becomes effective with students enrolling in summer 1993.~~

Furthermore, the sole recourse available to participants enrolled in this guarantee program shall be limited to retraining in the appropriate class with no recourse for damages, court costs, or any associated costs of any kind or right to appeal beyond those specified by Highland Community College.

2.052 Transfer Course Guarantees (Revised affirmed 10/25/16)

It is the policy of the Board of Trustees that students graduating with an Associate of Arts or Associate of Science degree from Highland Community College be guaranteed the acceptance of baccalaureate credits earned at HCC by the transfer institution, backed by an offer of a refund of tuition for any courses not accepted, subject to the conditions listed below.

- A. The application for a refund must be submitted within one calendar year of completion or graduation with a transfer degree from HCC.
- B. The course must have been completed with a grade of "C" or better.
- C. The refund would be based upon tuition paid at the time the course was completed.
- D. The student has met with an academic advisor from HCC, declared a major and a transfer college or university prior to taking any courses in the guarantee, and taking only those courses approved in writing by the advisor.
- E. The student transfers to the college or university declared and approved as in section "D" above within two years of initial enrollment at HCC.
- F. The student requests an evaluation by the transfer institution of the HCC courses completed immediately upon transfer.
- G. The student cooperates with HCC personnel in resolving any transfer difficulties by notifying the College and submitting any necessary consents or releases for student records or correspondence.
- H. The student submits within 60 days of being notified by the transfer institution that the course has been refused for credit and makes a claim for the refund. The claim must state the reasons for the refusal offered by the institution; the name, position, address, and telephone number of the person notifying the student of the refusal; and copies of any correspondence or documentation provided by the transfer institution.

The College will first attempt to resolve the issue with the transfer institution. If favorable resolution is not achieved within 120 days, the reimbursement will be authorized. ~~This policy becomes effective with students enrolling for the first time at HCC fall semester, 2003.~~ Furthermore, the sole recourse available to participants enrolled pursuant to this guarantee program shall be limited to tuition reimbursement of the class at the time of enrollment, with no recourse for damage, court costs, or any associated costs of any kind for the right to appeal beyond those specified by Highland Community College.



2.06 Course Syllabi (Reaffirmed ~~10/25/16~~)

Course Syllabi shall be available for inspection in the appropriate division office or on the College network group drive.

2.07 Instructional Materials (Reaffirmed ~~10/25/16~~)

The resources of the Learning Resource Center are available to all residents of the College district, either as individuals or as members of groups. However, priority shall be given to student and faculty need. The College establishes rules and regulations controlling the use of its instructional materials.

As an academic library, there is a responsibility to provide materials which give varied views of controversial issues so that students and other users will have a basis for making reasoned judgments. The library will adhere to the intent and the spirit of the Library Bill of Rights adopted by the American Library Association in 1980 and reaffirmed in 1996.

2.08 Class Size (Revised ~~10/25/16~~)

Class size limits shall be determined by the Deans ~~and Division Chairs~~ in consultation with the Executive Vice President and the instructor involved.



2.09 Text Selection (Reaffirmed ~~revised 10/25/16~~)

The selection of textbooks shall be the responsibility of the appropriate instructor with final approval by the Dean.

2.10 Academic Freedom (Reaffirmed ~~10/25/16~~)

The Board of Trustees and Faculty, realizing that the basis of education is a search for truth, recognize the obligation of the individual faculty member to present in the classroom within the instructor's discipline, the truth as the instructor sees it, as well as other representative points of view.

2.11 Advisory Committees (Reaffirmed ~~10/25/16~~)

Advisory committees shall assist in initiating, formulating, and evaluating College programs and services.



2.12 Articulation (Reaffirmed ~~vised 10/25/16~~)

The Office of the Executive Vice President shall have the responsibility for the articulation of academic courses and programs. Articulation shall take place between the College and other colleges and universities, regional vocational delivery systems, high schools, business and industry, and all governing boards.

2.13 Semester Schedules (Reaffirmed ~~10/25/16~~)

The College reserves the right to select from the courses listed in the catalog those that will be offered during any session.

2.14 Transfer Program Preparedness (Reaffirmed ~~10/25/16~~)

Students allowed entry to college transfer programs must have ability and competence similar to that possessed by students admitted to State universities for similar programs. Entry level competence for such college transfer programs may be achieved through placement examinations or successful completion of developmental courses offered by the College and for measures consistent with Public Act 86-0954, Admission Requirements at Public Universities.



2.15 Academic Integrity (Reaffirmed ~~10/25/16~~)

Highland Community College expects all its staff, faculty and students to maintain appropriate academic integrity. Academic misconduct will not be tolerated. Academic work must be represented truthfully as to its sources and its accuracy, and academic results must be obtained only by fair and authorized means. Academic misconduct includes, but is not limited to, cheating, fabrication, falsification, plagiarism, tampering with academic materials, grades or records, and facilitating the academic misconduct of others. Penalties up to and including dismissal from the College may result from violations of academic integrity. A more detailed explanation of policy and procedures regarding academic integrity may be found in the Student Code of Conduct, which is located in the College Catalog.

2.16 Assignment of Schedules (Reaffirmed ~~revised~~ 10/25/16)

The normal College day shall extend from 8:00 a.m. until 10:00 p.m. An instructor may be assigned to any classes according to the following guidelines:

- A. An instructor will be assigned a teaching schedule in accordance with the following guidelines. The instructor's experience and education will be a major factor in course assignments as well as previous assignment at Highland. Final assignment to individual classes will remain the responsibility of the Deans after consultation with the Executive Vice President. Circumstances of scheduling may preclude an instructor's being assigned the course or hours which the instructor might wish to instruct.
- B. An instructor's classes shall not begin more than seven hours apart in any one day and the span of time from the beginning of the first class to the end of the last class in any one day shall not exceed eight consecutive hours without the expressed permission of the instructor involved. This statement shall not be interpreted to include extra-curricular activities which are an assigned part of an instructor's load and shall not preclude an instructor from volunteering to instruct for a longer period of time.

2.17 Office Hours for Instructional Staff (Revised ~~affirmed~~ 10/25/16)

It is required that faculty members establish and maintain 5 posted office hours each week in increments of 30 minutes or more. Faculty are expected to fulfill their scheduled office hours each week and if circumstances prevent a faculty member from meeting this responsibility, the faculty member should, if possible, provide advance notice to their students and the division office. In addition to posted office hours, it is expected that the faculty member be available for student consultation subject to confirmation of appointment between the instructor and student.



## 2.18 Dual Credit Substitute Instructors (~~Revised affirmed 10/25/16~~)

In the case that substitute instruction is necessary for five or more consecutive class periods in a Highland Community College dual credit/dual enrollment course, substitutes will be approved provided:

1. The instructor of record for the course has been approved by HCC and holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; and
2. Every effort has been made to hire a substitute instructor who also holds appropriate credentials, per Illinois Community College Board Administrative Rules and HLC guidelines; including the use of Highland faculty to substitute if no substitute instructors from the school's subbing pool are qualified and available (Highland will be reimbursed at the school's substitute instructor rate); and
3. The substitute instructor holds a minimum of an undergraduate degree or relevant work experience in the subject-content area if no qualified high school or Highland instructor could be secured; and
4. The instructor of record and/or school administration works with the substitute instructor to ensure course syllabus and learning outcomes alignment; and
5. The need for the substitute was either not known in advance of the start date of the course or is not a planned absence totaling more than one-third of the course, and
6. Highland Community College is notified as soon the school realizes a need for a substitute and is given the substitute instructor's name, contact information, duration of subbing assignment, and a copy of undergraduate and graduate transcripts.

## 2.19 Course Credit Hours (Adopted 12/7/16 Reaffirmed)

The HCC definition of a credit hour complies with federal, state, and accreditation expectation and applies to credit-bearing courses within degree and certificate programs. It is to be practiced by all faculty: full-time, adjunct, and part-time. All definitions and standards apply equally to courses offered both on-campus and off-campus, and in face-to-face, online, hybrid, distance, and correspondence environments where some or all course content and faculty-student interactions may occur through one or more forms of distance or correspondence education.

The following definitions for lecture, lab, practicum, and independent study credit hours apply to fall and spring courses. Credit hours may also be earned in compressed formats proportionately to those earned for the same course in the fall or spring, at no more than one credit per week (7-day period) of full-time study. These courses require the same amount of contact time and outside work per credit hour as is required of fall and spring courses.

Lecture: 1 Credit Hour = 50 minutes contact + 120 minutes outside work weekly

Lab: 1 Credit Hour = 100-150 minutes contact + 60-90 minutes outside work weekly

Practicum: 1 Credit Hour = 100-200 minutes contact + 60-120 minutes outside work weekly

Independent Study: 1 Credit Hour = 180 minutes outside work weekly

Experiential Learning: 1 Credit Hour = 45 hours outside work total

Internship: 1 Credit Hour = 75-149 hours on-the-job work total

Credit-by-Examination: Credit hours may be awarded for mastery demonstrated through credit-by-examination. Where allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining credit hours required for a degree.

**AGENDA ITEM #IX-C-1**  
**JULY 23, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT**  
**FINE ARTS TECHNICAL COORDINATOR**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the appointment of Mr. Alexander Jansen as full-time Fine Arts Technical Coordinator, beginning July 22, 2019, at an annual salary of \$35,000, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY20 Fine Arts budget.

**BACKGROUND:** Mr. Jansen comes to us with abundant experience in multiple theatres, including the Ferguson Fine Arts Theatre. He brings experience in lighting design, audio and production, as well as gallery work experience that will be of significant value to our Fine Arts Department. Mr. Jansen served as a Mass Communication Production Assistant for approximately three years at Highland, as well as providing light and scene design in numerous Highland productions over the years.

Mr. Jansen has worked in multiple theatres with a diverse group of directors and crew. He has an appreciation for creating and maintaining a strong community within the theatre, which will be beneficial in supporting thriving programs in our fine arts department. As an alumna of Highland Community College, Mr. Jansen is familiar with our processes and procedures and will be able hit the ground running.

Mr. Jansen studied Graphic Design and earned his Associate of Arts at Highland Community College before going on to obtain his Bachelor of Arts in Cinema Arts and Science at Columbia College Chicago.

With his reputation for a solid work ethic and passion for his work, communication skills, and a positive attitude, we are delighted to have Mr. Jansen join Highland Community College as a part of the Fine Arts team.

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



**AGENDA ITEM #IX-D-1**  
**JULY 23, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**TENTATIVE BUDGET FOR FISCAL YEAR 2020**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Highland Community College Board approve the following Resolution regarding a Tentative Budget for 2019-2020 and setting the public hearing date thereon for September 24, 2019.

**RESOLUTION:** Be it resolved that the attached Tentative Budget for the fiscal year 2019-2020 be conveniently made available for public inspection after this date through September 24, 2019, and furthermore, that public notice be given of such hearing date at least 30 days prior to date of Public Hearing.

**BACKGROUND:** The Illinois Public Community College Act requires a budget in tentative form to be available for public review prior to a public hearing and adoption of the budget by the Trustees. Also, the Act requires public notification of such hearing date and the availability of the Tentative Budget for public inspection.

As in the past, adjustments will be made to the Tentative Budget prior to adoption of the Official Budget to be approved at the September 24th, 2019, Board Meeting. Any such changes will be fully explained to the Board at the time of adoption. These changes result from later, more definite information becoming available.

The Official Budget must be adopted no later than September 30 and submitted to the Illinois Community College Board no later than October 15.

The FY20 Operating Funds budget includes expenses in excess of revenues amounting to \$88,827. At this time, it is estimated that ending Operating Funds fund balance at the end of FY20 will be \$4,084,080 or 27% of budgeted expenditures, which is in line with ICCB guidelines (20%-25% of budgeted expenditures). As noted above, many adjustments will be made between the adoption of the tentative budget and the permanent budget. Fall semester enrollment levels, FY19 results and/or adjustments made as a result of the annual audit, and budget reductions made by budget managers will be incorporated into the permanent budget.

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



**HIGHLAND COMMUNITY COLLEGE**

**TENTATIVE BUDGET**

**JULY 1, 2019 - JUNE 30, 2020**

**HIGHLAND COMMUNITY COLLEGE**  
**Proposed Budget**  
**Summary of 2019-2020**  
**Estimated Revenues By Source**

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
<b>LOCAL GOVERNMENT SOURCES</b>				
Current Taxes	\$ 2,539,937	\$ 680,340	\$ 3,220,277	21.9%
Back Taxes	2,477,988	663,747	3,141,735	21.4%
Corporate Personal Prop. Replacement Tax	125,800	214,200	340,000	2.3%
Total Local Government	<u>\$ 5,143,725</u>	<u>\$ 1,558,287</u>	<u>\$ 6,702,012</u>	<u>45.6%</u>
<b>STATE GOVERNMENTAL SOURCES</b>				
ICCB Credit Hour Grants	1,062,490	187,498	1,249,988	8.5%
ICCB Equalization Grant	50,000	-	50,000	0.3%
ICCB Performance Based Grant	8,800	-	8,800	0.1%
ICCB Career/Tech Education	113,823	-	113,823	0.8%
Total State Government	<u>\$ 1,235,113</u>	<u>\$ 187,498</u>	<u>\$ 1,422,611</u>	<u>9.6%</u>
<b>FEDERAL GOVERNMENT SOURCES</b>				
Financial aid	4,000	-	4,000	0.0%
Other federal sources	41,000	-	41,000	0.3%
Total Federal Government	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>0.3%</u>
<b>STUDENT TUITION AND FEES</b>				
Tuition	4,699,960	-	4,699,960	32.0%
Fees	605,540	-	605,540	4.1%
Total Tuition and Fees	<u>\$ 5,305,500</u>	<u>\$ -</u>	<u>\$ 5,305,500</u>	<u>36.1%</u>
<b>OTHER SOURCES</b>				
Facilities Rental	28,000	80,876	108,876	0.7%
Interest on Investments	87,000	-	87,000	0.6%
Other Revenue	1,022,081	300	1,022,381	7.0%
Total Other Sources	<u>\$ 1,137,081</u>	<u>\$ 81,176</u>	<u>\$ 1,218,257</u>	<u>8.3%</u>
Total 2019-2020 Budgeted Revenue	<u>\$ 12,866,419</u>	<u>\$ 1,826,961</u>	<u>\$ 14,693,380</u>	<u>100.0%</u>

HIGHLAND COMMUNITY COLLEGE  
Summary of 2019-2020  
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	7,431,522	-	\$7,431,522	50.2%
Academic Support	961,056	-	961,056	6.5%
Student Services	1,176,314	-	1,176,314	8.0%
Public Services	588,833	-	588,833	4.0%
Oper./Maint. of Plant	-	1,525,802	1,525,802	10.3%
General Administration	1,353,672	-	1,353,672	9.2%
Institutional Support	1,813,233	-	1,813,233	12.3%
Transfers	(443,464)	(24,761)	(468,225)	-3.2%
Scholarships, Grants, Waivers	400,000	-	400,000	2.7%
Total 2019-2020 Budgeted Expenditures	13,281,166	1,501,041	14,782,207	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 13,281,166</u>	<u>\$ 1,501,041</u>	<u>\$ 14,782,207</u>	
BY OBJECT:				
Salaries	\$8,852,659	\$590,954	\$9,443,613	63.9%
Employee Benefits	2,051,362	215,067	2,266,429	15.3%
Contractual Services	709,565	139,076	848,641	5.7%
General Materials and Supplies	740,023	195,794	935,817	6.3%
Conferences and Meetings	293,739	-	293,739	2.0%
Fixed Charges	501,676	-	501,676	3.4%
Utilities	17,400	651,251	668,651	4.5%
Capital Outlay	18,486	-	18,486	0.1%
Other	539,720	(266,340)	273,380	1.9%
Transfers	(443,464)	(24,761)	(468,225)	-3.2%
Total 2019-2020 Budgeted Expenditures	13,281,166	1,501,041	14,782,207	100.0%
Less tuition chargeback	-	-	-	
Adjusted expenditures	<u>\$ 13,281,166</u>	<u>\$ 1,501,041</u>	<u>\$ 14,782,207</u>	

**HIGHLAND COMMUNITY COLLEGE**  
**2019-2020 Current Budgeted Expenditures**  
**Educational Fund**

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTRUCTION</u></b>		
Salaries	\$ 5,883,160	
Employee Benefits	1,137,503	
Contractual Services	116,875	
General Materials and Supplies	253,710	
Conference and Meetings	17,046	
Fixed Charges	11,000	
Capital Outlay	9,733	
Other	<u>2,495</u>	
Total Instruction		\$ 7,431,522
<b><u>ACADEMIC SUPPORT</u></b>		
Salaries	\$ 587,385	
Employee Benefits	138,966	
Contractual Services	29,461	
General Materials and Supplies	98,554	
Conferences and Meetings	102,656	
Capital Outlay	2,534	
Other	<u>1,500</u>	
Total Academic Support		961,056
<b><u>STUDENT SERVICES</u></b>		
Salaries	\$ 867,590	
Employee Benefits	255,490	
Contractual Services	23,396	
General Materials and Supplies	22,053	
Fixed Charges	7,100	
Capital Outlay	360	
Other	<u>325</u>	
Total Student Services		1,176,314



Estimated Expenditures 2019-2020  
Educational Fund (cont.)

PUBLIC SERVICES

Salaries	\$	271,565	
Employee Benefits		29,019	
Contractual Services		178,893	
General Materials and Supplies		40,481	
Conferences and Meetings		57,250	
Fixed Charges		5,275	
Other		<u>6,350</u>	
Total Public Services	\$		588,833

GENERAL ADMINISTRATION

Salaries	\$	795,291	
Employee Benefits		209,633	
Contractual Services		113,700	
General Materials and Supplies		214,364	
Conferences and Meetings		16,425	
Capital Outlay		859	
Other		<u>3,400</u>	
Total General Administration			1,353,672

INSTITUTIONAL SUPPORT

Salaries	\$	447,668	
Employee Benefits		280,751	
Contractual Services		247,240	
General Materials and Supplies		110,861	
Conference and Meetings		100,362	
Fixed Charges		478,301	
Utilities		17,400	
Capital Outlay		5,000	
Other		<u>125,650</u>	
Total Institutional Support			1,813,233

Estimated Expenditures 2019-2020  
Educational Fund (Cont.)

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

400,000

TRANSFERS

(443,464)

Total Educational Fund

\$ 13,281,166

## 2019-2020 Estimated Expenditures

## Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION &amp; MAINT. OF PLANT</u>		
Salaries	\$ 590,954	
Employee Benefits	215,067	
Contractual Services	139,076	
General Materials and Supplies	195,794	
Conferences and Meetings	-	
Utilities	651,251	
Other	<u>(266,340)</u>	
Total Operations and Maintenance of Plant		1,525,802
<u>TRANSFERS</u>		<u>(24,761)</u>
Total Operations and Maintenance Fund		<u>\$ 1,501,041</u>

## 2019-2020 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<b><u>LOCAL GOVERNMENTAL SOURCES</u></b>		
Current Taxes	\$ 454,000	
Back Taxes	362,500	
Bond Proceeds	<u>5,300,000</u>	
Total Local Governmental Sources		<u>\$ 6,116,500</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTITUTIONAL SUPPORT</u></b>		
Contractual Services	\$ 27,699	
General Materials & Supplies	-	
Capital Outlay	7,080,720	
Transfer	<u>24,761</u>	
Total Expenditures		<u>\$ 7,133,180</u>



## 2019-2020 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 397,000	
Bookstore Sales	600,000	
Athletics	50,140	
Other	<u>113,275</u>	
Total Revenue		\$ <u>1,160,415</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 292,444	
Employee Benefits	31,074	
Contractual Services	92,745	
General Materials and Supplies	642,859	
Conferences and Meetings	204,088	
Fixed Charges	5,790	
Capital Outlay	5,127	
Utilities	600	
Other	22,667	
Transfer	<u>(65,000)</u>	
Total Expenditures		\$ <u>1,232,394</u>

## 2019-2020 Liability, Protection, and Settlement Fund

## (SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 517,500	
Back Taxes	<u>567,500</u>	
		<u>\$ 1,085,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 290,683	
Employee Benefits	340,566	
Contractual Services	296,465	
Materials & Supplies	8,888	
Conferences & Meetings	20,503	
Fixed Charges	182,856	
Utilities	<u>4,903</u>	
Total Expenditures		<u>\$ 1,144,864</u>

2019-2020 Audit Fund  
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 22,000	
Back Taxes	<u>22,000</u>	
Total Local Governmental Sources		\$ <u>44,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	\$ <u>47,000</u>	
Total Expenditures		\$ <u>47,000</u>

## 2019-2020 Bond and Interest Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<b><u>LOCAL GOVERNMENTAL SOURCES</u></b>		
Current Taxes	\$ 883,330	
Back Taxes	<u>870,850</u>	
Total Local Governmental Sources		\$ <u>1,754,180</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<b><u>INSTITUTIONAL SUPPORT</u></b>		
Bond Principal & Interest	\$ 2,311,680	
Other	<u>475</u>	
Total Institutional Support		\$ <u>2,312,155</u>



## 2019-2020 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 144,645	
ICCB-Adult Education	246,750	
Other Ill. Governmental Sources	<u>103,908</u>	
		\$ 495,303
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 4,427,402	
Other Federal Sources	<u>46,956</u>	
		4,474,358
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 588,000	
Sales & Service Fees	28,000	
Investment Revenue	19,624	
Nongovernmental Gifts, Grants	78,400	
Other Revenue	<u>296,226</u>	
		<u>1,010,250</u>
Grand Total		\$ <u>5,979,911</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 342,184	
Employee Benefits	73,710	
Contractual Services	25,000	
General Materials & Supplies	95,269	
Conference & Meeting	39,784	
Capital Outlay	83,245	
Other	<u>9,611</u>	
Total Instruction		\$ 668,803

**Budgeted Expenditures  
Restricted Purposes Fund (Cont.)**

**STUDENT SERVICES**

Salaries	\$	289,823	
Employee Benefits		118,496	
Contractual Services		3,816	
General Materials & Supplies		47,873	
Conference & Meeting		46,295	
Capital Outlay		200	
Other			
Total Student Services			\$ 506,503

**PUBLIC SERVICES**

Salaries	\$	60,939	
Employee Benefits		5,772	
Contractual Services		12,000	
General Materials & Supplies		29,890	
Conference & Meeting		11,434	
Fixed Charges		28,671	
Utilities		4,152	
Other		2,385	
Total Public Services			155,243

**GENERAL ADMINISTRATION**

Salaries	\$	220,434	
Employee Benefits		31,723	
Contractual Services		-	
General Materials & Supplies		31,137	
Conference & Meeting		31,361	
Fixed Charges		650	
Capital Outlay		299,280	
Other		1,700	
Transfers		370,964	
Total General Administration			987,249

Budgeted Expenditures  
Restricted Purposes Fund (Cont.)

INSTITUTIONAL SUPPORT

Salaries	\$	76,922	
Employee Benefits		15,701	
Contractual Services		521,836	
General Materials & Supplies		1,950	
Conference & Meeting		<u>250</u>	
Total Institutional Support			616,659

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries		79,947	
Financial Aid		<u>3,845,346</u>	
Total Scholarships, Grants & Waivers			<u>3,925,293</u>

GRAND TOTAL	\$	<u>6,859,750</u>	
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## Schedule I

**HIGHLAND COMMUNITY COLLEGE**  
**Operating Funds (Education and Oper. & Maint. Funds Combined)**  
**Comparison of Budget with End-of-Year**  
**FY2019 & FY2020**

	FY'18 Actual	FY'19 Adopted Budget	FY'19 End-of-Yr. Projection	FY'20 Tentative Budget
Local Taxes	\$6,058,933	\$6,158,721	\$6,220,294	\$6,362,012
Credit Hour Grants	1,084,350	1,139,110	1,139,110	1,249,988
Equalization	50,000	50,000	50,000	50,000
ICCB Career/Tech Education	112,167	113,823	113,823	113,823
ICCB Performance	8,800	8,800	14,635	8,800
CPP Replacement Tax	358,243	340,000	390,000	340,000
Federal Sources	40,711	35,541	50,000	45,000
Tuition & Fees	5,300,057	5,514,588	5,190,370	5,305,500
Sales & Services	52,893	46,550	44,099	44,850
Facilities Revenue	90,360	108,876	100,000	108,876
Interest on Investments	36,596	28,000	95,000	87,000
Gifts	960,411	1,219,131	897,844	962,391
Miscellaneous	60,050	15,000	38,372	15,140
Total Revenue	\$14,213,571	\$14,778,140	\$14,343,547	\$14,693,380
<b><u>EXPENDITURES:</u></b>				
Salaries	\$8,568,562	\$9,295,256	\$8,753,987	\$9,443,613
Employee Benefits	2,138,714	2,303,681	2,206,989	2,266,429
Contractual Services	704,043	829,457	730,000	848,641
Materials & Supplies	715,211	934,753	780,000	935,817
Conference & Meeting	192,616	327,761	202,000	293,739
Fixed Charges	491,776	502,282	480,920	501,676
Utilities	625,411	697,101	679,000	668,651
Capital Outlay	86,549	15,597	41,000	18,486
Other Expenditures	421,483	337,419	245,000	273,380
Transfers Out	405,996	77,000	72,930	73,660
Transfers In	(107,173)	(451,574)	(171,000)	(541,885)
Total Expenditures	\$14,243,188	\$14,868,733	\$14,020,826	\$14,782,207
Excess of Revenues Over Expenditures	(\$29,617)	(\$90,593)	\$322,721	(\$88,827)
Beginning Fund Balance	3,879,803	3,850,075	3,850,186	4,172,907
Ending Fund Balance	\$3,850,186	\$3,759,482	\$4,172,907	\$4,084,080



## Schedule II

HIGHLAND COMMUNITY COLLEGE  
BUDGETED REVENUE COMPARISON

	Adopted Budget 2018-2019		Tentative Budget 2019-2020	
	Total Operating Funds	Percent	Total Operating Funds	Percent
LOCAL GOVT.				
Current taxes	\$3,102,284	21.0%	\$3,220,277	21.9%
Back taxes	3,056,437	20.7%	3,141,735	21.4%
Corp PP tax	340,000	2.3%	340,000	2.3%
Total Local Govt.	\$6,498,721	44.0%	\$6,702,012	45.6%
STATE GOVT.				
ICCB	\$1,139,110	7.7%	\$1,249,988	8.5%
Equalization	50,000	0.3%	50,000	0.3%
Performance	8,800	0.0%	8,800	0.1%
ICCB Career/Tech Ed	113,823	0.8%	113,823	0.8%
Total State Govt.	\$1,311,733	8.9%	\$1,422,611	9.6%
FEDERAL GOVT.				
Dept of Ed	\$0	0.0%	\$4,000	0.0%
Other Federal sources	\$35,541	0.2%	\$41,000	0.3%
Total Fed. Govt.	\$35,541	0.2%	\$45,000	0.3%
TUITION & FEES				
Tuition	\$4,747,500	32.1%	\$4,699,960	32.0%
Fees	767,088	5.2%	605,540	4.1%
Total Tuit. & Fees	\$5,514,588	37.3%	\$5,305,500	36.1%
OTHER				
Facilities	\$108,876	0.7%	\$108,876	0.7%
Interest	28,000	0.2%	87,000	0.6%
Other	1,280,681	8.7%	1,022,381	7.0%
Total Other	\$1,417,557	9.6%	\$1,218,257	8.3%
TOTAL BUDGETED REVENUE	\$14,778,140	100.2%	\$14,693,380	100.0%

## Schedule III

**HIGHLAND COMMUNITY COLLEGE**  
**Comparison of Operating Funds Budgets**  
**2018-2019 vs. 2019-2020**

	Adopted Budget 2018-2019		Tentative Budget 2019-2020	
	Amount	% to Total	Amount	% to Total
<b>BY PROGRAM:</b>				
Instruction	\$7,420,685	49.9%	\$7,431,522	50.3%
Academic Support	816,297	5.5%	961,056	6.5%
Student Services	1,157,988	7.8%	1,176,314	8.0%
Public Services	665,046	4.5%	588,833	4.0%
Oper./Maint. of Plant	1,543,896	10.4%	1,525,802	10.3%
General Administration	1,374,492	9.2%	1,353,672	9.2%
Institutional Support	1,814,903	12.2%	1,813,233	12.3%
Transfers	(374,574)	-2.5%	(468,225)	-3.2%
Scholarships, Grants, Waivers	450,000	3.0%	400,000	2.7%
<b>Total Budgeted Expenditures</b>	<b>\$14,868,733</b>	<b>100.0%</b>	<b>\$14,782,207</b>	<b>100.0%</b>
<b>BY OBJECT:</b>				
Salaries	\$9,295,256	62.5%	\$9,443,613	63.9%
Employee Benefits	2,303,681	15.5%	2,266,429	15.4%
Contractual Services	829,457	5.6%	848,641	5.7%
General Materials and Supplies	934,753	6.3%	935,817	6.3%
Conferences and Meetings	327,761	2.2%	293,739	2.0%
Fixed Charges	502,282	3.4%	501,676	3.4%
Utilities	697,101	4.7%	668,651	4.5%
Capital Outlay	15,597	0.1%	18,486	0.1%
Other	337,419	2.3%	273,380	1.9%
Transfers	(374,574)	-2.5%	(468,225)	-3.2%
<b>Total Budgeted Expenditures</b>	<b>\$14,868,733</b>	<b>100.0%</b>	<b>\$14,782,207</b>	<b>100.0%</b>

## Schedule IV

HIGHLAND COMMUNITY COLLEGE  
Equalized Assessed Valuation  
2019-2020 Projection

	Year	EAV	Year to Year % Increase (Decrease)	
Actual:	1988-89	564,381,903	-0.1%	
	1989-90	597,203,089	5.8%	E. Dubuque
				added
	1990-91	663,144,420	11.0%	Galena
				added
	1991-92	688,974,542	3.9%	
	1992-93	730,931,344	6.1%	
	1993-94	781,717,951	6.9%	
	1994-95	840,383,689	7.5%	
	1995-96	923,327,827	9.9%	
	1996-97	995,518,257	7.8%	
	1997-98	1,068,756,929	7.4%	
	1998-99	1,143,125,502	7.0%	
	1999-2000	1,205,197,717	5.4%	
	2000-2001	1,255,623,585	4.2%	
	2001-2002	1,298,774,630	3.4%	
	2002-2003	1,347,623,431	3.8%	
	2003-2004	1,401,819,720	4.0%	
	2004-2005	1,417,065,616	1.1%	
	2005-2006	1,489,291,126	5.1%	
	2006-2007	1,595,858,829	7.2%	
	2007-2008	1,726,413,030	8.2%	
	2008-2009	1,852,555,264	7.3%	
	2009-2010	1,874,499,116	1.2%	
	2010-2011	1,846,385,233	-1.5%	
	2011-2012	1,783,112,157	-3.4%	
	2012-2013	1,723,242,610	-3.4%	
	2013-2014	1,653,203,596	-4.1%	
	2014-2015	1,651,976,422	-0.1%	
	2015-2016	1,660,234,440	0.5%	
	2016-2017	1,687,148,342	1.6%	
	2017-2018	1,721,936,668	2.1%	
	2018-2019	1,769,991,166	2.8%	
Est	2019-2020	1,814,240,945	2.5%	

## Summary of EAV

By County	Actual 2017-2018	Actual 2018-2019	% Increase	Estimated 2019-2020	% Increase (Decrease)
Stephenson	621,114,351	639,458,779	3.0%		
Ogle	128,143,431	131,837,942	2.9%		
Carroll	261,745,572	268,845,001	2.7%		
Jo Daviess	710,933,314	729,849,444	2.7%		
Total EAV	\$1,721,936,668	\$1,769,991,166	2.8%	\$1,814,240,945	2.5%

## Schedule V

**HIGHLAND COMMUNITY COLLEGE**  
**Levy**  
**2019-2020 Projection**

EDUCATIONAL FUND

	Back Taxes	Current Taxes	Total
2018 EAV/100 x \$.28 x .5	\$2,477,988		\$2,477,988
2019 est EAV/100 x \$.28 x .5		\$2,539,937	2,539,937
Total Taxes	\$2,477,988	\$2,539,937	\$5,017,925

BUILDING FUND

2018 EAV/100 x \$.075 x .5	\$663,747		\$663,747
2019 est EAV/100 x \$.075 x .5		\$680,340	680,340
Total Taxes	\$663,747	\$680,340	\$1,344,087



## TAX RATE PER \$100 EAV

Levy Year	EAV	Bond and Interest Fund							Total Rate
		Operating Fund	Special Levy	Bldg. Bonds	Working Cash Fund Bonds	Protection, Health, or Safety Bonds	Eqpt. Bonds	Funding Bonds	Bonds Total
2010	1,846,385,233	0.3550	0.0592		0.0043		0.0211	0.0238	0.0492
2011	1,783,112,157	0.3550	0.0616		0.01081		0.01833	0.02251	0.0517
2012	1,723,242,610	0.3550	0.0629		0.03846		0.01848		0.0569
2013	1,653,203,593	0.3550	0.0600		0.0227		0.03764		0.0603
2014	1,651,976,422	0.3550	0.0601		0.04199		0.02013		0.0621
2015	1,660,234,440	0.3550	0.0599		0.09938		0.0039		0.1033
2016	1,687,148,342	0.3550	0.0589		0.06011		0.03937		0.0995
2017	1,721,936,668	0.3550	0.0611		0.03807		0.06092		0.0990
2018	1,747,765,718	0.3550	0.061		0.0374		0.0614		0.0988
2019 est	1,814,240,945	0.3550	0.0649		0.0323		0.065		0.0973
									0.05
									0.5672

Protection  
Health, or  
Safety  
LevyTotal  
Rate

## HIGHLAND COMMUNITY COLLEGE

## Summary of Fiscal Year 2020 Budget by Fund

	General		Capital Projects	Proprietary Fund
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund
Est. Beginning Balance	\$2,723,387	\$1,449,520	\$1,559,731	\$160,230
Budgeted Revenues	12,866,419	1,826,961	6,116,500	1,160,415
Budgeted Expend.	13,724,630	1,525,802	7,108,419	1,297,394
Budgeted Transfers to Other Funds	73,660		24,761	
Budgeted Transfers from Other Funds	517,124	24,761		65,000
Budgeted Ending Bal.	\$2,308,640	\$1,775,440	\$543,051	\$88,251

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$1,073,540	\$8,728	\$302,470	\$10,338,286	\$999,649
Budgeted Revenue	5,979,911	44,000	1,085,000	145,000	1,754,180
Budgeted Expend.	6,488,786	47,000	1,144,864	7,500	2,312,155
Budgeted Transfers to Other Funds	370,964			137,500	
Budgeted Transfers from Other Funds					
Budgeted Ending Bal.	\$193,701	\$5,728	\$242,606	\$10,338,286	\$441,674

The Official Budget, which is accurately summarized in this document, was approved by the Board on July 23, 2019.

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

**AGENDA ITEM #IX-D-2**  
**JULY 23, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**INTERGOVERNMENTAL COOPERATION AGREEMENT WITH**  
**STEPHENSON COUNTY FOR POLICE SERVICES**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached intergovernmental cooperation agreement for police services with Stephenson County for the period July 1, 2019 through June 30, 2022, in an amount not to exceed \$238,551 in year one and based on the Policemen's Benevolent Labor Committee/Stephenson County contract (current contract expires 12/31/19) in years two and three and a per hour, per person cost of additional personnel of \$40.

**BACKGROUND:** The intergovernmental agreement for police services between the College and Stephenson County has been in place since 1997. The Sheriff's Sergeant and Deputies have a visible presence on campus, participate on the College's Emergency Response Team and Behavioral Intervention Team, lead and participate in emergency training and drills, and develop relationships with students and staff. Campus safety is greatly enhanced by this agreement and the work of the Sergeant and Deputies assigned to the College. The College will continue to provide funding for one Sergeant and one Deputy for the three-year period of the agreement, amounting to 80 hours of coverage weekly.

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

**INTERGOVERNMENTAL COOPERATION AGREEMENT  
FOR POLICE SERVICES**

THIS AGREEMENT, made this 1<sup>st</sup> day of July, 2019, by and between the County of Stephenson, a body politic and corporate, hereinafter referred to as the "County", and Highland Community College, hereinafter referred to as the "College", WITNESSETH:

WHEREAS, the College is desirous of contracting with the County concerning the furnishing of police protection and law enforcement services within the boundaries and properties of the College.

WHEREAS, the College is within the jurisdiction of the County and its Sheriff, and the Sheriff's Office is agreeable to provide the services requested by the College.

WHEREAS, intergovernmental cooperation agreements of this nature are authorized pursuant to Section 10, Article VII of the 1970 Illinois Constitution and the authority granted by the Intergovernmental Cooperation Act, Illinois Compiled Statutes 5, ILCS 220/1 (1992).

NOW, THEREFORE, in consideration of the mutual promises and covenants provided herein, IT IS HEREBY AGREED by the County and the College as follows:

I. The County acting through the Sheriff and Sheriff's Office of the County of Stephenson shall furnish, supply and provide the College with general police protection and law enforcement services under the following guidelines:

A. The general police protection and law enforcement services provided herein to the College shall, unless specifically provided otherwise, consist of only that type of police protection law enforcement services within the jurisdiction of and customarily afforded by said Sheriff's Office as authorized by prevailing law.



B. The County shall furnish, supply and provide for the College all police personnel, supervision, equipment, communications and supplies necessary to effectively maintain the level of police protection and law enforcement services to be rendered herein, all of which shall be from personnel, services, and facilities available to and customarily used by said Sheriff and Department in their general police employment.

C. The County shall provide the necessary supportive police services and equipment required herein, but only from sources and facilities available to and customarily used by said Sheriff and Department in their general police employment.

D. The Sheriff shall prepare and present to the College quarterly reports of all police activities occurring on the College campus. Upon request a summary of case reports taken shall be forwarded to Highland Community College President or his/her designee on a periodic basis.

E. The services provided herein shall include but shall not be limited to: Criminal law enforcement, integration with the Behavioral Intervention Team, collaboration with College staff on sexual misconduct and violence prevention issues where such issues may violate state or local criminal laws, notification to college officials regarding incidents of misconduct, participation in emergency preparedness and response and personal safety training of students and College employees, where applicable traffic law enforcement and control, security, and crime prevention.

F. All Sheriff's deputies assigned to provide the police protection and law enforcement services herein shall, where applicable, issue traffic citations and otherwise enforce all other criminal statutes and county ordinances, provided that said personnel shall enforce all said laws in a manner consistent with the customary practices and procedures

adopted by said Sheriff. Further provided all said violations of law, if appropriate, shall be processed in that court having jurisdiction and all revenue from court actions arising out of such prosecutions shall be the property of Stephenson County. Law enforcement investigations and any prosecution arising out of such investigation shall not prevent the college from carrying out its responsibility to investigate and process violations of College policy independent of law enforcement or from notifying complainants of their rights and College grievance procedures. Where required by law or if specifically requested by the Sheriff's Office, the College may temporarily suspend its investigation.

II. All Sheriff's deputies assigned to provide the police protection and law enforcement services herein shall be members of the Stephenson County Sheriff's Office and shall operate under the general supervision of the Stephenson County Sheriff under the following guidelines.

A. No Sheriff's deputy shall have, by reason of their assignment to the College, any pension, civil service, or other employment status, rights or benefits from the College.

B. It is required that all deputies have been certified as a law enforcement officer by the Illinois Law Enforcement Training and Standards Board.

III. Notwithstanding anything herein to the contrary, the County, acting through the Sheriff, shall retain control over all matters incident to the performance of police protection and law enforcement services herein, including, but not limited to, the personnel assigned, the methods of rendering such services, and the level of and the standards of such performance, the discipline of any personnel, and the general control of all assigned personnel, equipment, and all supplies relevant herein. Provided, however that there shall

be a minimum of two (2) deputies assigned to the College pursuant to the terms of this agreement. The College shall report any performance concerns regarding officers assigned to the College to the Sheriff or his/her designee in a timely manner and will be informed of the Sheriff and his/her designee's subsequent actions in relation to such. The College will be notified in a timely manner if any other performance issues related to an officer assigned to the College are being acted upon by the Sheriff or his/her designee.

IV. The Sheriff of Stephenson County shall have control over the manner of police protection and management of the officers within the College and shall determine the methods and manners of the performance of the officers assigned to the College, after careful consideration of input of College President or his/her designee. The College will also allow Deputies to attend training during normal duty hours, if such training directly benefits the College; equitable coverage is obtained at no additional cost to the College and is deemed necessary by Sheriff. If training or other professional opportunities arise that do not directly benefit the College, the Sheriff may seek approval from the College President or his/her designee for officers assigned to the College to attend such training during normal duty hours. Salary and benefit costs for the time spent by officers assigned to the College in such training or other professional opportunities which do not directly benefit the College will not be paid by the College.

V. The Sheriff will provide police services. Exact hours and coverage of police service to be determined after consultation with Highland Community College Staff, Sheriff's Staff and shall require the approval of the Highland Community College President or his/her designee. Additional coverage may be arranged and billed separately for special events. Variance from officers' normal coverage hours such as for vacation or sick time



and the arrangements made to ensure alternative coverage will be communicated to the College President or his/her designee(s) by the Sheriff or his/her designee. To the extent permitted by law, the College agrees to hold the County harmless against persons not parties to this Agreement and reimburse the County for any and all such damages, suits, claims, judgments or monies, including but not limited to attorney fees and costs of litigation, arising out of the performance or non-performance of the College personnel working under this Agreement against such persons not parties to this Agreement. The College shall not be required to provide worker's compensation insurance or worker's compensation benefits to the officers assigned to the college nor shall the College be required to provide general liability or police liability insurance.

VI. To the extent permitted by law, the County agrees to hold the College harmless against persons not parties to this Agreement and reimburse the College for any and all such damages, suits, claims, judgments or monies, including but not limited to attorney fees and costs of litigation, arising out of the performance or non-performance of the County personnel working under this Agreement against such persons not parties to this Agreement.

VII. The College shall cooperate in providing space for a substation to the Stephenson County Sheriff's Office on the Highland Community College campus, 2998 W. Pearl City Road, Freeport, Stephenson County, Illinois. The vehicle assigned to the Highland Community College will be the property of and bear the Stephenson County Sheriff's insignia and markings.



IX. The County and the Sheriff, their officers and employees, shall not be deemed to assume any liability for the contractual or tortious acts of the College, its officers, agents or employees.

X. The College shall compensate the County for the services rendered in quarterly payments according to the budget on page 8.

XI. Willful neglect, failure, or refusal by either party to perform any material provision of this Agreement shall give the other party the power to terminate this Agreement and seek compensation for damages suffered by reason of such breach.

XII. This Agreement may be terminated by either party upon written notice of a termination date provided to the other party at least one (1) year prior to such termination.

XIII. This Agreement shall become effective on the 1<sup>st</sup> day of July, 2019, upon its approval by the County Board, the Sheriff of Stephenson County, Illinois, and the Board of Trustees of Highland Community College District, and shall remain effective until June 30, 2022.

IN WITNESS WHEREOF, the County of Stephenson, by Resolution duly adopted by the Stephenson County Board caused this Agreement to be originally signed by its Chairman and attested by its Clerk on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, and renewed by the Sheriff on \_\_\_\_\_, 2019.

IN WITNESS WHEREOF, the Highland Community College, by Resolution adopted by the College Board of Trustees, caused this Agreement to be signed by its Chairman and attested by its Secretary on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

STEPHENSON COUNTY SHERIFF'S OFFICE

By \_\_\_\_\_  
David A. Snyders, Sheriff of the  
County of Stephenson, Illinois

HIGHLAND COMMUNITY COLLEGE

By: \_\_\_\_\_  
Chairman  
Board of Trustees Highland Community College

ATTEST:

\_\_\_\_\_  
Secretary  
Board of Trustees Highland Community College

**BUDGET**  
**July 1, 2019 – June 30, 2022**

Following are proposed staffing and budget needs to provide the outlined services. This plan would provide coverage throughout the year. Coverage hours would be the equivalent of 80 service hours per week, over a minimum of five days per week. Exact hours and coverage will be determined after consultation with Highland Community College President or designee.

July 1, 2019 Security services as described for the annual total amount in Year 1 of \$238,551.00.

Security services as described for the annual total amount in Year 2 are subject to increase based on the Policemen's Benevolent Labor Committee / County Labor contract (current contract expired 12/31/19).

Security services as described for the annual total amount in Year 3 are subject to increase based on the Policemen's Benevolent Labor Committee / County Labor contract (current contract expired 12/31/19).

Per hour, per person cost of additional armed or unarmed personnel \$40.00.

Per person cost of background check, including fingerprinting is provided at no additional cost.

**ADDITIONAL EQUIPMENT TO BE FURNISHED**  
**By Highland Community College**  
**For Each Year of Contract**

EQUIPMENT

Office space needed for storage of forms and a location if necessary for interviews.	Provided by College
Access to a F.A.X. machine.	Provided by College
Modem line for on-line computer from Sheriff's office to HCC.	Provided by College
Telephone for officer' use. (For official use only.)	Provided by College
Display station/printer.	Provided by Sheriff's Office
Desk, chairs, lockable 4-drawer filing cabinet.	Provided by College
CD/DVD burner for Sheriff's office computer	Provided by College

HIGHLAND COMMUNITY COLLEGE  
HOLIDAY AGREEMENT ON OFFICERS' DAY OFF

The Stephenson County Sheriff's Office Deputies that are assigned to Highland Community College will observe the following holidays which match the HCC calendar of holidays with the addition of one day each year (December 31) when the College is closed. Highland Community College, will adopt the program that officers will be off on the following holidays (July 2019-June 2022):

College FY20

July 4, 2019	Fourth of July	Thursday
September 2, 2019	Labor Day	Monday
October 14, 2019	Columbus Day	Monday
November 28, 2019	Thanksgiving	Thursday
November 29, 2019	Day after Thanksgiving	Friday
December 25, 2019	Christmas	Wednesday
December 31, 2019	New Year's Eve	Tuesday
January 1, 2020	New Year's Day	Wednesday
January 20, 2020	Martin Luther King Jr. Birthday	Monday
February 12, 2020	Lincoln's Birthday	Wednesday
May 25, 2020	Memorial Day	Monday

College FY21

July 3, 2020	Fourth of July (observed)	Friday
September 7, 2020	Labor Day	Monday
October 12, 2020	Columbus Day	Monday
November 26, 2020	Thanksgiving	Thursday
November 27, 2020	Day after Thanksgiving	Friday



December 25, 2020	Christmas	Friday
December 31, 2020	New Year's Eve	Thursday
January 1, 2021	New Year's Day	Friday
January 18, 2021	Martin Luther King Jr. Birthday	Monday
February 12, 2021	Lincoln's Birthday	Friday
May 31, 2021	Memorial Day	Monday

College FY22

July 5, 2021	Fourth of July (observed)	Monday
September 6, 2021	Labor Day	Monday
October 11, 2021	Columbus Day	Monday
November 25, 2021	Thanksgiving	Thursday
November 26, 2021	Day after Thanksgiving	Friday
December 24, 2018	Christmas Eve	Friday
December 27, 2018	Christmas (observed)	Monday
December 31, 2021	New Year's Eve	Friday
January 3, 2022	New Year's Day (observed)	Monday
January 17, 2022	Martin Luther King Jr. Birthday	Monday
February 11, 2022	Lincoln's Birthday	Friday
May 30, 2022	Memorial Day	Monday

**AGENDA ITEM #IX-D-3  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION SETTING FORTH AND DESCRIBING IN DETAIL CLAIMS  
HERETOFORE AUTHORIZED AND ALLOWED FOR PROPER COMMUNITY  
COLLEGE PURPOSES WHICH ARE PRESENTLY OUTSTANDING AND UNPAID,  
DECLARING THE INTENTION TO AVAIL OF THE PROVISIONS OF ARTICLE 3A  
OF THE PUBLIC COMMUNITY COLLEGE ACT OF THE STATE OF ILLINOIS, AS  
AMENDED, AND TO ISSUE \$2,150,000 BONDS FOR THE PURPOSE OF PAYING  
CLAIMS AGAINST THE DISTRICT, AND DIRECTING THAT NOTICE OF SUCH  
INTENTION BE PUBLISHED AS PROVIDED BY LAW**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approve the following Resolution:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

**BACKGROUND:** The College has unpaid claims of principal and interest on the Series 2012 Refunding Debt Certificates, for which operational funds are not available. Debt Certificates were originally issued in 2008 and refunded in 2012 to construct Building E and an addition to Building N. The above resolution identifies the Debt Certificates as a claim to be paid with issuance of Funding Bonds. Due to the tapering off and maturity of other bond issuances, the College's overall tax rate should remain in the same range as prior years.

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

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

\* \* \*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims (the "*Claims*"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$2,150,000 (the "*Bonds*"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:



NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are described in *Exhibit A* hereto, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent.* The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$2,150,000 for the purpose of paying the Claims.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Journal Standard*, the same being a newspaper of general circulation in the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:



**NOTICE OF INTENTION OF  
COMMUNITY COLLEGE DISTRICT NO. 519  
COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND  
CARROLL AND STATE OF ILLINOIS  
TO ISSUE \$2,150,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 23rd day of July, 2019, the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$2,150,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 6,272 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice an election on the proposition to issue said bonds shall be held on the 17th day of March, 2020. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

DATED this 23rd day of July, 2019.

Terri Grimes  
Secretary, Board of Trustees,  
Community College District No. 519,  
Counties of Stephenson, Ogle, Jo Daviess  
and Carroll and State of Illinois

James Endress  
Chair, Board of Trustees,  
Community College District No. 519,  
Counties of Stephenson, Ogle, Jo Daviess  
and Carroll and State of Illinois

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*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted July 23, 2019.

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Chair, Board of Trustees

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Secretary, Board of Trustees

**EXHIBIT A**

**CLAIMS**

The principal of and interest on the District's outstanding General Obligation (Limited Tax) Refunding Debt Certificates, Series 2012, dated November 8, 2012.



**AGENDA ITEM #IX-D-4  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION CALLING A PUBLIC HEARING CONCERNING THE INTENT OF  
THE BOARD TO SELL \$2,150,000 FUNDING BONDS FOR THE PURPOSE OF  
PAYING CLAIMS AGAINST THE DISTRICT**

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approve the following Resolution:

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$2,150,000 Funding Bonds for the purpose of paying claims against said Community College District.

**BACKGROUND:** As part of the process of issuing bonds for the unpaid claims of principal and interest on the Series 2012 Refunding Debt Certificates (previous agenda item), for which operational funds are not available, the College will hold a public hearing at the August 27<sup>th</sup>, 2019 Board meeting on this matter.

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

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$2,150,000 Funding Bonds for the purpose of paying claims against said Community College District.

\* \* \*

WHEREAS, Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), is a duly organized and existing community college district created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in the amount of \$2,150,000 for the purpose of paying claims against the District (the "*Bonds*"); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting a resolution providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by reference.

*Section 2. Public Hearing.* The Board hereby calls a public hearing to be held at 4:00 o'clock P.M. on the 27th day of August, 2019, in the Robert J. Rimington Board Room

(H-228) of the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

*Section 3. Notice.* The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Journal Standard*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 96-hour period preceding the Hearing.

*Section 4. Form of Notice.* Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF  
THE BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE,  
JO DAVIESS AND CARROLL AND STATE OF ILLINOIS  
TO SELL \$2,150,000 FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), will hold a public hearing on the 27th day of August, 2019, at 4:00 o'clock P.M. The hearing will be held in the Robert J. Rimington Board Room (H-228) of the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$2,150,000 for the purpose of paying claims against the District.

By order of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

DATED the 23rd day of July, 2019.

Terri Grimes  
Secretary, Board of Trustees, Community College  
District No. 519, Counties of Stephenson, Ogle,  
Jo Daviess and Carroll and State of Illinois



*Section 5. Hearing Requirements.* At the Hearing, the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt a resolution selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

*Section 6. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 7. Repeal.* All resolutions and parts thereof in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted July 23, 2019.

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Chair, Board of Trustees

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Secretary, Board of Trustees

**AGENDA ITEM #IX-D-5  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

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

**RECOMMENDATION OF THE PRESIDENT:** That the Highland Community College Board approves the transfer of \$4,850 from the Operating Fund to the Restricted Purposes fund.

**BACKGROUND:** The recommended transfer is to support the purchase of the firearm simulator, the cost of which was \$34,850. Gifts in the amount of \$30,000 were obtained for the majority of the cost of the equipment. The equipment was purchased in FY19, therefore the transfer will be accounted for in FY19.

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

**AGENDA ITEM #IX-D-6  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – VARIABLE TUITION  
COURSE NURS 191 – FUNDAMENTALS OF NURSING**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that Board of Trustees considers for second reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for course NURS 191, Fundamentals of Nursing, effective with the Spring 2020 semester.

**BACKGROUND:** As discussed at the June 5, 2019, Board retreat, a work group has reviewed the concept of variable tuition, which typically applies to courses or programs that utilize specialized academic equipment that requires significant institutional investment. The work group obtained information from other colleges regarding current practices and rates. In addition, a financial analysis for Highland's implementation of variable tuition was conducted for the nursing course and program being recommended. The work group determined the steps needed for implementation within the enterprise resource system (Banner) and for communication with potential students, staff, and faculty. The proposed implementation in the Spring 2020 semester was selected so that only new students enrolling in the part-time nursing program would be assessed variable tuition rates.

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

**AGENDA ITEM #IX-D-7**  
**JULY 22, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**AGREEMENT WITH BRIGHTSPARK TRAVEL FOR THE PROVISION OF STUDENT  
 TOUR SERVICES FOR THE UPWARD BOUND COLLEGE VISIT TRIP**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees authorizes administration to enter into an agreement with Brightspark Travel for the provision of travel planning, transportation, accommodations, tour guide services, and security prior to and during an Upward Bound college visit trip to New York at a one-time cost not to exceed \$62,600. Funding for the services is provided through the College's TRiO Upward Bound grant and is included in the FY19 budget with a federal fiscal year end of September 1, 2019.

**BACKGROUND:** Highland Community College's Upward Bound program has contracted with Brightspark Travel for comprehensive services including trip planning; coordination; payment of travel transportation, accommodations, and meals; tour guide services; and security. Upward Bound will be taking 41 students and nine chaperones to New York to visit the campuses of Julliard, Fordham, Columbia, St. John's, and New York University. The students will also be engaging in cultural experiences, including National September 11 Museum and Memorial, Ellis Island, Empire State Building, and other educational and cultural activities.

Upward Bound and Project Succeed have previously traveled under the direct coordination of the TRiO director, however, due to the complexity of the arrangements and the timing of two trips being coordinated simultaneously, it was determined that the services of an external student travel partner would improve the coordination and ease of travel arrangements in New York. This is a one-time agreement that will expire at the end of the trip. Accident, illness, and accident-related dental insurance coverage is provided for all participants with limits per single occurrence for each participant. Brightspark Travel will assist Upward bound in finding attractive offers and discounts on bookings and reservations. Apart from saving Upward Bound time and money, Brightspark will provide participants of Upward Bound with life-changing experiences.

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



**AGENDA ITEM #IX-D-8**  
**JULY 23, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**

**AGREEMENT WITH EXPLORE COLLEGE FOR THE PROVISION OF STUDENT  
TOUR SERVICES FOR THE TRiO STUDENT SUPPORT SERVICES VISIT TRIP**

**RECOMMENDATION OF THE PRESIDENT:** It is recommended that the Board of Trustees authorizes administration to enter into an agreement with Explore College for the provision of travel planning, transportation, accommodations, tour guide services, and security prior to and during a TRiO Student Support Services (SSS) college visit trip to North Carolina at a one-time cost not to exceed \$57,032. Funding for the services is provided through the College's TRiO Student Support Services grant and is included in the FY19 budget with a federal fiscal year end of September 1, 2019.

**BACKGROUND:** Highland Community College's TRiO SSS program has contracted with Explore College for comprehensive services including trip planning, coordination, payment of travel transportation, accommodations, meals, tour guide services and security. TRiO SSS will be taking 29 students and 4 chaperones to North Carolina to visit the campuses of Wake Forest, North Carolina Agricultural & Technical, UNC-Wilmington, and Duke. The students will also be engaging in cultural experiences including WWII Battleship, International Civil Rights Center and Museum, Research Triangle Park STEM Tour, North Carolina Museum of Natural Sciences, and other educational and cultural activities.

TRiO SSS and Upward Bound have previously traveled under the direct coordination of the TRiO director, however, due to the complexity of the arrangements and the timing of two trips being coordinated simultaneously, it was determined that the services of an external student travel partner would improve the coordination and ease of travel arrangements in North Carolina. This is a one-time agreement that will expire at the end of the trip. Accident, illness, and accident-related dental insurance coverage is provided for all participants with limits per single occurrence per each participant. Explore College will assist TRiO SSS in finding attractive offers and discounts on bookings and reservations. Apart from saving TRiO SSS a lot of time and money, Explore College will provide participants of TRiO SSS with life-changing experiences.

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

**AGENDA ITEM #IX-D-9  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY DUAL CREDIT MEMORANDUM OF  
UNDERSTANDING BETWEEN HIGHLAND COMMUNITY COLLEGE AND  
BELVIDERE SCHOOL DISTRICT #100 FOR THE  
2019 – 2020 ACADEMIC YEAR (FY20)**

**RECOMMENDATION OF THE PRESIDENT:** That the Board of Trustees approves the attached Memorandum of Understanding for the 2019 – 2020 academic year (FY20) for qualified students attending Belvidere School District #100.

**BACKGROUND:** This Linking Talent with Opportunity dual credit agreement offers qualified Belvidere High School students the opportunity to earn high school credit and Highland Community College credit through dual enrollment. These courses will be taught by qualified instructors employed by either Belvidere School District or Highland Community College. Courses offered for the 2019 – 2020 school year are AGOC180 Principles of Plant Science and AGOC 186 Animal Science. This is the first Linking Talent with Opportunity agreement under the grant program with Rock Valley College funded by the Community Foundation of Northern Illinois.

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



## Linking Talent with Opportunity Program ("LTO") Dual Credit Memorandum of Understanding between Highland Community College and Belvidere School District

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2019 between Belvidere School District ("School District"), located at 1500 East Avenue, Belvidere, Illinois 61008 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

**WHEREAS**, School District and Highland Community College working together would like to offer high school students enrolled in School District an opportunity to receive dual high school and college level credit through the "Linking Talent with Opportunity" Program (hereinafter "LTO"); and

**WHEREAS**, the Parties desire to enter into this MOU or Agreement to facilitate the transition of students from secondary coursework into Highland Community College; and

**WHEREAS**, the Parties herein desire to enter into an Agreement setting forth the services and guidelines to be provided and followed by each Party.

**NOW, THEREFORE**, it is hereby agreed by and between the Parties as follows:

1. School District and Highland Community College will, each school year, make available to eligible students participating in the LTO Program agreed upon "dual credit courses," as listed in Appendix A which is attached hereto and incorporated herein. Decisions on what specific courses will be available in any given school year will be made on or before April 15, 2020 and made available to students within School District.
2. All dual credit courses shall be taught by qualified School District Instructors ("School District Dual Credit Instructors") or in some cases Highland Community College Instructors during the academic year.
3. All dual credit courses shall be taught at the School District's campuses or in some cases at Highland Community College or delivered through alternative delivery methods.
4. It is further agreed upon by the Parties that School District, on an annual basis, will:
  - a. Verify that School District Dual Credit Instructors meet Highland Community College's faculty credential qualifications to teach by submitting a Highland Community College Dual Credit Course Similarities form and the Highland Community College Instructor Information Form, current resume, and an original copy of all official college transcripts to the Highland Community College Coordinator of Dual Credit/Outreach;
  - b. Be responsible for collaborating with Highland Community College Coordinator of Dual Credit/Outreach to submit a completed student enrollment form and the Dual Credit/Dual Enrollment Agreement;
  - c. Work with the Highland Community College Coordinator of Dual Credit/Outreach to ensure that participating students meet the College's placement requirements necessary for each class, which may include English, Reading, and/or Mathematics, prior to registering for a class, if applicable;
  - d. Ensure that participating students meet the course prerequisite or co-requisite eligibility requirements, as applicable;

- e. Upon request, send Highland Community College an initial roster, by April 15 for the fall semester and October 15 for the spring semester;
- f. Ensure that School District Dual Credit Instructors follow Highland Community College's master course syllabus or other College-approved syllabi. Identified Highland Community College learning outcomes will be utilized for each course along with appropriate textbooks as agreed upon by School District and Highland Community College;
- g. If School District chooses to utilize textbooks from Highland Community College Bookstore, they need to contact the bookstore by the timelines established by Highland.
- h. Be responsible for School District Dual Credit Instructors submitting a final course syllabus to the Highland Community College Coordinator of Dual Credit/Outreach by the end of the first week of Highland classes each semester;
- i. Allow the appropriate Highland Community College Academic Dean, Highland Community College faculty member, or College designee access to complete a classroom observation which will be shared with the School District Dual Credit Instructor and Administration. This evaluation shall be limited to the course and the ability of the instructor to deliver quality, rigorous college credit coursework. This evaluation shall not be utilized as part of any school district instructor's performance evaluation under Article 24A of the School Code;
- j. Require all School District Dual Credit Instructors to complete the following steps in accordance with the Highland Community College academic calendar as outlined in Appendix B which is attached hereto and incorporated herein: a midterm grading roster and final grading roster as required by Highland Community College's Enrollment Services office by the specified deadlines for that semester;
- k. Attend an annual mandatory orientation meeting between the School District and Highland Community College to discuss dual credit processes and procedures;
- l. Distribute on the first day of class a course syllabus to each student registered in a dual credit section;
- m. Ensure that unqualified students (those students who do not meet all the course eligibility prerequisites) are not allowed to enroll in the same section with qualified students. All students in the dual credit section must meet Highland Community College prerequisites;
- n. Participate in Highland Community College's periodic assessment of student learning activities;
- o. Provide at their cost a School District Dual Credit Instructor that is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC") and will provide at its cost appropriate academic support to participating students to ensure delivery of quality instruction.
- p. Provide associated instructional costs such as instructional materials and supplies, as needed.
- q. If the School District cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for



expenses associated with their proposed instructional delivery of the dual credit course at the School District.

- r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.

5. It is agreed by the Parties that Highland Community College will:


- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
- d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the School District Dual Credit Instructor;
- e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the School District Dual Credit Instructor and District Administration;
- f. Provide the School District with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
- g. Provide appropriate placement testing to participating students, as required;
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
- i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the School District with the final grade for each participating student at the end of the semester;
- j. Review this MOU annually for accuracy; and
- k. Host an annual orientation meeting between the School District and College to discuss dual credit matters.

6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.

7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.*

8. This agreement will be in effect for the 2019-2020 school year.

Dr. Daniel Woestman

 6/17/19  
\_\_\_\_\_  
High School Superintendent Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College President Date

Karla Maville, President

 6/17/19  
\_\_\_\_\_  
Board of Education Date

\_\_\_\_\_  
\_\_\_\_\_  
Highland Community College Board of Trustees Date

## Appendix A Dual Credit Courses

The following Highland Community College courses will be offered at Belvidere School District as dual credit effective during this agreement: AGOC 180 Principles of Plant Science and AGOC 186 Animal Science.

## Appendix B

### Dual Credit Roster & Grading Procedures

1. High School Dual Credit Instructor sends signed and dated summary class list from their ROAR account to HCC by the College's posted summary class list date. HCC makes class list adjustments based on the submitted summary class list.
2. High School Dual Credit Instructor will enter midterm grades electronically into their ROAR account by the HCC's posted midterm grading deadline. HCC will make any necessary class list adjustments.
3. High School Dual Credit Instructor will send any "Withdrawal" forms to HCC. The Withdraw form can be a Student or an Instructor Initiated form. Forms must be submitted by the posted HCC's Withdrawal deadline. HCC will make adjustments to the class list.
4. High School Dual Credit Instructors will enter final grades electronically into their ROAR account by HCC posted final grading deadline.



**AGENDA ITEM #IX-D-10  
JULY 23, 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 June 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 336573 through 336919 amounting to \$1,038,716.12, Automated Clearing House (ACH) debits W0000536 through W0000541 amounting to \$79,665.12, Other Debits D0000095 amounting to \$59.88, and Electronic Refunds of \$4,499.32, with 10 adjustments of \$1,085.00, such warrants amounting to \$1,121,855.44. Transfers of funds for payroll amounted to \$521,318.41.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,600.24 and Fifth Third Bank in the amount of \$39,374.28 and \$30,690.60. Other Debits for June 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, June 30, 2019**

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$249,766.81	\$416.67	\$0.00	\$250,183.48
FIFTH THIRD	23,266.24	0.00	0.00	23,266.24
UNION LOAN AND SAVINGS	173,048.13	109.18	0.00	173,157.31
<b>TOTAL ASSETS</b>	<b>\$446,081.18</b>	<b>\$525.85</b>	<b>\$0.00</b>	<b>\$446,607.03</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	88,362.99	416.67		88,779.66
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	109.18		97,390.09
1022 HCC SECTION 125 PLAN	23,266.24			23,266.24
<b>TOTAL</b>	<b>\$446,081.18</b>	<b>\$525.85</b>	<b>\$0.00</b>	<b>\$446,607.03</b>

**AGENDA ITEM #X-A**  
**JULY 23, 2019**  
**HIGHLAND COMMUNITY COLLEGE BOARD**  
**FY19**

**TREASURER'S REPORT**  
**COMPARISON OF BUDGET WITH END-OF-YEAR PROJECTIONS**

- The Comparison of Budget with End-of-Year Projections is an estimate of the FY19 results in the Operating Funds.
- As of the end of the fiscal year, the State of Illinois has paid the full amount of allocations for FY19.
- Actual Tuition & Fees revenue is estimated to be about 5.9% less than budgeted. An estimated 6.9% decrease in unrestricted certified credit hours from FY18 and a revenue shortfall of \$194,000 in the Preservation Studies program combine to make up this line item. In addition, revenue from the truck driving and Leadership programs are included.
- Non-governmental gifts and grants include the Foundation's contribution to a portion of the scheduled debt certificate payment and unrestricted gifts. This line also includes the drawdown of \$279,000 from the Matching Grant, and 5% of the Foundation's unrestricted fund balance of \$150,000. At this time, it is projected that the additional draw down of \$175,000 from the Matching Grant approved at the June 25, 2019, Board Meeting will not be requested.
- It is projected that actual total revenue will be about 2.9% or \$435,000 less than the amount budgeted.
- In the Salaries expenditure line item, the actual amount is expected to be about 5.8% lower than budgeted. This is due to positions that were expected to be filled that remained vacant or were filled later in the year than anticipated. In addition, there were positions that experienced turnover during the fiscal year. In conjunction with this, employee benefits are expected to be lower than budgeted.
- The Contractual Services line item is expected to be about 11% lower than budgeted. This line includes instructional service contracts for the Preservation Program, which is related to the enrollment in courses. This line also includes interpreter services for students provided through the Success Center. The number of students needing interpreter services was lower than anticipated.
- The Materials & Supplies line item is under due to instructional supplies, postage, and advertising expenses being lower than anticipated.

- The Conference & Meeting line item is expected to be lower than budgeted. This is based on departmental needs for items such as meeting and travel costs and training.
- The Utilities line item is projected to be slightly below the amount budgeted. The amount budgeted for utilities each year is an average of the prior three years' actual amounts. Again this year, we have scheduled heating/cooling systems according to building occupancy.
- The Capital Outlay line item is expected to be higher than anticipated due to the purchase of instructional equipment and improvements made in several instructional areas. Other line items within various budget centers offset these overages.
- Other Expenditures are expected to be lower than anticipated due to the amount of tuition waivers being less than anticipated and because of the success of the Local Debt Recovery Program.
- The Transfers In/Out line item includes transfers of net investment income from the Working Cash Fund and Lois Mannon fund, and transfers to the Restricted Fund for Summerset and to the Auxiliary Fund to supplement those operations.
- It is projected that total expenditures will be about 5.7% lower than budgeted. The net result for the fiscal year is expected to be an operating surplus of about \$413,000. This amount will likely change as year-end adjustments are made and as the financial results are audited.



AGENDA ITEM #X-A  
JULY 23, 2019  
HIGHLAND COMMUNITY COLLEGE  
FY19

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

Comparison of Budget with End-of-Year Projections

July 1, 2018 - June 30, 2019

<u>REVENUE:</u>	FY19 Adopted Budget	FY19 End-of-Year Projection	Difference	Percent
Local Taxes	\$6,158,721	\$6,220,294	\$61,573	101.0%
Credit Hour Grants	1,139,110	1,139,110	-	100.0%
Equalization	50,000	50,000	-	100.0%
ICCB Career/Tech Education	113,823	113,823	-	100.0%
ICCB Performance	8,800	14,635	5,835	100.0%
CPP Replacement Tax	340,000	390,000	50,000	114.7%
Federal Sources	35,541	50,000	14,459	140.7%
Tuition & Fees	5,514,588	5,190,370	(324,218)	94.1%
Sales & Services	46,550	44,099	(2,451)	94.7%
Facilities Revenue	108,876	100,000	(8,876)	91.8%
Interest on Investments	28,000	95,000	67,000	339.3%
Non-Govt. Gifts, Grants	1,219,131	897,844	(321,287)	73.6%
Miscellaneous	15,000	38,372	23,372	255.8%
 Total Revenue	 \$14,778,140	 \$14,343,547	 (\$434,593)	 97.1%
 <u>EXPENDITURES:</u>				
Salaries	\$9,295,256	\$8,753,987	(\$541,269)	94.2%
Employee Benefits	2,303,681	2,206,989	(96,692)	95.8%
Contractual Services	829,457	730,000	(99,457)	88.0%
Materials & Supplies	934,753	780,000	(154,753)	83.4%
Conference & Meeting	327,761	202,000	(125,761)	61.6%
Fixed Charges	58,151	40,689	(17,462)	70.0%
Debt Certificate Payment	444,131	440,231	(3,900)	99.1%
Utilities	697,101	679,000	(18,101)	97.4%
Capital Outlay	15,597	41,000	25,403	262.9%
Other Expenditures	337,419	245,000	(92,419)	72.6%
Transfers In/Out	(374,574)	(98,070)	276,504	26.2%
 Total Expenditures	 \$14,868,733	 \$14,020,826	 (\$847,907)	 94.3%
 Excess of Revenues Over Expenditures	 (\$90,593)	 \$322,721	 \$413,314	
 Beginning Fund Balance	 3,850,075	 3,850,186		
 Ending Fund Balance	 \$3,759,482	 \$4,172,907		