HIGHLAND COMMUNITY COLLEGE District #519

AGENDA

Board of Trustees Meeting August 27, 2019 – 4:00 p.m. Robert J. Rimington Board Room (H-228) Highland Community College Student/Conference Center Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes: July 23, 2019 Budget Work Session July 23, 2019 Regular Meeting

IV. Conduct of Public Hearing Concerning the Intent of the Board to Sell \$2,150,000 Funding Bonds

- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. <u>Academic</u> (None)
 - B. <u>Administration</u> (None)
 - C. <u>Personnel</u>
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 - 1. Authorization to Enter into Dual Credit Agreements with CareerTEC, Jo Daviess Carroll CTE Academy, and Area High Schools for the 2019 – 2020 Academic Year (Page 3)
 - B. <u>Administration</u>
 - 1. Second Reading New, Revised, and Unchanged Policies: Policy Manual Chapter II – Instruction (Page 4)
 - C. <u>Personnel</u>
 - 1. Appointment: Network Administrator (Page 30)
 - 2. Appointment: Director, Human Resources (Page 31)
 - 3. Revised Job Description: Student Retention Specialist (Page 32)
 - 4. Temporary Compensation and Hours Increase for Coordinator, Business Training (Page 36)
 - 5. Appointment: Coordinator, Career Services (Handout)

- D. Financial
 - 1. Approval of Service Provision Agreement Between New Horizons Counseling Center and Highland Community College for the Provision of Student Mental Health Services (Page 37)
 - 2. Interfund Transfer from the Educational Fund to the Auxiliary Enterprises Fund to Support Expenses in Excess of Revenues in the Auxiliary Enterprises Fund (Page 42)
 - 3. Interfund Transfer from Operations and Maintenance Fund to Operations and Maintenance, Restricted Fund to Support Future Campus Deferred Maintenance, Repairs, or Improvements (Page 43)
 - 4. Approval of Resolution Authorizing Transfer of Interest from Working Cash Fund to Educational Fund for General Purposes (Page 44)
 - 5. Approval of Lease Agreement Between Highland Community College and the Family YMCA of Northwest Illinois for Occupancy of the Child Care and Training Center (Page 47)
 - 6. Approval of Service Road Agreement Between Highland Community College, the Family YMCA of Northwest Illinois, and Freeport School District #145 (Page 56)
 - 7. Payment of Bills and Agency Fund Report (Page 59)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 61)
- B. Student Trustee
- C. Audit and Finance Committee
- D. ICCTA Representative
- E. Board Chair
- F. Administration
- G. Strategic Plan

XII. CLOSED SESSION

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

XIII. ACTION, IF NECESSARY

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

XIV. Old Business

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting September 24, 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

XVII. Adjournment

AGENDA ITEM #IXC-1 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE BOARD

PART-TIME INSTRUCTORS, OVERLOAD, AND OTHER ASSIGNMENTS

RECOMMENDATION OF THE PRESIDENT: That the list of part-time instructors, overload, and other assignments be approved for the 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
	evement Center							
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
Robin	Natanel	1349	PERS036HCC	Beg Tai Chi				\$240.00
Doug	Meyers	1195	PERSO11FCC	Multiplayer App				\$425.00
Doug	Meyers	1197	PERS011HCC	Roblox Makers				\$450.00
Cassidy	Loberg		Project Succe	ed Student Tutor	TBD		\$11.00	TBD
Other Assi	ignments							A 200.00
Ashley	Ahrens		Projection design for Titanic					\$ 200.00
Alexander	Jansen		Lighting design for Titanic					\$ 800.00
Chloe	Jansen		Stage manager for Titanic					\$ 500.00
Almonzo Moore-Oesterreich		Set construction for Titanic					\$ 800.00	
Dashaela	Runkle		Hair and makeup for Titanic					\$ 200.00
Dennis	Palmer		On-site evaluation for auto body		y recertifica	tion		\$ 250.00
Brian	Nissen		Sound design for Titanic					\$ 500.00
Rachel	Leverton		Orchestra for Titanic			-		\$ 300.00
Zack	Parkinson		Orchestra for Titanic			-		\$ 200.00
Joseph	Quiroz		Orchestra for Titanic					\$ 200.00
Jonathan	Cifonie		Orchestra fo	r Titanic				\$ 200.00
Camelot Costumes LLC			Labor for Titanic			-		\$ 5,000.00

AGENDA ITEM #X-A-1 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE BOARD

AUTHORIZATION TO ENTER INTO DUAL CREDIT AGREEMENTS WITH CAREERTEC, JO DAVIESS CARROLL CTE ACADEMY, AND AREA HIGH SCHOOLS FOR THE 2019 - 2020 ACADEMIC YEAR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees authorizes the College President to enter into dual credit agreements for the 2019 – 2020 academic year. The agreements may include, but are not limited to, the following educational institutions: CareerTEC, Jo Daviess Carroll CTE Academy, district high schools including Aquin, Dakota, East Dubuque, Eastland, Forrestville Valley, Freeport, Galena, Lena-Winslow, Orangeville, Oregon, Pearl City, Scales Mound, Stockton, Warren, and West Carroll, and out-of-district high schools including Byron, Belvidere, Belvidere North, and Stillman Valley.

BACKGROUND: The dual credit agreements represent the ongoing relationship and partnership between Highland Community College and CareerTEC, Jo Daviess Carroll CTE Academy, and in- and out-of-district high schools. Through these agreements, we are able to provide a mechanism that allows high school students to enroll in specific classes at their high school, career center, or Highland Community College and simultaneously earn high school and college credit, as approved by each local district. These agreements conform with the guidelines and directive of the Illinois Community College Board.

AGENDA ITEM #X-B-1 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE BOARD

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

<u>RECOMMENDATION OF THE PRESIDENT</u>: That the Board of Trustees approves for second reading the attached new and revised policies in Chapter II of the Policy Manual and affirm for second 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:

Policy #	Change
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.

No additions or revisions have been made since Trustees approved the first reading at their July 23, 2019, regular meeting.

BOARD ACTION: _____

CHAPTER II

INSTRUCTION

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Page & Policy No. Description

- 2.00 Curricular Offerings
- 2.001 Dual Credit Course Offerings
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- 2.03 Oral English Language Proficiency
- 2.04 Curriculum Development
- 2.05 Academic Program Evaluation
- 2.051 Occupational Course Guarantees
- 2.052 Transfer Course Guarantees
- 2.06 Course Syllabi
- 2.07 Instructional Materials
- 2.08 Class Size
- 2.09 Text Selection
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- 2.14 Transfer Program Preparedness
- 2.15 Academic Integrity
- 2.16 Assignment of Schedules
- 2.17 Office Hours for Instructional Staff
- 2.18 Dual Credit Substitute Instructors
- 2.19 Course Credit Hours

2.00 <u>Curricular Offerings</u> (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 2/20/18Reaffirmed)

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 vised 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 <u>Cooperation with District and Area Institutions, Agencies and Persons</u> (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 <u>Curriculum Development</u> (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 <u>process explained in the ICCB program</u> 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, Tthe 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 <u>Course Syllabi</u> (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 <u>Instructional Materials</u> (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 <u>Text Selection</u> (Reaffirmed vised 10/25/16)

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

2.10 <u>Academic Freedom</u> (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 <u>Advisory Committees</u> (Reaffirmed-10/25/16)

1

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.

Highland Community College Policy Manual, Instruction Chapter Prior; revised 9/21/10

Policy 2.12

2.13 <u>Semester Schedules</u> (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 vised 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.

Highland Community College Policy Manual, Instruction Chapter Prior; revised 9/21/10

Policy 2.17

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 12/7/16Reaffirmed)

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 #X-C-1 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE BOARD

APPOINTMENT NETWORK ADMINISTRATOR

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Mr. Kam Merryman as full-time Network Administrator, beginning August 5, 2019, at an annual salary of \$52,420, plus appropriate fringe benefits. This is a full-time, exempt professional position and is within the FY20 budget.

BACKGROUND: Mr. Merryman most recently contracted with World Wide Tech Services at Dow Chemical in Midland, Michigan as a Computer Technician. At Dow he provided exceptional technical support for hardware and software to end users and was responsible for deployment of end user and plant operation workstations. Prior to this position, Mr. Merryman was employed at Michigan Technological University in Houghton, Michigan as an Application Programmer/Analyst for over four years. In this position, he was responsible for card and POS systems management for the campus, as well as the configuration and management of Linux web services. Mr. Merryman graduated from Michigan Technological University with a Bachelor of Science degree in Computer Networking and Systems Administration. While attending Michigan Tech, Mr. Merryman was employed as an intern in the Information Technology Services and Security department for a year and worked as a student worker in the Telcom and Engineering IT departments. During that time, Mr. Merryman coordinated with project leads to revamp campus card technologies, assisted telecommunication engineers to install, test, and repair Ethernet/Fiber/FSO/Coax communication lines, physically installed and repaired various networked equipment, and provided technical support for usability issues and critical site problems for approximately 5,000 end users and 1,500 computers.

With his education, hands-on skills and technical experience, we are pleased to have Mr. Merryman join our ITS team at Highland Community College.

AGENDA ITEM #X-C-2 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE BOARD

<u>APPOINTMENT</u> DIRECTOR, HUMAN RESOURCES

<u>RECOMMENDATION OF THE PRESIDENT</u>: That the Board of Trustees approves the appointment of Ms. Karen Brown as full-time Director, Human Resources, beginning August 15, 2019, at an annual salary of \$97,021, plus appropriate fringe benefits. This is a full-time administrative position and is within the FY20 budget.

BACKGROUND: Ms. Brown was previously employed at OSF Healthcare St. Anthony Medical Center in Rockford, Illinois for over 20 years, most recently as Vice President of Operations. During her tenure at OSF, she also held positions as the Vice President/Chief Operating Officer, Vice President of Human Resources and Operations, and Director of Human Resources. In her role as Vice President of Operations, Ms. Brown's areas of responsibility included Human Resources/Organizational Development, Performance Improvement/Six Sigma, Marketing/Communications, Occupational Health, Patient Experience, Food Service, Facilities/Construction/Environmental Services, Wellness and Strategic Planning. Prior to OSF, Ms. Brown was employed as the Organizational Development Leader at Woods Equipment Company in Rockford, Illinois. She also served as the Director of Human Resources at KSB Hospital in Dixon, Illinois and Kreider Services, Inc., also in Dixon.

Ms. Brown was awarded her Master's in Business Administration from Northern Illinois University in DeKalb, Illinois and obtained her Bachelor of Science in Business Administration/Personnel Management from Truman State University in Kirksville, Missouri. She is certified as a Senior Professional in Human Resources (SPHR) from the Human Resources Certification Institute and Senior Certified Professional (SHRM-SCP) from the Society for Human Resource Management. Currently, Ms. Brown is an instructor for the Human Resources Certification Learning Program at NIU. She has served on numerous community and business boards including Alignment Rockford, Byron Chamber of Commerce, Discovery Center Children's Museum, Friends of the Coronado, and she chaired the Executive Committee for the Workforce Connection Board (WIB). Ms. Brown has been recognized in the community by receiving the YWCA Women of Achievement Business Award, Crusader Community Health Spirit of Caring Award, and the Rockford Chamber of Commerce People You Should Know Award.

Ms. Brown's vast human resources experience, strong leadership skills, and commitment to professional development and continuous learning make her an excellent addition to the HR team and Highland Community College.

AGENDA ITEM #X-C-3 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE

<u>REVISED JOB DESCRIPTION</u> <u>STUDENT RETENTION SPECIALIST</u>

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Student Retention Specialist with placement at range 21 on the Highland Salary Range Table. This is a non-exempt support staff position.

BACKGROUND: This position was previously full-time, but was reduced to part-time (32 hours per week) in 2016 as part of the reduction in force. Since that time, it has been difficult to retain an employee in the position in part due to its part-time nature. After review by Core Cabinet, this position is being advertised as a full-time position. With the increase in hours, the supervisor of the position reviewed the job responsibilities and submitted an updated Position Analysis Questionnaire (PAQ). Revisions included strengthened focus with Early Alert and the Peer Mentoring Program to facilitate increased student retention. This position was reviewed by the Classification and Compensation Review Team, which recommended a change in placement from range level 20 to 21 on the salary range table due to the modification in duties.

Highland Community College Position Description

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

TITLE: Student Retention Specialist*

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

PRINCIPAL DUTIES: (essential functions)

- Assists and supports at-risk students through the Early Alert System. Assesses and assigns cases to appropriate case managers. Facilitate individualized outreach, provide multiple solutions, follow-up and closure of their assigned cases. Monitors the progress of students on watch lists. Acts as a liaison and resource for students to facilitate the use of academic and support programs.
- Schedules, administers<u>Administers</u> and proctors various HCC course exams as well as specialty exams such as Pearson VUE, CLEP, DSST and Kaplan. Oversees and executes the functions of the Testing Center in the Coordinator, Testing Center's absence. Serves as backup for the placement testing data upload <u>process</u> and verifies data.
- Provides assistance to students with disabilities by administering and proctoring course exams and placement testing accommodations, following up with students to provide support and encouragement.
- Assists in the planning and delivery of placements tests for Dual Credit and Quick Start.
- Provides assistance to students with disabilities by administering and proctoring course exams and placement testing accommodations, following up with students to provide support and encouragement, and providing educational information to faculty and staff about services available to students with disabilities. Trains students in the use of adaptive equipment and schedules Disability Services testing.
- Serves as back-up for testing data upload process, and assists<u>Assists</u> with departmental activities.
- Communicates verbally and in-writing with students and prospective students regarding the enrollment process; appropriately communicates to specialists in Financial Aid, Advising, Success Center and other College departments as appropriate. Proactively responds to and follows up on student inquiries.
- Provides administrative support to Success Center staff such as course evaluation processing, syllabi management using CurricUNET, entering course semester schedules in Banner, preparing faculty contracts, and PTK support. Submits and receives purchase orders and invoices.
- Assists the Success Center staff in educating students of the services available to them in Learning Services.
- <u>May coordinateCoordinates</u> the peer mentor program by supervising peer mentors, pairing mentors and mentees based on their needs, developing support plans for mentees, and guiding mentors to help students succeed.
- May be required to assist at the Student Services area on a rotational schedule.
- May be required to flex weekly hours as needed to cover the Testing Center during the day and/or evenings.
- May be required to serve on various committees or employee work groups.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

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

Knowledge of principles and practices of office administration.

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

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

Knowledge of computer operations and software applications.

Knowledge of principles, practices and processes of testing.

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

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

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

Knowledge of utilizing data to make informed decisions.

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

Skill in operating office equipment, computers and software applications.

Skill in maintaining confidential information.

Skill in communicating effectively verbally and in writing.

Skill in establishing and maintaining effective relationships with a diverse population of coworkers and others.

Skill in responding professionally, effectively and efficiently to customer service requests. Skill in interpreting policies and procedures regarding the enrollment process, testing processes and record keeping.

Skill in responding to inquiries.

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

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

REQUIRED LICENSE/CERTIFICATION: Certified to administer Pearson VUE, CLEP and DSST within three (3) months of hire.

REPORTS TO: Director, Learning and Transitional Education Services

APPOINTED BY: President.

EMPLOYEE CATEGORY: Classified **FLSA CLASSIFICATION:** Non-Exempt

Adopted 12/20/11 Student Retention Specialist CLASS CODE: 4813

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JOB SERIES/FAMILY: Student Support Services Series/Student Support Services Group LAST REVISED: 02/19/19-08/27/19 *Pending Board Approval

TEMPORARY COMPENSATION AND HOURS INCREASE FOR COORDINATOR, BUSINESS TRAINING

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves a temporary increase in compensation of \$158.32 per pay period (based on 28 hours per week) for Ms. Rebecca Anderson, Coordinator, Business Training effective August 14, 2019. In addition, Ms. Anderson's hours will increase from 28 hours per week to full-time status. This temporary increase in hours and compensation will continue until November 9, 2019 or an individual is hired to coordinate the Lifelong Learning Program, if sooner.

BACKGROUND: The Coordinator, Lifelong Learning Program resigned effective July 18, 2019, and the position has not been filled. The next few months are a critical time in planning the schedule for Spring Lifelong Learning classes. In addition to serving as the Coordinator, Business Training, Ms. Anderson has been employed in a secondary assignment as a Lifelong Learning Program Specialist. As noted above, the recommended increase will be effective August 14, 2019, and will end on November 9, 2019, or on the first day of employment of the individual hired to coordinate the Lifelong Learning Program, whichever comes first. The temporary assignment will be re-evaluated if there is a need to extend it past the time frame listed.

AGENDA ITEM #X-D-1 AUGUST 27, 2019 HIGHLAND COMMUNITY COLLEGE

APPROVAL OF SERVICE PROVISION AGREEMENT BETWEEN NEW HORIZONS COUNSELING CENTER AND HIGHLAND CONMMUNITY COLLEGE FOR THE PROVISION OF STUDENT MENTAL HEALTH SERVICES

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the agreement between Highland Community College and New Horizons Counseling Center for the provision of student mental health assessments, crisis counseling, consultation and training at a rate of \$100.00/hour for a minimum of 10 hours per week and a maximum of 15 hours per week while classes are in session during FY20.

BACKGROUND: Highland Community College opened a campus counseling center in 2009 in response to an identified need for behavioral health services. During the summer 2019 semester, Highland conducted a request for proposals process with the goal of selecting a provider for mental health services, including crisis counseling and mental health assessment for Highland students. The provider plays an important role in prevention education and mental health awareness activities. The counselor assigned to Highland also participates as a member of the Behavioral Intervention Team in conducting threat assessment.

The attached service provision agreement stipulates that a licensed clinical professional counselor (LCPC) will be located on Highland's campus 10 to 15 hours per week while classes are in session for the Fall 2019 and Spring 2020 semesters. This agreement has been incorporated into the College's risk management plan. Release and informed consent forms, in addition to an HCC referral form, will allow the LCPC to execute services and communicate with appropriate Highland staff while remaining compliant with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). This agreement will be reviewed at the end of the Spring 2020 semester. These services will continue to be funded through the Tort fund.

The request for proposals was mailed to 10 service providers in the area and advertised on the Highland web site and in the local media. Two proposals were submitted to the Behavioral Intervention Team for review. Both providers met the requirements of the institution. Proposed per hour fees are outlined below:

PROVIDERS	PER HOUR FEE PROPOSED
New Horizons Counseling Center	\$100.00/hour
FHN Family Counseling Center	\$110.00/hour

BOARD ACTION:

HIGHLAND COMMUNITY COLLEGE

SERVICE PROVISION AGREEMENT

Between New Horizons Counseling Center and Highland Community College

Highland Community College ("HCC") and New Horizons Counseling Center ("Center") enter into this Agreement for the Center to provide: (a) mental health assessment services, (b) crisis intervention, and (c) training on the HCC Campus. This Agreement shall commence on the 19th day of August, 2019, and expire on the 13th day of May, 2020.

HCC WILL:

- Pay one hundred dollars (\$100.00) per hour for ten (10) hours per week up to but not to exceed fifteen (15) hours per week for the services of a Licensed Clinical Professional Counselor ("LCPC"); however, in the event of a Catastrophic Situation (as defined below), the hours and reimbursement for the hours may exceed the fifteen (15) hours per week. In the event NHCC is not able to provide services that week, HCC will not be billed
- Provide a calendar of the college semester including days classes are in session and holidays;
- Provide the LCPC access to an HCC E-mail Account with electronic calendar, telephone with private voicemail, office space, computer, and a locked filing cabinet during the hours the LCPC is present on campus;
- Coordinate and schedule individual student meetings for the Center staff during work hours on HCC's Campus as needed;
- Provide access to a copier;
- Provide a written waiver form following FERPA Guidelines that allows HCC to receive risk, assessment, and progress reports from the Center; and
- Meet mid-contract with the Center's administrators to discuss the agreement and service provision for possible improvement revisions.

CENTER WILL:

- Provide a qualified, consistent LCPC who has knowledge of college student issues and stressors to be available to HCC Students, staff and faculty, and work to develop relationships within the College Community;
- Provide ten (10) hours per week up to but not to exceed fifteen (15) hours per week for the services of a Licensed Clinical Professional Counselor ("LCPC"); however, in the event of a Catastrophic Situation (as defined below), the hours and reimbursement for the hours may exceed the fifteen (15) hours per week. In the event NHCC is not able to provide services that week, HCC will not be billed;
- Provide a schedule of work hours during the time classes are scheduled;

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- Provide (in the following priority order) individual mental health and crisis assessments for HCC Students; consult with members of the HCC faculty and staff for the purposes of discussing concerns about HCC's Students; participate in Behavioral Intervention Team meetings and provide threat assessment consultation to the group; plan, develop and deliver trainings and informational in-service sessions for faculty, staff and HCC Students as determined in collaboration with the HCC Behavioral Intervention Team Members and Administrators;
- Refer students for crisis intervention and referral services;
- Inform students of the options for obtaining mental health services in the local area and make available information about local service providers including the Center. Explain payment options as needed upon referral to improve access to services;
- Obtain a written Release in the form attached as Exhibit "A", in accordance with HIPAA Guidelines, and the Illinois Mental Health and Confidentiality Act that allows the Center to communicate with HCC about a student's progress or referral;
- Prior to providing individual mental health and crisis assessments for HCC Students, obtain an Informed Consent in the form attached as Exhibit "B";
 - <u>NOTE</u>: The Illinois Statues allow providers to:
 - Provide five (5) forty-five (45) minute outpatient counseling sessions to any minor student, aged 12 through 17, at the Center without parental or guardian consent at no cost to the minor student and/or the minor student's parents or guardian, and without disclosure to the minor student's parents or guardian pursuant to 405 ILCS 5/3-501, unless consented to by the minor student;
- Purchase and maintain the malpractice insurance coverage required to provide these services;
- Meet mid-contract with HCC administrators to discuss the agreement and service provision for possible improvement revisions;
- Act as an immediate responder to provide mental health services on campus in the event that HCC would experience a catastrophic situation affecting the campus community. Catastrophic Situation shall be defined as: Emergency or Disaster Response ("Catastrophic Situation"). In the event a Catastrophic Situation would occur, the Center's responder(s) may be a different staff member than the individual providing regular services to HCC. HCC will contact the director of NHCC by phone and request critical incident services. In such case it may be necessary for NHCC to exceed the maximum of fifteen (15) hours of mental health services per week, which HCC will agree to compensate NHCC.
- Consult with HCC administrators to assist in the development of an emergency response plan for the provision of mental health services should HCC experience a catastrophic event. Provide assistance in the coordination of such services with other providers should an event take place.
- Provide student with 1.5 hour initial assessment with the possibility of three more 1 hour sessions. After four sessions, the center will make arrangements for the student to continue care at NHCC, or another prover, and bill the students insurance or find the student other resources to assist with payment. If the center cannot find the appropriate resources, they will let HCC know and HCC will determine if student needs to continue being seen at the college's expense.
- Respond to email and phone messages from students at the <u>counseling@highland.edu</u> address and phone in a timely manner.

OWNERSHIP OF MEDICAL RECORDS

HCC and Center agree as follows:

- Adhere to all relevant standards of best practice of the counseling profession regarding release of information, mandated reporting, confidentiality, treatment planning, service delivery, and record keeping;
- NHCC will provide documentation to appropriate college officials if risk of harm to student or others warrants, appropriate release of information is signed, and in accordance with the state of Illinois Confidentiality Act and HIPAA regulations.
- NHCC will maintain the appropriate documentation, record keeping protocol, and confidentiality of student mental health records.

INVOICING AND PAYMENT FOR SERVICES

HCC will be invoiced monthly including hours worked, a general description of services provided, and a number of individuals served. Invoices will be sent to the following individual at the following address:

Highland Community College VP, Student Development 2998 West Pearl City Road Freeport, IL 61032.

• Services shall be paid for by HCC to Center within thirty (30) days of invoicing.

NOTICES

Notices required herein shall be considered effective when delivered in person or when sent by United States Mail, postage prepaid, return receipt requested, and addressed to:

HCC:

Highland Community College Attention: Vice President of Student Development and Support Services 2998 W. Pearl City Road Freeport, Illinois 61032

CENTER:

New Horizons Counseling Center Attention: Executive Director 34 North Whistler Avenue Freeport, IL 61032 • This agreement can be changed or terminated entirely or in part by either party following a 30 day written notice. Written notice of termination or change of this agreement should be sent to the principal signatories.

GOVERNING LAW

This Agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the internal laws of the State of Illinois without regard to its choice of law rules. Stephenson County, Illinois, shall be the sole and exclusive venue for any proceeding as between the parties in connection with this Agreement.

INDEMNIFICATION

HCC and Center agree to indemnify and hold harmless each other, and their respective employees and agents, against any and all liability, losses or damages or any expenses whatsoever as a result of claims, demands, damages, costs or judgments against HCC or Center that may arise in connection with the terms and conditions of this Agreement.

HIGHLAND COMMUNITY COLLEGE

NEW HORIZONS COUNSELING CENTER

BY:

BY:	
Print Name: Tim Hood	
As: President	
Date:	

Print Name: Barry Klaung As: Executive Director Date:

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INTERFUND TRANSFER FROM THE EDUCATIONAL FUND TO THE AUXILIARY ENTERPRISES FUND TO SUPPORT EXPENSES IN EXCESS OF REVENUES IN THE AUXILIARY ENTERPRISES FUND

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Educational Fund to the Auxiliary Enterprises Fund in the amount of \$65,000 to support expenses in excess of revenues in the Auxiliary Enterprises Fund.

BACKGROUND: The Auxiliary Enterprises Fund includes as a revenue source the J. Rosemary Shockey Bookstore, the per credit hour student activity fee, the cafeteria, ticket sales for athletic and certain Fine Arts events, as well as miscellaneous revenue collected by student organizations or activities. Expenses in the Auxiliary Enterprises Fund include costs to operate the bookstore and cafeteria, as well as costs of athletic teams, certain Fine Arts events and clubs, student government and clubs, academic teams, and student activities. For FY19, the revenues in the Auxiliary Enterprises Fund exceeded the expenses by \$128,000. Support from the College's operating funds in the amount of \$65,000 results in an ending fund balance in the Auxiliary Fund equal to \$191,500, which is 15% of the expenses in that fund. This transaction will be included in the College's fiscal year 2019 financial records.

BOARD ACTION:

INTERFUND TRANSFER FROM OPERATIONS AND MAINTENANCE FUND TO OPERATIONS AND MAINTENANCE, RESTRICTED FUND TO SUPPORT FUTURE CAMPUS DEFERRED MAINTENANCE, REPAIRS, OR IMPROVEMENTS

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the transfer of funds from the Operations and Maintenance Fund to the Operations and Maintenance, Restricted Fund in the amount of \$60,000 to support future campus deferred maintenance, repairs, or improvements.

BACKGROUND: The Operations and Maintenance, Restricted Fund accounts for deferred maintenance, unplanned repairs and/or improvements, and bond and Protection, Health and Safety projects. The fund balance in this fund has been utilized in recent fiscal years to support operations. The recommended transfer of \$60,000 will restore a portion of the fund balance and provide for future needs. This transaction will be included in the College's fiscal year 2019 financial records.

BOARD ACTION: _____

APPROVAL OF RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM WORKING CASH FUND TO EDUCATIONAL FUND FOR GENERAL PURPOSES

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the transfer of interest from the Working Cash Fund to the Educational Fund for general purposes, in the amount of \$160,238.76 for FY19, under 110 ILCS 805/3-33.6 of the Public Community College Act of the State of Illinois.

BACKGROUND: The law states that monies earned as interest from the investment of the working cash fund, or any portion thereof, may be transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund of the district without any requirement of repayment to the Working Cash Fund, upon the authority of the Board by separate Resolution directing the treasurer to make such transfer and stating the purpose therefor.

BOARD ACTION:

BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE DISTRICT 519

RESOLUTION AUTHORIZING TRANSFER OF INTEREST FROM WORKING CASH FUND TO EDUCATIONAL FUND FOR GENERAL PURPOSES

WHEREAS, Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois (the "District") is presently authorized pursuant to Section 3-33.6 of the Public Community College Act, 110 ILCS 805/3-33.6, to transfer monies earned as interest from the investment of the Working Cash Fund, or any portion thereof, to the Educational Fund of the District; and

WHEREAS, the Working Cash Fund of the District presently contains interest earnings in an amount not less than \$160,238.76, which the District desires and intends to transfer to the Educational Fund for general purposes.

NOW, THEREFORE, be it and it is hereby resolved by this Board of Trustees of Community College District 519, Stephenson, Ogle, Jo Daviess and Carroll Counties, Illinois as follows:

<u>Section 1</u>: The recitals to this resolution are found and determined to be true and correct and are incorporated by reference herein.

Section 2: The Treasurer of the District is hereby authorized and directed to transfer interest earnings in the amount of \$160,238.76 from the Working Cash Fund to the Educational Fund of the District, which transfer of funds shall not be subject to repayment and shall be used for general purposes, including but not limited to supporting instructional programs.

Section 3: This Resolution shall be in full force and effect upon its adoption.

	ADOPTED th	is day of August, 2019, by the following roll call vote upon the motion
of		, seconded by
	YES:	
	NO:	
	ABSENT:	

Chairman, Board of Trustees

Attest:

Secretary, Board of Trustees

APPROVAL OF LEASE AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE AND THE FAMILY YMCA OF NORTHWEST ILLINOIS FOR OCCUPANCY OF THE CHILD CARE AND TRAINING CENTER

RECOMMENDATION OF THE PRESIDENT: It is the recommendation of the President that the Board of Trustees approves the attached lease agreement with the Family YMCA of Northwest Illinois for occupancy of the Child Care and Training Center at the following monthly rates:

Time Period	Amount per Month
July 1, 2019 – June 30, 2020 (FY20)	\$875
July 1, 2020 – June 30, 2021 (FY21)	\$890

BACKGROUND: The recommendation provides for the renewal of the lease agreement with the YMCA for a two-year period. The lease includes maintenance of the structural parts of the building, the parking lots, driveways, and sidewalks, plumbing infrastructure, and electrical and HVAC systems. The YMCA is responsible for 90% and HCC 10% of certain utilities and maintenance. The YMCA is responsible for 100% of utilities, custodial supplies and services, and telephone and computer services and equipment.

BOARD ACTION:

Highland Community College and YMCA Child Care and Training Center Agreement

This Lease Agreement (this "Lease") is effective July 1, 2019, by and between Highland Community College ("HCC"), and Family YMCA of Northwest Illinois ("YMCA"). The parties agree as follows:

WHEREAS, HCC and the YMCA initially entered into a lease/use agreement for the building located at 2998 W. Pearl City Road, Freeport, Illinois 61032 on May 2, 2001; and

WHEREAS, HCC and the YMCA have amended the lease on three prior occasions and the parties have been satisfied with the working relationship between the parties; and

WHEREAS, HCC has requested execution of a new lease agreement reflecting the nature of the relationship on a going-forward basis. Now therefore it is herein agreed as follows:

PREMISES. HCC, in consideration of the lease payments provided in this Lease and of the covenants and agreements to be performed by YMCA as set forth herein, leases to YMCA Child Care and Training Center located on the Campus of Highland Community College (the "Premises") located at 2998 W. Pearl City Road, Freeport, Illinois 61032.

LEGAL DESCRIPTION. A depiction of the Premises is attached as *Exhibit A* hereto. Either party, as its option, may at its own expense cause a legal description of the Premises to be prepared, and such legal description shall be incorporated into this Lease, subject to reasonable objection of the other party.

TERM. The lease term will begin on July 1, 2019 and will terminate on June 30, 2021.

LEASE PAYMENTS. YMCA shall pay to HCC lease payments as indicated in the following table, payable on the first day of each month to HCC at 2998 W. Pearl City Road, Freeport, IL 61032, which address may be changed from time to time by the HCC.

Time Period	Amount per Month
July 1, 2019 – June 30, 2020	\$875
July 1, 2020 – June 30, 2021	\$890

POSSESSION. YMCA shall be entitled to continue possession on the first day of the term of this Lease, and shall yield possession to HCC on the last day of the term of this Lease, unless otherwise agreed by both parties in writing or in the event of earlier termination as provided herein. At the expiration of the term, YMCA shall remove its goods and effects and peaceably yield up the Premises to HCC in as good a condition as when delivered to YMCA, ordinary wear and tear excepted.

USE OF PREMISES. YMCA may use the Premises only for the provision of child care and related services. The Premises may be used for any other purpose only with the prior written consent of HCC, which shall not be unreasonably withheld. YMCA shall notify HCC of any anticipated extended absence from the Premises not later than the first day of the extended absence.

HCC will have preferred use of all observation areas (rooms 18, 23, 29, and 24 on Exhibit A), and one drop off/classroom (room 33 on Exhibit A). HCC will have shared use of the staff lounge (room 5 on Exhibit A) corridors, and restrooms.

Use of shared areas and specific areas will be outlined in attachment and be reviewed on an annual basis. See *Exhibit A*.

PARKING. YMCA shall be entitled to parking privileges as consistent with HCC Campus parking regulations.

PROPERTY INSURANCE. HCC shall obtain and maintain a comprehensive fire and extended coverage and casualty insurance policy on the premises with a reputable insurance company, insuring the premises against any damage by fire or other casualty in an amount and on terms which are acceptable to HCC. HCC shall be the named insured on the policy and shall receive all payments in the event of a loss and YMCA shall have no interest therein.

HCC and YMCA shall each procure and maintain at their own expense insurance on the contents and tangible personal property owned by each party which are in the subject premises.

LIABILITY INSURANCE. YMCA shall maintain comprehensive general liability insurance on the Premises in an amount not less than \$1,000,000.00, combined single limit per occurrence. On an annual basis, YMCA shall deliver certificates of insurance, or at HCC's option, copies of insurance policies to HCC as proof that adequate insurance is in force issued by companies reasonably satisfactory to HCC. HCC shall receive sixty (60) days advance written notice from the insurer prior to any termination of such insurance policies. HCC shall be named as an additional insured on all such policies.

RENEWAL TERMS. This Lease may be renewed by YMCA for an additional one (1) year period by providing written evidence to HCC no later than 120 days prior to the expiration of the current term. In the event of such renewal, all terms hereof shall remain in full force and effect.

TERMINATION. YMCA may terminate this lease upon 180 days prior notice in the event that YMCA determines, in good faith and in its reasonable judgment, that YMCA's continued operations upon the Premises are not economically feasible. It is understood that this right to termination shall *not* constitute a right to termination for convenience, and that such right shall accrue only in the event that YMCA can clearly demonstrate the economic unfeasibility of its continuing operations on the Premises. In the event of Termination under this section, YMCA shall be liable for rental payments pro-rated through the date of termination, in addition to any other costs or charges incurred through the date of termination.

OBLIGATIONS. HCC's obligations for maintenance shall include:

- the roof, outside walls, and other structural parts of the building
- the parking lot, driveways, and sidewalks
- snow and ice removal up to 20 feet away from the entrances to the building
- the sewer, water pipes, and other matters related to plumbing
- the electrical wiring and systems
- the HVAC system
- all other items of maintenance not specifically delegated to YMCA under this Lease.

YMCA's obligations for maintenance shall include:

- reasonable and customary cleanliness
- all custodial supplies and services
- snow and ice removal within 20 feet from the entrances to the building

COST SHARING. YMCA shall be responsible for 90% and HCC shall be responsible for 10% of charges for the following utilities and services. HCC shall arrange and pay for the following utilities and services in connection with the Premises subject to the YMCA's obligation to reimburse it for 90% of the costs for said services:

- electricity
- water and sewer
- maintenance services performed by a contractor
- refuse disposal
- maintenance supplies
- Campus computer system wiring

YMCA shall be responsible for 100% of charges for the following utilities and services. YMCA shall arrange and make payment for the following utilities and services in connection with the Premises:

- custodial services
- custodial supplies
- telephone service
- administrative computers and equipment for child care

Any changes to above in this section must be agreed to in writing by YMCA and HCC.

DESTRUCTION OR CONDEMNATION OF PREMISES. If, other than through the acts or omissions of the YMCA's employees and/or agents, the Premises are partially destroyed by fire or other casualty to an extent that prevents the conducting of YMCA's use of the Premises in a normal manner, and if the damage is reasonably repairable within sixty days after the occurrence of the destruction, HCC shall repair the Premises and a just proportion of the lease payments shall abate during the period of the repair according to the extent to which the Premises have been rendered untenable. However, if the damage is (a) not repairable within sixty days;(b) if HCC is prevented from repairing the damage by forces beyond HCC's control; or (c) if the property is condemned, this Lease shall terminate upon twenty days' written notice of such event or condition by either party and any unearned rent paid in advance by YMCA shall be apportioned and refunded to it. YMCA shall give HCC immediate notice of any damage to the Premises, but in no event

longer than 24 hours from the date of damage or incident. If the premises are damaged due to the negligent acts or omissions of the YMCA's employees and/or agents, the lease payments shall not abate during any period of repair or as a result of condemnation.

DEFAULTS. YMCA shall be in default of this Lease if YMCA fails to fulfill any lease obligation or term by which YMCA is bound. Subject to any governing provisions of law to the contrary, if YMCA fails to cure any financial obligation within 30 days after written notice of such default is provided by HCC to YMCA, HCC may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing HCC's rights to damages. In the alternative, HCC may elect to cure any default and the cost of such action shall be added to YMCA's financial obligations under this Lease. YMCA shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by HCC by reason of YMCA's defaults. All sums of money or charges required to be paid by YMCA under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

In the event of a default by HCC, YMCA shall give HCC thirty (30) days' written notice of the default and if HCC fails to cure the default within said time period, YMCA shall have all remedies available under the terms of this Lease or Illinois law. In the event of such default by HCC, HCC shall pay all costs, damages and expenses (including reasonable attorney's fees and costs) suffered by YMCA by reason of the HCC default.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

REMODELING OR STRUCTURAL IMPROVEMENTS. YMCA shall have the obligation to conduct any construction or remodeling (at YMCA's expense) that may be required to use the Premises as specified above. YMCA may also construct such fixtures on the Premises (at YMCA's expense) that appropriately facilitate its use for such purposes. Such construction shall be undertaken and such fixtures may be erected only with the prior written consent of the HCC which shall not be unreasonably withheld. YMCA shall not install awnings or advertisements on any part of the Premises without HCC's prior written consent. At the end of the lease term, YMCA shall be entitled to remove (or at the request of HCC shall remove) such fixtures, and shall restore the Premises to substantially the same condition of the Premises at the commencement of this Lease. Costs associated with approved remodeling or constructions will be the obligation of the YMCA unless otherwise negotiated with HCC. YMCA shall submit plans and specifications for HCC's approval prior to carrying out any remodeling or construction on the Premises, and shall conform with HCC's reasonable requirements for such construction, including code compliance, contractor insurance, and production of required lien waivers.

ACCESS BY HCC TO PREMISES. Subject to YMCA's consent (which shall not be unreasonably withheld), HCC shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, YMCAs or workers. However, HCC does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, HCC may enter the Premises without YMCA's consent.

INDEMNITY REGARDING USE OF PREMISES. To the extent permitted by law, YMCA agrees to indemnify, hold harmless, and defend HCC from and against any and all losses, claims, liabilities, and expenses, including reasonable attorney fees, if any, which HCC may suffer or incur in connection with YMCA's possession, use or misuse of the Premises, except HCC's act or negligence.

DANGEROUS MATERIALS. YMCA shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of HCC is obtained and proof of adequate insurance protection is provided by YMCA to HCC.

COMPLIANCE WITH REGULATIONS. YMCA shall promptly comply with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, and the fire insurance underwriters. However, YMCA shall not by this provision be required to make alterations to the exterior of the building or alterations of a structural nature.

EMERGENCY COMMUNICATION COORDINATION. HCC and the YMCA shall coordinate communication in case of HCC and/or YMCA emergencies.

MECHANICS LIENS. Neither the YMCA nor anyone claiming through the YMCA shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, YMCA agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the YMCA.

SUBORDINATION OF LEASE. This Lease is subordinate to any mortgage that now exists, or may be given later by HCC, with respect to the Premises.

ASSIGNABILITY/SUBLETTING. YMCA may not assign or sublease any interest in the Premises, nor effect a change in the majority ownership of the YMCA (from the ownership existing at the inception of this lease), nor assign, mortgage or pledge this Lease, without the prior written consent of HCC.

NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

HCC:

Highland Community College 2998 W. Pearl City Road Freeport, IL 61032

YMCA:

YMCA of Northwest Illinois 2998 W. Pearl City Road Freeport, IL 61032

Such addresses may be changed from time to time by either party by providing notice as set forth above. Notices mailed in accordance with the above provisions shall be deemed received on the third day after posting.

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Illinois.

ENTIRE AGREEMENT/AMENDMENT. This Lease Agreement contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment. During the year prior to the end of this Lease, representatives from HCC and YMCA will develop and implement continuing options for sharing the cost of operation of the premises beyond term of this lease. This agreement shall reflect and be consistent with other such agreements currently in effect between HCC and YMCA.

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

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

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

HCC: Highland Community College

By:

Mr. Tim Hood, President Date:

YMCA: YMCA of Northwest Illinois

Date:

By: ______ Rich Haight, Executive Director

Exhibit A



APPROVAL OF SERVICE ROAD AGREEMENT BETWEEN HIGHLAND COMMUNITY COLLEGE, THE FAMILY YMCA OF NORTHWEST ILLINOIS, AND FREEPORT SCHOOL DISTRICT #145

<u>RECOMMENDATION OF THE PRESIDENT</u>: It is the recommendation of the President that the Board of Trustees enters into an agreement with the Family YMCA of Northwest Illinois and Freeport School District #145 for use, maintenance, and funding of the upkeep of the service road owned by the College.

BACKGROUND: The recommendation provides for the renewal of the agreement with the Family YMCA of Northwest Illinois and Freeport School District #145 for a three-year period. The College is responsible for ingress to and egress from facilities used by both entities, as well as normal maintenance, snow plowing, lighting, and availability of parking lots. The YMCA and Freeport School District #145 are responsible for making an annual contribution of \$5,000 for the cost of major repairs or repaying of the service road.

BOARD ACTION:

AGREEMENT

AGREEMENT made effective July 1, 2019, by and between **Community College District** #519, Counties of Stephenson, Ogle, JoDaviess and Carroll (Highland Community College, hereinafter referred to as "HCC"); the **Family YMCA of Northwest Illinois** (hereinafter referred to as "YMCA"); and **Freeport School District** #145 (hereinafter referred to as "District #145").

Recitals

- A. HCC and YMCA jointly operate a sports complex on HCC's campus. Vehicular access to the complex is over a service road owned and maintained by HCC.
- B. District #145 owns and conducts activities in the Jones-Farrar Magnet School on land adjoining the HCC campus. Persons traveling to and from the Jones-Farrar Magnet School also use the HCC service road.
- C. In the past, maintenance of the service road has been the subject of an informal agreement between these parties and others whereby organizations benefiting from the service road have contributed to its maintenance by annual payments to HCC. The parties now wish to reduce their understandings with regard to maintenance of this service road to writing.

Agreement

1. **Term.**

The term of this Agreement shall begin on July 1, 2019, and expire on June 30, 2022.

2. Obligations of HCC.

HCC agrees to provide/perform for the YMCA and District #145 the following:

- a) Ingress to and egress from the sports facility and the Jones-Farrar Magnet School over the service road which circles the HCC campus;
- b) Normal maintenance of the service road, including snow plowing;
- c) Street lights along the perimeter of the service road; and
- d) Use of HCC parking lots for overflow parking by YMCA patrons and guests of District #145.

3. Obligations of YMCA and District #145.

In consideration for the benefits it is to derive under this arrangement, YMCA and District #145 each agree to make an annual contribution of Five Thousand Dollars (\$5,000.00) to be set aside in a separate fund to be used for the cost of maintenance, repairs or repaving the HCC service road. This annual contribution shall be paid to HCC and due in advance on July 1 of each year, beginning July 1, 2019. Contributions not paid within 30 days of the date due shall bear interest at the rate of 10% per annum until paid. These annual contributions shall be set aside and accumulated until needed for major repairs or repaving. HCC shall have the sole discretion to determine when major repairs/repaving are required.

4. Legal Fees, Etc.

Should legal action be taken to construe or enforce the terms of this Agreement, the substantially prevailing party shall be entitled to recover its reasonable legal fees, court costs and related expenses from the losing party and the court having jurisdiction of the matter shall be authorized and empowered to fix the amount of the same and to enter judgment therefor.

5. Amendments.

No amendment to this Agreement shall be valid unless in writing and signed by an authorized representative of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement effective the day and year first set forth above.

HIGHLAND COMMUNITY COLLEGE

By

President

FAMILY YMCA OF NORTHWEST ILLINOIS, INC.

By

President

FREEPORT SCHOOL DISTRICT #145

By _____

Superintendent

PAYMENT OF BILLS AND AGENCY FUND REPORT

<u>RECOMMENDATION OF THE PRESIDENT</u>: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the July 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 336920 through 337339 amounting to \$1,038,626.29, Automated Clearing House (ACH) debits W0000542 through W0000545 amounting to \$14,465.94, Other Debits D0000096 amounting to \$32.36, and Electronic Refunds of \$39,936.97, such warrants amounting to \$1,093,061.56. Transfers of funds for payroll amounted to \$866,795.44.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$14,465.94. Other Debits for July consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. Financial Aid disbursed Pell in July. July had three payrolls.

HIGHLAND COMMUNITY COLLEGE AGENCY FUND Balance Sheet, July 31, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK FIFTH THIRD	\$265,183.48 19,127.15	\$416.67 0.00	\$0.00 0.00	\$265,600.15 19,127.15
UNION LOAN AND SAVINGS	173,171.12	0.00	0.00	173,171.12
TOTAL ASSETS	\$457,481.75	\$416.67	\$0.00	\$457,898.42
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS1012 FORENSICS SCHOLAR1013 INTEREST ON INVEST.1014 TRUSTS AND AGENCIES	0.00			0.00
1015 CARD FUND	56,620.09			56,620.09
1016 DIST #145 ROAD AND LOT 1017 HCC ROAD AND LOT	94,197.03			94,197.03
1017 HEC ROAD AND LOT 1018 YMCA ROAD AND LOT	88,779.66	416.67		89,196.33
1018 TMCA ROAD AND DOT 1019 YMCA BLDG/MAINT	37,131.79		3	37,131.79
1019 HMCA BLDG/MAINT	64,222.13			64,222.13
1020 IICC BLOGAMATICA 1021 YMCA/HCC INTEREST	97,403.90			97,403.90
1021 HMCANCE INTEREST 1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$457,481.75	\$416.67	\$0.00	\$457,898.42

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

FY19 Operating Funds as of June 30, 2019

- The FY19 reports include unaudited year-to-date figures as of June 30, 2019. It is possible that adjustments may occur as part of the annual audit, which is currently underway.
- The District's EAV increased from tax year 2017 to 2018 by 2.8%. The budget included a 1.5% increase. Local tax revenue for FY19 is about \$62,000 more than budgeted (1%).
- State funding amounted to a total of \$1,317,568, which is \$5,800 more than budgeted. The state has paid the College in full for FY19.
- Tuition & Fees revenue is about 6.4% less than budgeted. The budgeted revenue was based on a tuition rate of \$141 and level enrollment from FY18 in unrestricted certified credit hours. Actual unrestricted certified credit hours appear to have decreased by about 7% from FY18. Additionally, the Preservation Program tuition revenue was budgeted at \$218,000 with actual tuition revenue as of June 30, 2019, amounting to \$24,000 (-89%).
- Non-governmental Gifts and Grants includes the payment received from the Foundation fundraising efforts to make the scheduled payments on the debt certificates used to finance the Nursing Wing and Wind Turbine Technician facility. In addition, the Foundation provided the College with \$178,612 in gifts to the Operating Funds and a \$279,000 draw down from the Matching Fund.
- Overall, total Operating Funds revenue was about 3% (\$439,843) less than the amount budgeted.
- In the Salaries expenditure line item, the actual amount spent was about 5.9% lower than budgeted. This is due to open positions and positions that were filled later in the year than anticipated. In conjunction with this, employee benefits are lower than budgeted.
- The Materials & Supplies line item, Contractual Services line item, and the Conference & Meeting line item are lower than budgeted. This is based on departmental needs for items such as contractual instruction, instructional supplies, consultants, publications & dues, advertising, travel costs, and training. Budget managers have done a great job throughout the year managing resources and cutting costs.

- The Utilities line item is about 4% under budget. This is due to scheduling of the heating/cooling systems according to building occupancy, renegotiation of electricity rates, and implementation of energy efficiency projects. The College's utility costs have been managed very efficiently and have decreased from year to year.
- The Other Expenditures line item includes the write-off of about \$46,000 of student accounts that were deemed uncollectible, \$358,000 of tuition waivers, as well as the cost of processing credit cards, and other financial charges. Some budget centers utilized budgeted funds in other lines to purchase needed items categorized as capital outlay.
- The Transfer In (Out) line item includes a transfers into the Operating Funds from the Working Cash fund (of net investment revenue) and a transfer of funds for the Hospitality program's services for the Madrigal Dinner. This line also includes a transfer out of the Operating Funds to the Auxiliary Funds and Restricted Purposes Funds to support the activities accounted for in those sets of funds and a transfer to the Operations and Maintenance, Restricted Fund for future deferred maintenance or unplanned campus repairs.
- Total expenditures were about 6% (\$872,180) lower than budgeted.
- The net result for the fiscal year is an Operating Funds excess of revenue over expenses in the amount of \$341,744.

FY19 Other Funds as of June 30, 2019

- The Operations and Maintenance Fund (Restricted) reflects the costs incurred for Protection, Health, and Safety Projects: Building M room 120 and the campus lighting energy efficiency project. This fund also includes expenditures for bond projects from the 2016 bond issuance.
- The Bond and Interest Fund reflects payments made on the 2014 funding bonds and the 2012 working cash bond.
- The Auxiliary Enterprise Fund includes bookstore and cafeteria sales, as well as the costs of operating such. In addition, this fund includes the costs of athletics, theater, and all student activities. This fund has a small fund balance as of the end of FY19.
- The Restricted Purpose fund includes all restricted grants and Foundation gifts received by the College during the fiscal year. In addition, the health insurance fund is included here.
- The expenses in the Liability, Protection, and Settlement fund include liability insurance, workman's compensation insurance, and safety related services such as the contract for Sheriff's deputies housed on campus. These costs are in accordance with our Risk Management Program.

FY20 All Funds as of July 31, 2019

- The budget column reflects amounts included in the tentative budget and may change prior to the adoption of the permanent budget in September.
- In the expenditure line items, all of the funds include encumbered purchase orders for expenses to be incurred throughout the year.
- Current Results as of Month End: The following chart shows the comparison of the FY19 Operating Funds tuition revenue results to FY20 results as of July 31st. The FY19 bar is the year-to-date results as of July 31, 2018, divided by the actual year end results for FY19. The FY20 bar is the year to date results for July 31, 2019, divided by the annual budgeted amount for FY20.



The amount of tuition and fee revenue budgeted in the Operating Funds for FY20 appears to be slightly higher than this time last year. An adjustment to tuition revenue will likely be made in the FY20 permanent budget.

June 2019 Financials (FY19)

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED) Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended June 30, 2019

		Year-	
REVENUE:	Budget	to-Date	Percent
Local Taxes	\$6,158,721	\$6,220,295	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	166.3%
CPP Replacement Tax	340,000	398,652	117.3%
Dept. of Educ.	8,300	3,880	46.7%
Other Federal Sources	27,241	59,066	216.8%
Tuition & Fees	5,514,588	5,163,339	93.6%
Sales & Services	46,550	44,099	94.7%
Facilities Revenue	108,876	99,950	91.8%
Interest on Investments	28,000	95,007	339.3%
Non-Govt. Gifts, Grants	1,219,131	897,844	73.6%
Miscellaneous	15,000	38,597	257.3%
Total Revenue	\$14,778,140	\$14,338,297	97.0%
EXPENDITURES:			
Salaries	\$9,295,256	\$8,749,245	94.1%
Employee Benefits	2,303,681	2,206,989	95.8%
Contractual Services	829,457	720,944	86.9%
Materials & Supplies	934,753	775,750	83.0%
Conference & Meeting	327,761	200,172	61.1%
Fixed Charges	58,151	40,689	70.0%
Debt Certificate Payment	444,131	440,231	99.1%
Utilities	697,101	670,220	96.1%
Capital Outlay	15,597	40,974	100.0%
Other Expenditures	337,419	218,958	64.9%
Transfers (In) Out	(374,574)	(67,619)	18.1%
Total Expenditures	\$14,868,733	\$13,996,553	94.1%
Excess of Revenues			
Over Expenditures	(\$90,593)	\$341,744	
Fund Balance 7/1/18	3,850,075	3,850,075	
Fund Balance 6/30/19	\$3,759,482	\$4,191,819	×.

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

		Year	
REVENUE:		to-Date	
Local Taxes		\$705,390	
Interest on Investments	-	14,841	100.0%
Non-Govt. Gifts, Grants		24,761	100.0%
Other	5 5		100.0%
Total Revenue		\$908,066	
EXPENDITURES:			
Contractual Services	79,223	87,833	100.0%
Materials & Supplies	8,995	1,992	22.1%
Capital Outlay	2,300,642	1,560,794	67.8%
Transfers In	-	(60,000)	0.0%
Total Expenditures	\$2,388,860	\$1,590,619	66.6%
Excess of Revenues Over Expenditures	(\$1,684,860)	(\$682,553)	
Fund Balance 7/1/18	\$2,300,193		
Fund Balance 6/30/19		\$1,617,640	

AUXILIARY ENTERPRISE FUND

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

		Year	
REVENUE:	Budget	to-Date	Percent
Tuition and Fees	\$430,000	\$396,199	92.1%
Bookstore Sales	792,200	615,906	77.7%
Athletics	42,460	26,095	61.5%
Other	117,000	235,675	
Total Revenue	\$1,381,660	\$1,273,875	
EXPENDITURES:			
Salaries	\$292,177	\$245,592	84.1%
Employee Benefits	33,347	33,577	100.7%
Contractual Services	94,743	66,196	69.9%
Materials & Supplies	734,937	632,379	86.0%
Conference & Meeting	202,336	181,181	89.5%
Fixed Charges	5,724	1,726	30.2%
Utilities	1,593	549	34.5%
Capital Outlay	600	16,611	2768.5%
Other Expenditures	14,893	30,155	
Transfers	(65,000)	(62,395)	96.0%
Total Expenditures	\$1,315,350	\$1,145,571	87.1%
Excess of Revenues	\$66,310	\$128,304	
Over Expenditures	Φ00,510	φ120,304	
Fund Balance 7/1/18	\$63,198	\$63,198	
Fund Balance 6/30/19	\$129,508	\$191,502	

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

REVENUE:	Budget	Year-to-Date	Percent
Vocational Education	\$132,385	\$132,385	100.0%
Adult Education	246,750	302,205	122.5%
Other Illinois Sources	62,038	47,566	76.7%
Department of Education	4,702,813	4,454,876	94.7%
Other Federal Sources	46,956	62,356	132.8%
Tuition & Fees	630,000	587,420	93.2%
Sales & Service Fees	26,510	495	1.9%
Interest	19,624	27,959	142.5%
Non-govt. Gifts, Grants	3,400	387,228	11389.1%
Other	296,126	387,813	131.0%
Total Revenue	\$6,166,602	6,390,303	103.6%
EXPENDITURES:			
Salaries	\$1,017,386	\$1,067,898	105.0%
Employee Benefits	225,105	276,127	122.7%
Contractual Services	590,451	422,718	71.6%
Materials & Supplies	148,581	195,184	131.4%
Conference & Meeting	91,801	102,289	111.4%
Fixed Charges	25,771	23,437	90.9%
Utilities	4,152	4,152	100.0%
Capital Outlay	29,990	54,331	181.2%
Other Expenditures	93,090	101,188	108.7%
Financial Aid	4,042,939	3,748,650	92.7%
Transfers out (in)	332,624	29,775	0.0%
Total Expenditures	\$6,601,890	\$6,025,749	91.3%
Excess of Expenditures Over Revenue	(\$435,288)	\$364,554	
Fund Balance 7/1/18	1,061,408	1,061,408	
Fund Balance 6/30/19	\$626,120	\$1,425,962	

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AUDIT FUND

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

REVENUE:	Budget	Year to-Date	
Local Taxes	\$44,000	\$44,142	
Total Revenue	\$44,000		100.3%
EXPENDITURES:		đ	
Contractual Services	\$46,000	\$46,500	
Total Expenditures	\$46,000	\$46,500	
Excess of Revenues Over Expenditures	(\$2,000)	(\$2,358)	
Fund Balance 7/1/18	\$11,086	\$11,086	
Fund Balance 6/30/19	\$9,086	\$8,728	

BOND AND INTEREST FUND Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended June 30, 2019

REVENUE:	Budget	Year to-Date	
Local Taxes	\$1,726,000	\$1,733,535	100.4%
Total Revenue	\$1,726,000		
EXPENDITURES:			
Fixed Charges Other		G Contraction of the second	100.0%
Total Expenditures		\$1,711,518	
Excess of Revenues Over Expenditures	\$14,442	\$22,017	
Fund Balance 7/1/18	\$977,633	\$977,633	
Fund Balance 6/30/19	\$992,075	\$999,650	

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

REVENUE:		Year to-Date	
Local Taxes	\$1,035,000	\$1,037,105	100.2%
Total Revenue		\$1,037,105	
EXPENDITURES:			
Salaries	\$290,132	\$299,816	103.3%
Employee Benefits	333,717	272,854	81.8%
Contractual Services	295,582	258,327	87.4%
Materials & Supplies	8,888	10,082	113.4%
Conference & Meetings		3,635	21.9%
Fixed Charges		187,474	
Utilities		5,426	
Total Expenditures		\$1,037,614	
Europe of Device 199			
Excess of Revenues Over Expenditures	(\$103,839)	(\$509)	
Fund Balance 7/1/18		\$302,979	
Fund Balance 6/30/19		\$302,470	

July 2019 Financials (FY20)

OPERATING FUNDS (EDUCATIONAL AND OPER. & MAINT. FUNDS COMBINED) Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

	Tentative	Year-	
REVENUE:	Budget	to-Date	Percent
Local Taxes	\$6,362,012	\$29,228	0.5%
Credit Hour Grants	1,249,988	241,521	19.3%
Equalization	50,000	8,333	16.7%
ICCB Career/Tech Education	113,823	-	0.0%
ICCB Performance	8,800	÷.	0.0%
CPP Replacement Tax	340,000		0.0%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	17,036	46.4%
Tuition & Fees	5,305,500	2,528,641	47.7%
Sales & Services	44,850	1,963	4.4%
Facilities Revenue	108,876	11,004	10.1%
Interest on Investments	87,000	8,799	10.1%
Non-Govt. Gifts, Grants	962,391		0.0%
Miscellaneous	15,140	2,887	19.1%
Total Revenue	\$14,693,380	\$2,849,412	19.4%
EXPENDITURES:			
Salaries	\$9,443,613	\$616,701	6.5%
Employee Benefits	2,266,429	219,601	9.7%
Contractual Services	848,641	215,332	25.4%
Materials & Supplies	935,817	219,165	23.4%
Conference & Meeting	293,739	10,262	3.5%
Fixed Charges	62,795	31,965	50.9%
Debt Certificate Payment	438,881	-	0.0%
Utilities	668,651	638,223	95.4%
Capital Outlay	18,486	930	100.0%
Other Expenditures	273,380	91,317	33.4%
Transfers (In) Out	(468,225)		0.0%
Total Expenditures	\$14,782,207	\$2,043,496	13.8%
Excess of Revenues			
Over Expenditures	(\$88,827)	\$805,916	
Fund Balance 7/1/19	4,191,819	4,191,819	
Fund Balance 7/31/19	\$4,102,992	\$4,997,735	

OPERATIONS AND MAINTENANCE FUND (RESTRICTED) Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

	Tentative		
REVENUE:	Budget	to-Date	
Local Taxes		\$3,997	
Interest on Investments	-	-	100.0%
Non-Govt. Gifts, Grants	-	-	100.0%
Bond Proceeds	5,300,000		100.0%
Total Revenue	\$6,116,500	\$3,997	100.0%
EXPENDITURES:			
Contractual Services	27,699	2,628	100.0%
Materials & Supplies	<u></u>	-	0.0%
Capital Outlay	7,080,720	776,300	11.0%
Transfers Out	24,761	-	0.0%
Total Expenditures		\$778,928	10.9%
Excess of Revenues Over Expenditures	(\$1,016,680)	(\$774,931)	55
Fund Balance 7/1/19	\$1,617,640	\$1,617,640	
Fund Balance 7/31/19	\$600,960	\$842,709	

AUXILIARY ENTERPRISE FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

REVENUE:	Tentative Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$202,546	51.0%
Bookstore Sales	600,000	63,423	10.6%
Athletics	50,140	600	1.2%
Other	113,275	8,480	7.5%
Total Revenue	\$1,160,415	\$275,049	23.7%

EXPENDITURES:

Salaries	\$292,444	\$20,960	7.2%
Employee Benefits	31,074	2,564	8.3%
Contractual Services	92,745	5,544	6.0%
Materials & Supplies	642,859	283,477	44.1%
Conference & Meeting	204,088	5,159	2.5%
Fixed Charges	5,790	-	0.0%
Utilities	5,127	600	11.7%
Capital Outlay	600	-	0.0%
Other Expenditures	22,667	93	0.4%
Transfers	(65,000)	3 -	0.0%
Total Expenditures	\$1,232,394	\$318,397	25.8%
Excess of Revenues			
Over Expenditures	(\$71,979)	(\$43,348)	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 7/31/19	\$119,523	\$148,154	

RESTRICTED PURPOSE FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

	Tentative		
REVENUE:	Budget	Year-to-Date	Percent
Vocational Education	\$144,645	\$0	0.0%
Adult Education	246,750		0.0%
Other Illinois Sources	103,908	-	0.0%
Department of Education	4,427,402	181,942	4.1%
Other Federal Sources	46,956	4,075	8.7%
Tuition & Fees	588,000	313,274	53.3%
Sales & Service Fees	28,000	-	0.0%
Interest	19,624	-	0.0%
Non-govt. Gifts, Grants	78,400	-	0.0%
Other	296,226	3,273	1.1%
Total Revenue	\$5,979,911	502,564	8.4%
EXPENDITURES:			
Salaries	\$1,070,249	\$143,866	13.4%
Employee Benefits	245,402	21,690	8.8%
Contractual Services	562,652	137,622	24.5%
Materials & Supplies	206,119	69,401	33.7%
Conference & Meeting	129,124	114,668	88.8%
Fixed Charges	29,321	5,148	17.6%
Utilities	4,152	-	0.0%
Capital Outlay	382,725	356,950	93.3%
Other Expenditures	13,696	238,051	1738.1%
Financial Aid	3,925,293	-	0.0%
Transfers out (in)	370,964	80	0.0%
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Total Expenditures	\$6,939,697	\$1,087,396	13.770
Excess of Expenditures Over Revenue	(\$959,786)) (\$584,832)	
Fund Balance 7/1/19	1,425,962	1,425,962	
Fund Balance 7/31/19	\$466,176	\$841,130	

AUDIT FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$44,000		
Total Revenue	\$44,000	\$205	
EXPENDITURES:			
Contractual Services	\$47,000	\$0	0.0%
Total Expenditures	\$47,000	\$0	0.0%
Excess of Revenues			
Over Expenditures	(\$3,000)	\$205	
Fund Balance 7/1/19	\$8,728	\$8,728	
Fund Balance 7/31/19	\$5,728	\$8,933	

BOND AND INTEREST FUND

Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

REVENUE:	Tentative Budget	Year to-Date	Percent
Local Taxes	\$1,754,180	\$8,142	0.5%
Total Revenue	\$1,754,180		0.5%
EXPENDITURES:			
Fixed Charges Other	\$2,311,680 475.00	\$0 -	1001010
Total Expenditures	\$2,312,155	\$0	
Excess of Revenues Over Expenditures	(\$557,975)	\$8,142	
Fund Balance 7/1/19	\$999,650	\$999,650	
Fund Balance 7/31/19	\$441,675	\$1,007,792	

LIABILITY, PROTECTION, AND SETTLEMENT FUND Statement of Revenue, Expenditures, & Changes in Fund Balance For the Period Ended July 31, 2019

REVENUE:	Tentative Budget	to-Date	
Local Taxes	\$1,085,000	\$5,617	0.5%
Total Revenue	\$1,085,000		
EXPENDITURES:			
Salaries	\$290,683	\$29,304	10.1%
Employee Benefits	340,566	83,163	24.4%
Contractual Services	296,465	283,636	95.7%
Materials & Supplies	8,888	-	0.0%
Conference & Meetings	20,503	1,323	6.5%
Fixed Charges	182,856		67.4%
Utilities	12	1,466	29.9%
Total Expenditures	\$1,144,864	\$522,049	
Excess of Revenues Over Expenditures	(\$59,864)	(\$516,432)	
Fund Balance 7/1/19		\$302,470	
Fund Balance 7/31/19		(\$213,962)	