

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

September 24, 2019

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center
Freeport, Illinois

3:00 p.m. Budget Work Session

4:00 p.m. Regular Meeting

I. Call to Order/Roll Call

II. Approval of Agenda

III. PUBLIC HEARING CONCERNING THE 2019 – 2020 BUDGET

IV. Approval of Minutes: August 21, 2019 Presidential Annual Review Committee
August 27, 2019 Regular Meeting

V. Public Comments

VI. Introductions

VII. Budget Report

VIII. Foundation Report

IX. Consent Items

A. Academic (None)

B. Administration

1. Appointment of Voting Delegate and Alternate Delegate to the Association of Community College Trustees 2019 Leadership Congress (Page 1)

C. Personnel

1. Part-time Instructors, Overload, and Other Assignments (Page 2)

D. Financial (None)

X. Main Motions

A. Academic

1. Linking Talent with Opportunity Dual Credit Memorandum of Understanding Between Highland Community College and Career and Technical Education Consortium (CareerTEC) for the 2019 – 2020 Academic Year (FY20) (Page 9)

B. Administration

1. First Reading – Revised Policy: Policy 4.034 – Sexual and Other Harassment (Page 14)

C. Personnel (None)

D. Financial

1. 2019 – 2020 Budget (Page 29)
2. Approval of Service Agreement Between Highland Community College and Stamats, Inc. for the Provision of Academic Program and Branding Research (Page 63)
3. Resolution Providing for the Issue of Not to Exceed \$2,150,000 General Obligation Community College Bonds for the Purpose of Paying Claims Against the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Proposed Sale of Said Bonds to the Purchaser Thereof (Page 75)
4. Payment of Bills and Agency Fund Report (Page 102)

XI. Reports

- A. Treasurer's Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 104)
- B. Student Trustee
- C. Audit and Finance Committee
- D. Presidential Annual Review Committee
- E. ICCTA Representative
- F. Board Chair
- G. Administration
- H. 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 – October 22, 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 – December 12, 2019, at 8:30 a.m. in the Student/Conference Center room H-206

XVII. Adjournment

**AGENDA ITEM #IX-B-1
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**APPOINTMENT OF VOTING DELEGATE AND ALTERNATE DELEGATE
TO THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES
2019 LEADERSHIP CONGRESS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the appointment of Trustee Pennie Groezinger to serve as the voting delegate at the Association of Community College Trustees (ACCT) 2019 Leadership Congress in San Francisco, California, October 16 – 22, 2019. It is further recommended that Trustee Jim Endress serve as the alternate delegate, if Ms. Groezinger is unable to fulfill her responsibilities at the meeting.

BACKGROUND: ACCT requires that the Board appoint a voting delegate for the annual Leadership Congress each year.

BOARD ACTION: _____

**AGENDA ITEM #IX-C-1
SEPTEMBER 24, 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 Fall 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: _____

Fall 2019								
				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Miscellaneous								
Kathy	Heid	3645	PERS036ACC	Walk and Stretch	30		\$18.00	\$540.00
Lynn	Clemmons	3797	PERS033CCC	Basic Bridge II (pay covered by stipend through ACBL)				
Mary	Stayner	3668	PERS036FCC	Intro to Zentangle	4		\$25.00	\$100.00
Debbie	Miller	3656	CED020ACC	Card Making	10		\$25.50	\$255.00
Debbie	Miller	3657	CED020ACC	Card Making	10		\$25.50	\$255.00
Shara	Ibalio	3791	PERS011PCC	Smart Phone I	1.5		\$27.50	\$41.25
Shara	Ibalio	3794	PERS011SCC	Smart Phone II	1.5		\$27.50	\$41.25
Kerrylyn	Rodriguez	3724	PERS036VCC	Herbal/Food Supplements	2		\$30.00	\$60.00
Laura	Watson		Chair, Library Services					\$1,692.03
Michael	Skwara		Coordinator, Learning Mgmt System					\$1,692.03
Kirk	Pearson		Curriculum Dev for SPCH296JXX					\$600.00
Kirk	Pearson	3140	SPCH295JXX	Jo Daviess Leadership Forum		3	\$473.69	\$1,421.07
Kirk	Pearson		Curriculum Dev for SPCH295SXX					\$600.00
Kirk	Pearson	3141	SPCH295SXX	Stephenson County Ldrship Inst.		3	\$473.69	\$1,421.07
Project Succeed								
Constance	Taylor		Project Succeed Tutor		TBD		\$19.51	TBD
Constance	Taylor	3002	MATH066AXX	Basic Algebra I		2	\$488.69	\$977.38
Don	Tresemmer		Project Succeed Tutor		TBD		\$19.51	TBD
Don	Tresemmer	3004	MATH158AXX	Int. Algebra I		2	\$488.69	\$977.38
Science/Math								
John	Giuffre	3681	BIOL120N	Found of A&P		4	\$546.33	\$2,185.32
John	Giuffre	3682	BIOL120NX	Found of A&P Lab		1.9	\$546.33	\$1,038.03
Tony	Grahame	3431	BIOL214A	Portion of A&P II		1.6	\$1,269.03	\$2,030.45
Juliet	Moderow	3426	BIOL213N	Portion of A&P I		2.55	\$1,269.03	\$3,236.03
Al	Nowicki	3410	BIOL213B	Portion of A&P I		2.55	\$1,269.03	\$3,236.03
MAC Lab								
Roberta	Andrews		MAC Lab			2	\$488.69	\$977.38
Roberta	Andrews		MAC Lab			2	\$488.69	\$977.38
Roberta	Andrews		MAC Lab			2	\$488.69	\$977.38
Kristi	Fransen		MAC Lab			2.5	\$473.69	\$1,184.23
Nancy	Luepke		MAC Lab			2	\$488.69	\$977.38
Nancy	Luepke		MATH066A	Basic Algebra		2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Ellen	McGinnis		MAC Lab			2	\$488.69	\$977.38
Mark	Miller		MAC Lab			2	\$546.33	\$1,092.66
Mark	Miller		MAC Lab			2	\$546.33	\$1,092.66
Mark	Miller		MAC Lab			2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH158	Int. Algebra		2	\$546.33	\$1,092.66
Kathy	Sleezer		MAC Lab			2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH070	Math Literacy		5	\$546.33	\$2,731.65
Don	Tresemmer		MATH055A	Pre-Algebra I		2	\$488.69	\$977.38

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Athletics								
Chad	Boudreau	3277	PHYD226N	Theory of Basketball Coaching		2	\$546.33	\$1,092.66
Chad	Boudreau	3267	PHYD124N	Theory of Football Coaching		2	\$546.33	\$1,092.66
Chad	Boudreau	3710	PHYD212DC	First Aid		2	\$546.33	\$1,092.66
Chad	Boudreau	3272	PHYD220CXX	Team Sport Basketball		1.4	\$546.33	\$764.86
Luke	Norman	3274	PHYD221A	Physical Fitness II		2	\$531.33	\$1,062.66
Luke	Norman	3709	PHYD121DC	Physical Fitness I		1.8	\$531.33	\$956.39
Luke	Norman	3266	PHYD121A	Physical Fitness I		1.8	\$531.33	\$956.39
Pete	Norman	3239	PHYD112Y1B	Health		2	\$634.52	\$1,269.04
Pete	Norman	3236	PHYD112Y1B	Health		2	\$634.52	\$1,269.04
Pete	Norman	3234	PHYD111A	Intro to Physical Education		2	\$634.52	\$1,269.04
Pete	Norman	3278	PHYD227N	Sports Officiating		2	\$634.52	\$1,269.04
Jennifer	Smith-Norman	3279	PHYD239N	Body Mech/Yoga		1.8	\$546.33	\$983.39
Pete	Norman		Golf Coach					\$2,538.04
Stephanie	Riedel		Asst. Volleyball Coach					\$2,538.05
TJ	Eggleston		Asst. Women's Bowling Coach					\$2,115.04
Thomas	Endress		Bowling Coach					\$4,230.08
Roger	Fegan		Baseball Coach					\$5,076.10
Jeff	Johnson		Bowling Coach					\$4,230.08
Alex	Keith		Asst. Baseball Coach					\$2,538.05
Bryce	Lawson		Asst. Men's Bowling Coach					\$2,115.04
Wes	Bertrom		Asst. Men's Basketball Coach					\$1,522.83
Nursing/Allied Health								
Jeannette	Dorsey	3810	NURS110HB	Princ of Electrocardiography	16		\$35.00	\$560.00
Jeannette	Dorsey	3811	NURS110HBX	Princ of Electrocardiography Lab	32		\$35.00	\$1,120.00
Heather	Fricke	3475	NURS126A	Admin Proc in Healthcare	40		\$30.00	\$1,200.00
Heather	Fricke	3476	NURS126AX	Admin Proc in Healthcare Lab	80		\$30.00	\$2,400.00
Kelley	Hartman	3546	NURS292BXB	Health & Illness II Lab	112		\$38.00	\$4,256.00
Rebecca	Holbert	3545	NURS292BXB	Health & Illness II Lab	112		\$38.00	\$4,256.00
Patti	Jackson	3470	NURS108AX	Phlebotomy Tech Lab	78		\$30.00	\$2,340.00
Patti	Jackson	3469	NURS108AX	Phlebotomy Tech	39		\$30.00	\$1,170.00
Patti	Jackson	3468	NURS107HB	Intro to Phlebotomy	32		\$30.00	\$960.00
Alicia	Kepner	3473	NURS125HB	Fund of Elec Health Rec		1	\$634.52	\$634.52
Alicia	Kepner	3474	NURS125HBX	Fund of Elec Health Rec Lab		2	\$634.52	\$1,269.04
Margie	Kochsmier	3533	NURS192AXX	Health & Illness I Lab	78		\$38.00	\$2,964.00
Denise	Wooden	3538	NURS292AX	Portion of Health & Illness II Lab	16		\$38.00	\$680.00
Cynthia	Burke	3530	NURS192AXX	Portion of Health & Illness I		1.97	\$1,269.03	\$2,499.99
Stephanie	Eymann	3478	NURS191AXX	Portion of Fund of Nursing Lab		2.96	\$1,269.03	\$3,756.33
Cassie	Mekeel	3472	NURS120AX	MA Clinical Proc I Lab		3	\$1,269.03	\$3,807.09
						1	\$1,395.93	\$1,395.93
Cassie	Mekeel	3654	NURS103XXB	Portion of Pharmacology Lab		0.84	\$1,395.93	\$1,172.58
Brittany	Petrelli	3539	NURS292AXA	Portion of Health & Illness II Lab		2.5	\$1,269.03	\$3,172.58
Chrislyn	Senneff	3547	NURS293A	Portion of Psychiatric Nrsg		2.68	\$1,269.03	\$3,401.00

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
HSS/FA								
Colette	Binger	3103	PSY262HB	Human Growth/Dev		3	\$546.33	\$1,638.99
Thompson	Brandt	3105	HUMA104HBN	Intro to Humanities		3	\$634.52	\$1,903.56
Thompson	Brandt	3106	MUS268Y1A	Music of the USA		3	\$634.52	\$1,903.56
Thompson	Brandt	3107	MUS268Y1B	Music of the USA		3	\$634.52	\$1,903.56
Dana	Dillard	3885	PSY161DC1	Intro to Psychology		3	\$546.33	\$1,638.99
Dana	Dillard	3884	PSY161DC1	Intro to Psychology		3	\$546.33	\$1,638.99
Evan	Dutmer	3637	PHIL180Y1	World Religions		3	\$531.33	\$1,593.99
Evan	Dutmer	3635	PHIL282Y1	Ethics		3	\$531.33	\$1,593.99
Kimberly	Fricke	3128	EDUC224N	Intro to Special Education		3	\$546.33	\$1,638.99
Adrian	Kostallari	3135	COMM214N	Bus/Tech Writing		3	\$546.33	\$819.50*
Anthony	Peska	3136	CJS102DC	Intro to Corrections		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	3150	MUS267A	Intro to Music		3	\$546.33	\$1,638.99
Heidi	Spotts-Manthey	3151	MUS267Y1	Intro to Music		3	\$546.33	\$1,638.99
Scott	Stitch	3155	MUS154A	Aural Skills I		1	\$546.33	\$546.33
Scott	Stitch	3154	MUS161A	Theory I		3	\$546.33	\$1,638.99
Loretta	Swanson	3210	ART110Y1A	Intro to Art		3	\$546.33	\$1,638.99
Loretta	Swanson	3212	ART216HBN	Art History II		3	\$546.33	\$1,638.99
Loretta	Swanson	3631	HUMA104Y1B	Intro to Humanities		3	\$546.33	\$1,638.99
Sam	Tucibat	3213	ART218A	Graphic Design I		3	\$634.52	\$1,903.56
Sam	Tucibat	3215	ART201HB	Intro Photography I		3	\$634.52	\$1,586.30*
Sam	Tucibat	3214	ART228A	Graphic Design III		3	\$634.52	\$634.52*
Daryl	Watson	3159	GEOG132DC	Reg Geography of World		3	\$546.33	\$1,638.99
Daryl	Watson	3158	HIST143DC	US History I		3	\$546.33	\$1,638.99
Dagny	Brandt			Youth Choir Director				\$1,550.00
Brandon	Lamm			Orchestra Director				\$1,550.00
Bill	Petersen			Big Band Director				\$1,550.00
Heidi	Spotts-Manthey			Concert Choir Director				\$1,550.00
Heidi	Spotts-Manthey			Youth Choir Accompanist				\$750.00
Scott	Stitch			Concert Band Director				\$1,550.00
Nadia	Wirchnianski			Chorale Accompanist				\$1,400.00
Applied Music								
Dagny	Brandt			Applied Music - Voice				\$400.00
Dagny	Brandt			Applied Music - Voice				\$800.00
Jody	Brubaker			Applied Music - Voice				\$800.00
Jody	Brubaker			Applied Music - Voice				\$400.00
John	Hartman			Applied Music - Guitar/Harp				\$400.00
Brandon	Lamm			Applied Music - Strings				\$800.00
Bill	Petersen			Applied Music - Winds				\$200.00
Bill	Petersen			Applied Music - Winds				\$400.00
Nadia	Wirchnianski			Applied Music - Piano				\$200.00
Harry	Bodell	3196	SPCH191E	Fund of Speech Comm		3	\$1,269.03	\$3,807.09
Jeffrey	DeLay	3112	MUS261A	Theory III		3	\$1,269.03	\$1,142.13*
Sam	Fiorenza		Writing Center			0.75	\$1,269.03	\$951.77
Tracy	Mays		Writing Center			0.75	\$1,269.03	\$951.77
Tracy	Mays	3251	ENGL122B	Rhet & Comp II		1	\$1,269.03	\$1,269.03

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kay	Ostberg	3904	ENGL121P	Rhet & Comp I		3	\$1,269.03	\$3,426.38*
Kay	Ostberg		Writing Center			0.3	\$1,269.03	\$380.71
						0.45	\$1,395.93	\$628.17
Kathrine	Perkins		Coordinator of	Transitional Comm		3	\$1,269.03	\$3,807.08
Kathrine	Perkins	3630	LTRE097D	Rdg, Writing, Reasoning		3	\$1,395.93	\$4,187.79
Kathrine	Perkins	3350	LTRE097A	Rdg, Writing, Reasoning		1	\$1,522.83	\$1,522.83
Kathrine	Perkins		Writing Center			0.75	\$1,522.83	\$1,142.12
Jennifer	Roser	3145	CJS205A	Criminal Investigation		3	\$1,269.03	\$2,664.96*
Cristina	Szterensus		Writing Center			0.75	\$1,269.03	\$951.77
James	Yeager		Coordinator of	Mass Comm		3	\$1,269.03	\$3,807.09
James	Yeager	3218	SPCH191F	Fund of Speech Comm		3	\$1,395.93	\$4,187.79
James	Yeager	3917	INST200IS	News Reporting		3	\$1,522.83	\$456.85*
James	Yeager	3918	INST20IS2	News Editing		3	\$1,522.83	\$456.85*
*Pro rated based on students								
Success Center								
Patrick	Jackson	3566	LIBS199GXX	FYES		2	\$634.52	\$1,269.04
Joan	Miller	3568	LIBS199JXX	FYES		2	\$634.52	\$1,269.04
Adam	Moderow		Success Center		TBD		\$25.50	TBD
Adam	Moderow	3559	RDG120B	College Rdg Strategies		3	\$546.33	\$1,638.99
Adam	Moderow	3558	RDG120A	College Rdg Strategies		3	\$546.33	\$1,638.99
Adam	Moderow	3552	RDG083A	College Rdg Foundations		3	\$546.33	\$1,638.99
Heather	Moore	3567	LIBS199HXX	FYES		2	\$634.52	\$1,269.04
Elizabeth	Niesman		Success Center		TBD		\$25.50	TBD
Elizabeth	Niesman	3551	RDG082A	Basic College Rdg		2	\$546.33	\$1,092.66
Elizabeth	Niesman	3550	COMM084A	Basic Written Communication		3	\$546.33	\$1,638.99
Elizabeth	Niesman	3565	LIBS199FXX	FYES		2	\$546.33	\$1,092.66
Elizabeth	Niesman	3573	LIBS199Y1B	FYES		2	\$546.33	\$1,092.66
Monica	Pierce	3571	LIBS199HBA	FYES		1	\$1,269.03	\$1,269.03**
Samantha	Schaible	3572	LIBS199Y1A	FYES		2	\$634.52	\$1,269.04
Vicki	Schulz	3564	LIBS199EXX	FYES		2	\$634.52	\$1,269.04
Nick	St. Ores	3560	LIBS199AXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3561	LIBS199BXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3462	LIBS199CXX	FYES		2	\$531.33	\$1,062.66
Nick	St. Ores	3563	LIBS199DXX	FYES		2	\$531.33	\$1,062.66
Anthony	Sago	3459	LIBS199GXX	FYES		2	\$634.52	\$1,269.04
**Cost split with Business/Technology								
Business/Technology								
Kayla	Clark		Cosmetology Lab - P/T Instructor		TBD		\$25.66	TBD
Diane	DeWitt		Office Technology Lab - P/T instructor		TBD		\$28.68	TBD
Carol	Engelkens		Office Technology Lab - Lab Assistant		TBD		\$12.91	TBD
Nina	Harn		Cosmetology Lab - P/T Instructor		TBD		\$24.87	TBD
Heidi	Lessen		Cosmetology Lab - P/T Instructor		TBD		\$25.66	TBD
Gloria	Maurer		Office Technology Lab - P/T instructor		TBD		\$28.68	TBD
Jean	Meyers		Cosmetology Lab - P/T Instructor		TBD		\$25.66	TBD
Dorie	Oloff		Office Technology Lab - P/T Instructor		TBD		\$25.66	TBD

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Eric	Piper			Auto Body Lab - P/T instructor	TBD		\$25.66	TBD
Melissa	Schleuning			Cosmetology Lab - P/T Instructor	TBD		\$25.66	TBD
Vicki	Standley			Office Technology Lab - P/T instructor	TBD		\$25.66	TBD
Sarah	Warfield			Office Technology Lab - P/T instructor	TBD		\$25.66	TBD
Lindsay	Vinnedge			Cosmetology Lab - P/T Instructor	TBD		\$24.87	TBD
Jennifer	Alderman	3361	ACCT115Y1	Computer Applications in Acct		2	\$546.33	1092.66
Jennifer	Alderman	3363	ACCT211Y1	Individual Income Tax Acct		3	\$546.33	\$1,638.99
Jeffrey	Cowman	3910	INFT282HBN	A+ Certification		3	\$488.69	\$1,905.89
Jeffrey	Cowman	3911	INFT284HBN	Networking + Certification		3	\$488.69	\$635.30*
Joseph	DeParasis	3293	EQUI117HBN	Equine Physiology		3	\$546.33	\$546.33*
Joseph	DeParasis	3301	EQUI145HB	Stable Management I		2	\$546.33	\$366.04*
Kristi	Dinderman	3436	AGOC144A	Evaluation Of Dairy		2	\$473.69	\$686.85*
Carol	Engelkens	3528	INFT295Y1	MS Publisher 2016-ONLINE		1	\$488.69	\$161.27*
Ashley	Harms	3316	ECE126Y1	Observation/Guidance Yng Child		4	\$531.33	2098.75
Pamela	Harrison	3286	BUSN141HB	BusinessCommunications		3		\$2,976.36**
Thomas	Harrison	3284	BUSN125HB	Math Of Business		3	\$488.69	1466.07
Thomas	Harrison	3285	BUSN125Y2	Math Of Business		3	\$488.69	1466.07
Thomas	Harrison	3288	MATH111TC	Technical Math		3	\$488.69	1466.07
Roger	Hicks	3280	WELD130N	Introduction to Welding + 2 labs		6	\$488.69	2834.4
Marissa	Hurlbert	3292	EQUI113HBN	Equine Massage II		2	\$473.69	\$459.48*
Marissa	Hurlbert	3294	EQUI121HBN	Equine Stress Points II		2	\$473.69	\$459.48*
Marissa	Hurlbert	3867	OCED290E	Work Pl Exp-EQUI Massage		2	\$473.69	\$156.32*
Hank	Ils	3283	WELD233N	Adv Welding Processes		3.9	\$546.33	\$2,130.69
Melissa	Johnson	3601	ECE121DC	Intro to Early Childhood Ed		2.85	\$734.52	\$1,808.38
Melissa	Johnson	3602	ECE123DC	Hlth,Safety,Nutrition Yng Chil		3	\$634.52	\$1,903.56
Mark	Kloepping	3287	SPTP214TC	Level III Welding		2	\$488.69	\$977.38
		3603/ 3605/ 3927						
Mark	Kloepping	3927	WELD130	Introduction to Welding		3.9	\$488.69	\$1,905.89
Elizabeth	Priller	3506	ITHC220Y1	Anatomy for Info Tech		3.9	\$473.69	\$1,847.39
Crimson	Pulver	3295	EQUI127HB	Horse Handling I		2.42	\$488.69	\$1,182.63
Crimson	Pulver	3296	EQUI129HB	Horse Handling II		2	\$488.69	\$234.57*
Crimson	Pulver	3298	EQUI135HB	Horse Training II		2	\$488.69	\$474.03*
Crimson	Pulver	3300	EQUI141HB	Riding Instruction I		2	\$488.69	\$474.03*
Brandi	Widmer	3291	EQUI107HB	Equine Health Care I		2	\$488.69	\$708.60*
Brandi	Widmer	3297	EQUI131HB	Horse Shoeing		1	\$488.69	\$234.57*
Brandi	Widmer	3299	EQUI137HB	Riding I		2	\$488.69	\$474.03*
*Pro rated based on students								
** Estimated - based on non exempt overtime calculation								

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Amy	Chamberlin			Part-time Instruction Supervision				\$507.64
Amy	Chamberlin			Part-time Instruction Supervision				\$507.62
Justin	Ebert			Part-time Instruction Supervision				\$126.91
Denise	Johnson			Part-time Instruction Supervision				\$634.55
Denise	Johnson			Part-time Instruction Supervision				\$253.81
Jeremy	Monigold			Part-time Instruction Supervision				\$126.91
Todd	Vacek			Part-time Instruction Supervision				\$126.91
Amy	Chamberlin			Cosmetology Classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						1.03	\$1,522.83	\$1,568.51
Justin	Ebert	3417	AGOC221HB	Ag Policies/Programs		3	\$1,269.03	\$3,807.09
Justin	Ebert	3372	AGOC230HB	Animal Health		1.99	\$1,395.93	\$2,777.90
Steve	Gellings	3485	ELET220A	Motors and Controls		0.82	\$1,269.03	\$1,040.60
Denise	Johnson	3501	INFT137A	Desktop Publishing		0.3	\$1,269.03	\$380.71
James	Palmer			Auto Mech Classes		3	\$1,269.03	\$3,807.09
						3	\$1,395.93	\$4,187.79
						1.1	\$1,522.83	\$1,675.11
Monica	Pierce	3571	LIBS199HBA	FYES		1	\$1,269.03	\$1,269.03***
Monica	Pierce	3438	AGRI192Y1	Computer Applications in AG		2	\$1,269.03	\$2,538.06
						0.44	\$1,395.93	\$614.21
Aaron	Sargent	3502	DRAF105A/DC	Computer Aided Drafting I		3	\$1,269.03	\$3,807.09
						0.9	\$1,395.93	\$1,256.34
Aaron	Sargent	3493	DRAF110HB	Print Rdg/Inspection		2.1	\$1,395.93	\$2,931.45
						0.25	\$1,522.83	\$380.71
Kristin	Stinnett			Auto Mech Classes		3	\$1,269.03	\$3,807.09
						2.15	\$1,395.93	\$3,001.25
Evan	Talbert	3247	HOSP117Y1	Law for Hospitality		1.7	\$1,269.03	\$2,157.35
Carol	Wilhelms	3357	ACCT105Y2	Elements of Accounting		3	\$1,269.03	\$3,807.09
*** Cost split w/Success Center								
Other Assignments								
Kevin	Schafer			International Preservation Studies Center instructor				
				Photography Preservation				\$ 1,500.00

**AGENDA ITEM #X-A-1
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**LINKING TALENT WITH OPPORTUNITY DUAL CREDIT MEMORANDUM OF
UNDERSTANDING BETWEEN HIGHLAND COMMUNITY COLLEGE AND CAREER
AND TECHNICAL EDUCATION CONSORTIUM (CareerTEC)
FOR THE 2019 – 2020 ACADEMIC YEAR (FY20)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Memorandum of Understanding for the 2019 – 2020 academic year (FY20) for qualified students attending the Career and Technical Education Consortium (CareerTEC).

BACKGROUND: This Linking Talent with Opportunity dual credit agreement offers qualified CareerTEC students the opportunity to earn high school credit and Highland Community College credit through dual enrollment. These courses will be taught by qualified instructors employed by either CareerTEC or Highland Community College. Courses offered for the 2019 – 2020 school year are CIS-Computer Information Systems I & II, Careers in Business I & II, Cosmetology I & II, Culinary Occupations I & II, Auto Body I & II, Auto Mechanics I & II, Criminal Justice I & II, Industrial Technologies I & II, HOYA I & II, Early Childhood Education I & II. This is the second Linking Talent with Opportunity agreement under the grant program with Rock Valley College funded by the Community Foundation of Northern Illinois.

BOARD ACTION: _____

**Linking Talent with Opportunity Program ("LTO") Dual Credit
Memorandum of Understanding between
Highland Community College and Career and Technical Education Consortium
(CareerTEC)**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 1st day of August, 2019 between Career and Technical Education Consortium ("CareerTEC"), located at 2037 W Galena Ave, Freeport, IL 61032 and Highland Community College, located at 2998 W Pearl City Rd, Freeport, Illinois 61032 (collectively, the "Parties").

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

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

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

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

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

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

- q. If the CareerTEC cannot provide instructional coverage and Highland Community College has capacity, at their cost, a separate agreement will need to be drafted to outline the responsibility for expenses associated with their proposed instructional delivery of the dual credit course at the CareerTEC.
 - r. Ensure that all authorizations needed for the sharing of information about a participating student, which may be required under FERPA or the Student Records Act, are obtained from students participating in the dual credit program.
5. It is agreed by the Parties that Highland Community College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the CareerTEC with copies of official college credit course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Review the resume and transcripts of any CareerTEC Dual Credit Instructor recommended by the CareerTEC to teach a dual credit course to ensure compliance with Highland Community College qualification to teach requirements;
 - d. Identify the appropriate Academic Administrator or a content faculty member to serve as a contact and resource to the CareerTEC Dual Credit Instructor;
 - e. Conduct periodic classroom observations following college-approved forms and processes, and share observations with the CareerTEC Dual Credit Instructor and District Administration;
 - f. Provide the CareerTEC with all appropriate forms including, but not limited to, a copy of the academic calendar, registration forms, certified class lists, and final grade reports;
 - g. Provide appropriate placement testing to participating students, as required;
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Highland Community College;
 - i. In instances when a Highland Community College instructor is teaching the course, Highland will provide the CareerTEC with the final grade for each participating student at the end of the semester;
 - j. Review this MOU annually for accuracy; and
 - k. Host an annual orientation meeting between the CareerTEC and College to discuss dual credit matters.
6. Modifications to this agreement may be mutually agreed upon by the Parties and effective once in writing and signed by the parties. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this agreement.
7. *This Agreement may be terminated by mutual agreement of the parties upon 30 days notice if a party is in breach and has failed to cure after being given notice by the non-breaching party. The Agreement shall*

continue, from year to year, absent formal notice from a Party of intent to non-renew given at least 60 days prior to the annual renewal.

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

Bryan W. Greene 9/5/19
CareerTEC Director Date

Highland Community College President Date

m Schiff 9/5/19
CareerTEC Board Member Date

Highland Community College Board of Trustees Date

**AGENDA ITEM #X-B-2
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**FIRST READING – REVISED POLICY
POLICY 4.034 SEXUAL AND OTHER HARASSMENT**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for first reading the attached revised policy 4.034, Sexual and Other Harassment, which is included in Chapter IV, Personnel, of the Policy Manual.

BACKGROUND: The proposed change in wording to Policy 4.034 occurs on the last page of the policy. Per regulations, the address of the U.S. Equal Opportunity Commission must be included in the policy. The address needed to be updated.

BOARD ACTION: _____

4.034 Sexual and Other Harassment (Reaffirmed 2/20/18)

Harassment of any kind is prohibited at Highland Community College whether it is sexual harassment or harassment based on age, color, disability, ethnic or national origin, sex, gender identity, pregnancy, race, or religion or sexual orientation, or any other legally protected classification under federal or state law. Sexual and bias-related harassment are prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Education Amendment of 1972, and the Illinois Human Rights Act. Highland Community College is committed to respecting all individuals. Highland Community College is also committed to the free and dynamic discussion of ideas and issues.

This policy against harassment shall be applied in a manner that protects the academic freedom and freedom of expression of all parties to a complaint. Academic freedom and freedom of expression include but are not limited to the expression of ideas in the classroom. Instructional freedom will include appropriate latitude for pedagogical decisions concerning the topics discussed and methods used to draw students into discussion and full participation. Classroom discussion of alternative ideas or controversial points of view on related topics shall not be considered harassment.

This policy applies to all members of the College community including students, employees, volunteers, and other representatives of the College. In certain circumstances, this harassment policy also applies to third parties, such as subcontractors, sales representatives, repairpersons, or vendors doing business with the College.

Definition of Harassment:

This policy prohibits discrimination or harassment on the basis of actual or perceived membership in a protected class (as mentioned above), by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment. A hostile or intimidating environment may be created by verbal, written, electronic, visual, virtual, and/or physical conduct, that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. The College will not wait until conduct is unlawful before prohibiting or responding to reports of harassment. The College will provide prompt and equitable resolution.

Sexual Harassment:

The College shall provide students, employees and third parties an environment free from unwelcome sexual- or gender-based advances, requests for sexual favors and other verbal, written, electronic, visual, virtual, and/or physical conduct constituting sexual harassment as herein defined and as otherwise prohibited by state or federal law. College employees, students, and third persons are prohibited from sexually harassing other employees, students, or third persons. For purposes of this policy,

third persons include any person other than College employees and students, on College property, or at any College-sponsored event or at any activity which bears a reasonable relationship to the College. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The employee as well as the harasser may be a woman or a man. The employee does not have to be of the opposite sex.
- The harasser can be the employee's supervisor, an agent of the employer, a supervisor in another area, a co-worker, a student, or a third-party on campus.
- The employee does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the offender.
- The harasser's conduct must be unwelcome.

Definitions of Sexual Harassment:

1. In the case of sexual harassment of an employee by another employee or third person, sexual harassment means:
 - a. Any unwelcome sexual advances toward an employee; or
 - b. Any request by an employee or third person to an employee for sexual favors; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment at the College, or
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual's employment at the College, or
 - (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
2. In the case of sexual harassment of a student by an employee or third person, sexual harassment means:
 - a. Any sexual advance by an employee or third person toward a student; or
 - b. Any request by an employee or third person to a student for sexual favors; or
 - c. Any acceptance by an employee or third person of a sexual advance or request for sexual favors from a student; or

d. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by an employee or third person directed toward a student when:

- (1) the student's submission to or rejection of such conduct is, whether explicitly or implicitly, a term or condition of the student's grade, extent or nature of work necessary to successfully complete course work, or student's participation in any College-sponsored event or activity; or
- (2) submission to or rejection of such conduct is used as the basis for decisions concerning the student's grade or the student's selection or participation in any College-sponsored event or activity; or
- (3) such conduct has the purpose or effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive collegiate environment.

Academic discussion of sensitive content matter included in a course or academic presentation is not meant to be in violation of this policy.

3. In the case of sexual harassment of a student or employee by a student, sexual harassment means:
 - a. Any sexual advance by a student toward an employee; or
 - b. Any request by a student to an employee for sexual favors from the employee; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex by a student directed toward an employee when such conduct has the purpose or effect:
 - (1) of substantially interfering with an employee's work performance or creating an intimidating, hostile or offensive environment; or
 - (2) of influencing either the student's grade or participation in any College-sponsored event or activity; or
 - d. Any conduct of a sexual nature or any verbal, written, electronic visual, virtual, or physical conduct based on sex by a student directed toward another student when:
 - (1) such conduct has the purpose or effect of creating a collegiate environment that is intimidating, hostile or offensive; or
 - (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the College administration.
4. In the case of sexual harassment of a third person by an employee or student, sexual harassment means:

- a. Any unwelcome sexual advances by an employee or student toward a third person; or
 - b. Any request by an employee or student for sexual favors from the third person; or
 - c. Any conduct of a sexual nature or any verbal, written, electronic, visual, virtual, or physical conduct based on sex when:
 - (1) submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of, or is used as the basis for decisions concerning, an individual's participation in a College-related event or activity; or
 - (2) such conduct has the purpose or effect of substantially interfering with an individual's performance in a College-sponsored event or activity or creating an environment that is intimidating, hostile or offensive. For purposes of this section, a College-related event or activity includes an event or activity on College grounds involving College facilities, staff or students, any College-sponsored event or activity, and any event or activity which bears a reasonable relationship to the College.
5. Sexual harassment prohibited by this policy includes intentional and/or unwelcome verbal, written, electronic, visual, virtual, or physical conduct that tends to be severe or repetitive in nature. Some conduct obviously constitutes sexual harassment – such as a threat that a grade or promotion will depend on submission to a sexual advance. But whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor- subordinate, faculty-student, student-student, colleague, etc.) and the specific setting. The inquiry can be particularly complex in an academic community, where the free and open exchange of ideas and viewpoints preserved by the concept of academic freedom may sometimes prove distasteful, disturbing or offensive to some. Some examples of sexual harassment are:
- sexual advances
 - touching of a sexual nature
 - graffiti of a sexual nature
 - displaying or distributing sexually explicit drawings, pictures and written materials (including displaying or distribution through electronic communications and social media)
 - sexual gestures
 - sexual or "dirty" jokes
 - pressure for sexual favors
 - touching oneself sexually or talking about one's sexual activity in front of others

- spreading rumors about or rating other individuals as to sexual activity or performance
- offering employment benefits in exchange for sexual favors
- retaliating or threatening retaliation after a negative response to a sexual advance or after an employee or student has made or threatened to make a harassment complaint.

The terms intimidating, hostile or offensive as used above include, but are not limited to, conduct which has the effect of humiliation, embarrassment or discomfort. Sexual harassment will be evaluated in the light of all of the circumstances.

General Provisions:

All members of the College community, including volunteers and other College representatives are required to comply with this policy and the procedures outlined to address complaints. In addition to the procedures outlined herein, harassment complaints may be filed with the agencies outlined at the end of this policy. The College takes allegations of discrimination, harassment and sexual misconduct very seriously and will actively investigate all complaints. Any complaint of discrimination or harassment filed under the College's policy shall be processed even if the complainant also files a complaint with an outside agency.

The College will not tolerate retaliation against anyone that makes a complaint or participates in the complaint process.

The College will:

- Respond to every complaint of harassment reported;
- Implement temporary resolutions, where appropriate, through the course of the investigation;
- Take action to provide remedies when harassment is discovered;
- Impose appropriate sanctions on offenders in a case-by-case manner; and
- Protect the privacy of all those involved in harassment complaints to the extent it is possible.

The above actions will apply to the extent permitted by law and where immediate personal safety is not an issue.

Confidentiality:

A reasonable effort will be made to promptly investigate any allegation of sexual or other harassment in a confidential manner to the extent possible by law. All parties participating in the investigation will treat all documents and conversations as confidential. Breaches of confidentiality may be subject to disciplinary action. Requests not to investigate complaints cannot be honored.

Responsibilities:

The College encourages prompt reporting of harassment. It is the express policy of the College to encourage targets of harassment to come forward with such claims.

Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Supervisors shall be responsible for ensuring compliance with this policy by:

- Monitoring the workplace environment for signs of sexual or other harassment;
- Immediately notifying law enforcement where there is reasonable belief that the observed or complained of conduct violates the criminal laws of the State of Illinois. In addition, all such incidents should immediately be reported to the Title IX Coordinator at (815) 599-3531, the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455.
- Immediately stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene.
- Immediately reporting any complaint of harassment or discrimination to one of the College investigators.

Each employee is responsible for assisting in the prevention of discrimination and harassment by:

- Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
- Intervening if they find themselves as a bystander to any inappropriate behaviors on campus and feel it is safe to do so.
- Immediately reporting harassment or discrimination or suspected harassment or discrimination to management and supervisors before it becomes severe, persistent or pervasive.

In most cases, there is a clear line between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Individuals covered by this policy are free to form social relationships of their own choosing. However, when one person is pursuing or forcing a relationship upon another person who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A person confronted with these actions is encouraged to inform the harasser that such behavior is offensive and must stop. You should assume that sexual comments are unwelcome unless you have clear indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another person that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The College does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees or any employee with authority over another person covered under this policy.

Bringing a Report of Harassment or Suspected Harassment:

Reports may be submitted informally or formally. In order to conduct an immediate investigation, any incident of sexual or other harassment should be reported as quickly as possible, in confidence.

Any person who believes they have been subjected to harassment prohibited by this policy or who becomes aware of conduct that may violate this policy should immediately report the harassment as follows:

Students may report incidents to the Title IX Coordinator who will investigate the allegation. If the Title IX Coordinator is the alleged harasser, reports may be made to the Equal Employment/Affirmative Action Officer (investigator) or the Director of Adult Ed (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint.

Employees, volunteers, Board of Trustees and third parties, may report incidents to the Associate Vice President of Human Resources Equal Employment/Affirmative Action Officer (EE/AAO) who will investigate the allegation. If the EE/AAO is the alleged harasser, reports may be made to the Director of Adult Education (investigator) or the Title IX Coordinator (investigator) who will investigate the allegation. The investigator will meet with the complainant, the alleged offender, and all relevant witnesses in order to investigate the complaint. The investigators may obtain investigation assistance from an outside investigator in complex situations, such as if the allegations against a member of the Board of Trustees, the President or Executive Vice President of the College.

Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531, for the EE/AAO at (815) 599-3402, or the Director of Adult Education at (815) 599-3455;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu; the EE/AA Officer at karen.brown@highland.edu, or the Director of Adult Education mark.jansen@highland.edu;
- Mail a letter to the Title IX Coordinator's office, the EE/AAO's office, or the Director of Adult Education's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the appropriate investigator (although it is best to make an appointment first to ensure availability) at: Marvin-Burt Liberal Arts Center room 101 for Title IX

Coordinator; Student/Conference Center room 232 for the EE/AA Officer; or the Community Services Center room 132 for the Director of Adult Education;

- Report to another trusted college official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the appropriate investigator.
- File a report of harassment through the College's online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>. Reports marked "harassment" will be sent confidentially directly to the College's Equal Employment/Affirmative Action Officer and copied to the Title IX Coordinator.

Informal Complaint Process:

Individuals who feel they have been harassed may desire to resolve their complaints informally (i.e., without the formal investigatory process and without disciplinary action being taken against the alleged harasser if allegation is found to be true).

Informal complaints are not required to be made in writing. An example of an informal complaint resolution is one where the complainant requests only that an appropriate college official counsel the accused individual to cease and desist the alleged conduct, and requests no other specific action(s) be taken against the accused. The informal complaint process may not be used in the event of a complaint of sexual violence under policy 3.27 Sexual Misconduct and Violence or 4.39 Non-Violence.

Persons making informal complaints of harassment agree and understand that no formal disciplinary action may be taken against the alleged harasser based on the allegation. If the complainant chooses, they may at any time prior to the resolution of the informal complaint amend the informal complaint to a formal complaint. If the alleged offender elects not to participate in resolving an informal complaint, the nonparticipation will not be considered as damaging evidence and will not change or waive the College's responsibility to investigate and to make decisions based on available information.

The investigator may, *if circumstances warrant*, request that the alleged harasser's immediate supervisor counsel them regarding the alleged conduct and/or may recommend counseling, training, education, and/or other non-disciplinary actions be implemented or undertaken. Attempts to resolve an informal complaint will be completed within thirty (30) business days from the date of receipt of the informal complaint by the investigator. If the investigation necessitates additional time to resolve the matter, the complaining party and the alleged harasser will be notified by the investigator. The complaining party and the alleged harasser will be informed in writing of the outcome of the informal process.

The informal process will include:

- Explanation of the rights and responsibilities of the person filing the report and the procedures for filing a formal complaint;
- Review and determination of the legal basis of the issues being raised in the complaint;
- Seeking resolution of the matter;

- Documenting the resolution or advising the complainant of his/her right to file a formal complaint within 15 days after receipt of the informal process report;
- Preparing a report on the informal process.

The College will attempt to balance the wishes of a complaining party who does not want to file a formal complaint with the College's responsibility to respond to serious allegations and take prompt, appropriate action. A complaining party who chooses not to proceed with a formal complaint shall be asked to state that preference in writing.

Formal Complaint Process:

Formal complaints must be filed within 45 days of the date of the alleged event or incident or within 15 days after attempts to resolve the situation informally have been unsuccessful.

While not required, the College encourages anyone who makes a formal complaint under this policy to provide a written statement setting forth the details below and attaching any pertinent documents, so the College can truly understand the complaint:

- identify the alleged offender(s);
- identify the details concerning the incident or conduct giving rise to the complaint;
- describe the actions or practices deemed harassment and/or discriminatory
- provide the dates, times, and locations of the conduct;
- include names of any witnesses to the alleged incident(s) or conduct;
- whether conduct of a similar nature and has occurred on prior occasions;
- whether there are any documents which would support the allegations;
- what impact the conduct had on the person filing the report; and
- action requested to resolve the complaint and prevent future violations of the policy.

The College will investigate formal complaints when complaints are submitted orally or in writing. The College will acknowledge receipt of the formal complaint in writing. Following a decision, the College will notify the complaining party, as well as the alleged harasser, of the appeal process.

Process for Investigation of Formal Complaints: The investigator will interview the complaining party and the alleged offender and may review personnel and other records relevant to the complaint. The alleged harasser should have an opportunity to fully explain his or her side of the circumstances and may also submit a written statement if desired. Typically after the alleged harasser is interviewed, any witnesses identified by either the claiming party or the alleged harasser may be interviewed separately. The investigator may also interview, supervisors and/or any other persons who may have information about the alleged incident. The investigating officer will be entitled to any and all College documents, recordings, videos, emails or information requested by a Request for Information that may pertain to the

investigation. If the complaint involves evidence found on the complaining party's or alleged harasser's personal electronic devices, the investigator may request access to or copies of that information. Every attempt will be made to complete the investigation within 10 business days. The investigating officer may extend the time of the investigation by up to 30 additional business days if necessary to complete the investigation.

If necessary, the investigator will notify the supervisor of the alleged offender (if the alleged is an employee) or the Vice President of Student Development and Support Services (if the accused is a student) and/or other appropriate College administrative officials regarding the complaint, in order that appropriate temporary and/or remedial actions may be taken during the investigation (i.e., temporary reassignment, investigatory leave of absence, etc.).

Right to Dismiss: The College has the right to dismiss an informal or formal complaint in its entirety for any of the following reasons:

1. The complaining party fails to state a claim;
2. The claim is moot or under adjudication elsewhere;
3. The complaining party failed to file the complaint within the time frame allotted;
4. The complaining party provides a written request to withdraw their formal complaint;
5. The complaining party cannot be located or has not responded to a request for relevant information if the record does not already contain sufficient information;
6. The complaint is part of a clear pattern of misuse of the process.

The College President or designee shall be informed of every written reported incident of harassment, unless the reported incident involves the President in which case the reported incident will be reported to the Board Chair.

Written Report:

Within ten (10) school days or "a reasonable time" from the date the written complaint was received, the investigator(s) will produce a report on the investigation to the College President or designee, or the Chair of the College's Board of Trustees if the College President is the alleged harasser, which will include at a minimum the following:

1. The date the complaint was received;
2. The complaining party's name;
3. The name of each alleged offender and a description of all conduct that gave rise to the complaint (written, signed statements by complaining parties describing relevant events should be obtained whenever possible);
4. A statement detailing the alleged offender's response to the allegations (written, signed statements by the alleged offender should be obtained whenever possible);

5. A statement detailing the scope of the investigation undertaken, including the names of all witnesses interviewed and the results of the interviews. The report may include case information, the investigation plan, case notes, information interview summaries, interview reports, exhibit list, and recommendations.

Within five (5) business days or “a reasonable time” after the investigator’s written report is received, the College President or designee, or the Chair of the Board of Trustees if the College President is the alleged harasser, will evaluate the report of the investigator(s) to determine the validity of the complaint. The President or designee may review any part of the investigatory records not included in or with the report.

The President or designee, the supervisor (if the accused is an employee), the Executive Vice President, or the Vice President, Student Development and Support Services (if the accused is a student), and/or other College administrative officials as appropriate, shall meet with the appropriate party to discuss the findings and recommendations for appropriate action. The President or designee shall provide a written notification of the decision to the investigator, the alleged harasser and the complaining party.

Disciplinary Action:

If a complaint is found to be valid, appropriate disciplinary action or other appropriate action will be taken. Any College employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action up to and including discharge or any other appropriate remedial action, consistent with college policy or contractual rights and obligations outlined in appropriate collective bargaining agreements. Any student of the College who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion, or other appropriate remedial action, consistent with the College’s Student Code of Conduct. Any third person who is determined, after an investigation to have engaged in harassment in violation of this policy may be subject to restriction from enrollment in College classes.

This is not a legal proceeding, so the College will not award any compensation to a victim of harassment. Referral to the appropriate law enforcement agencies may be made in appropriate cases.

Knowingly Filing False or Malicious Complaints Prohibited:

Any person who knowingly files a false or malicious complaint regarding discrimination or harassment will be subject to disciplinary action as outlined in this section of the policy.

Retaliation:

The College prohibits retaliation against a person who files a complaint about or reports any act of discrimination, harassment or misconduct in violation of this

policy, or because he or she has testified, assisted or participated in an investigation, proceeding or hearing regarding sexual or other harassment. In addition, the College prohibits retaliation against the alleged offender by the accuser or other parties. Disciplinary action as outlined under the “Disciplinary Action” Section, paragraphs #1 and #2 of this policy will not be considered retaliation.

Retaliation is illegal under State and Federal Law and includes, but is not limited to, any form of intimidation, reprisal or harassment. A person engaging in retaliatory conduct shall be subject to disciplinary action as outlined under the “Disciplinary Action” section of this policy with regard to employees and students, or possible restriction from enrollment in College courses or participation in campus and/or College-related activities, with regard to third persons.

Any act of retaliation by a party directed against a complaining party, an accused party, witnesses, or participants in the process will be treated as a separate and distinct complaint and will be similarly investigated. Illinois law provides protections to whistleblowers as set forth in the Whistleblower Act 740 ILCS 174/15 and the Illinois Human Rights Act, 775 ILCS 5/6-101.

Appeal of Formal Complaint Resolution:

The respondent and complainant have a right to timely appeal if either party alleges a procedural error occurred, new information exists that would substantially alter the findings, or alleges that the sanction is disproportionate to the violation.

An employee may appeal the decision of the President by submitting a notice of appeal to the President within five (5) business days of receiving the written notification of the decision from the President. The written appeal must state in detail the reason(s) for the appeal and shall address one or more of the following:

If the appeal alleges: a. new information or evidence exists that would substantially alter the findings, the person appealing shall specify the reasons why said information was not available or provided to the investigator during the investigation, including specific reasons why said information could not have been provided on a timely basis; b. either that the action(s) or inactions(s) of the supervisor and/or other appropriate college administrative officials in response to the findings of the investigator will not prevent future violations(s) of this policy, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation; c. there was a procedural error related to the policy, the person appealing shall specify, the reasons and basis for this belief/allegation; or d. that the sanction is disproportionate to the violation, the person appealing shall specify, in detail, the reasons and basis for this belief/allegation.

In cases involving employees of the College, accused of violating the policy, with or without a recommendation or decision to dismiss, an employee may appeal the decision of the President by submitting notice of appeal to the President. The appeal will then be heard before the Board of Trustees within 10 business days thereafter. Decisions of the Board of Trustees shall be final, unless the employee is subject to a

collective bargaining agreement permitting grievance rights. In the case of grievance rights, the affected employee may appeal by using the available grievance process outlined in their contract, but may only receive one hearing before the Board of Trustees. Any recommendation for dismissal made against a faculty member will be in compliance with the processes under the Illinois Public Community College Act, Article III-B Tenure, Chapter 122, 103B-3 (non-tenured faculty) or 103B-4 (tenured faculty).

If a student wishes to appeal the decision of the President, following the same timeline outlined for employees, a letter must be submitted in writing to the Title IX Coordinator who will convene the sexual misconduct judicial review panel. A decision will be issued by the review panel within seven (7) days of the conclusion of the panel's review. The panel has the authority to interview the complainant, victim or respondent, as well as witnesses, investigators and the adjudicator in conducting the review. The victim, respondent and complainant cannot be compelled to testify in one another's presence, but will be given the opportunity to hear the testimony of the other party and to respond to such testimony.

No disciplinary or other action based on the complaint shall be taken against the respondent during the appeal process, although temporary, interim measures may remain in place. The College, in its discretion, may at any point in the complaint process elect to place the alleged harasser on suspension in accordance with Policy 4.084 Suspension-All Employees for employees; as outlined in the Student Code of Conduct for students, or may implement a temporary reassignment of duties or classes.

Dissemination of Policy/Procedures:

Information on this policy will be distributed in the College's Policy Manual, College Catalog, the College website, College's General drive under HR-Payroll Resources, and via posters and brochures placed around campus. Periodic notices sent to students and employees about the College's sexual harassment policy will include information about the complaint procedure and will refer individuals to designated offices/officials for additional information. Students registered at Highland Community College will receive information annually related to this policy.

Informational brochures are distributed throughout campus and posters related to sexual harassment and reporting harassment are posted throughout campus. New employees will be required to read the policy, sign an acknowledgement form that they have read the policy, and complete on-line harassment training. Employees are to complete bi-annual on-line training and are encouraged to report any evidence of sexual or other harassment in the workplace whether they are victims or if they witness such harassment. Supervisors and managers are required to report any known or reported harassment and will be trained bi-annually via on-line training to recognize and take action against harassment of any kind. The sexual misconduct and violence policy 3.27, non-discrimination policy 4.031, and/or the non-violence policy 4.39 may also apply in some incidents that are reportable under policy 4.034. Refer to

those policies for additional guidance related to reporting responsibilities and protocol.

Identification of Reporting Officers:

If any student or employee is unable to obtain the policy or procedures referenced in this policy, please contact the President's office at (815) 599-3514. The President's office is located in Building H, Student/Conference Center room 230, Highland Community College, 2998 W Pearl City Rd., Freeport, IL 61032.

Resolution Outside the College:

It is hoped that sexual or other harassment complaints and incidents can be resolved within the College. However, employees, students, or third persons have legal recourse to the investigative and complaint process available through the Illinois Department of Human Rights, the U.S. Department of Education-Office for Civil Rights and/or the Equal Employment Opportunity Commission. Complaints filed with these agencies must be filed within the agency's deadline based on when the last harassing or discriminating action occurred. These deadlines are not based on the date the College determines the outcome of a claim filed with the College. Inquiries may be made directly to the Illinois Department of Human Rights, Office for Civil Rights, and the Equal Employment Opportunity Commission as follows:

Illinois Department of Human Rights
100 West Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
Telephone (312) 814-6200 or (866) 740-3953 (TTY)
www2.illinois.gov.dhr

U.S. Equal Employment Opportunity Commission
~~500 West Madison Street, Suite 2000~~
230 South Dearborn, Suite 1866
Chicago, IL 60604 60661
Telephone ~~(312) 353-2713~~; (800) 669-4000; or (800) 669-6820 ~~(312) 869-8001~~
(TTY)
www.eeoc.gov

Student Complaint Resolution
U.S. Department of Education, Office for Civil Rights
Citigroup Center
500 W. Madison Street
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

**AGENDA ITEM #X-D-1
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE**

2019-2020 BUDGET

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the adoption of the 2019-2020 budget.

BACKGROUND: On September 24, 2019, a public hearing on the 2019-2020 Budget was declared and held in accordance with State law. The attached budget, as compared to the FY20 Tentative Budget, includes changes in the Operating Funds, Operations and Maintenance, Restricted Fund, Auxiliary Enterprises Funds, Restricted Funds, and Liability, Protection, and Settlement Funds for changes in state and federal grant funding, changes in tuition revenue, changes in local revenue, and known and estimated changes in operating costs.

BOARD ACTION: _____

The Board of Trustees of Highland Community College formally adopted the Fiscal Year 2020 budget with the following resolution:

RESOLUTION PROVIDING FOR ADOPTION OF ANNUAL BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 BY BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND THE STATE OF ILLINOIS.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois, has caused a budget for said College for said fiscal year to be prepared in tentative form by persons designated by said Board, and

WHEREAS, said budget in tentative form has been made conveniently available to public inspection for at least 30 days prior to final action thereon, and

WHEREAS, on September 24, 2019, a public hearing was held as to such budget prior to final action thereon, pursuant to notice of such public hearing given by publication in a newspaper published in said District as required by law, and all other legal requirements have been complied with,

WHEREAS, the State of Illinois, in 110 ILCS 805/3-20.3, provides for the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes,

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board as follows:

That the following Annual Budget, which said Board deems necessary to defray all necessary expenses and liabilities of said College District and which specifies the objects and purposes of each item and amount needed for each object or purpose, be and the same hereby is adopted as the Budget of said College District for said fiscal year beginning July 1, 2019, and ending June 30, 2020, and that the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the preceding items shall be paid from the tax levied for operations, building and maintenance purposes.

Page 2

(A true, complete and correct copy of such budget is attached to and made a part of the minutes of this meeting.)

Board action: _____

A copy of the adopted budget is enclosed.

Secretary, Board of Trustees

Chairman, Board of Trustees

**2019-2020 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATING FUNDS**

	Educational Fund			Operations and Maintenance Fund			Operating Funds
	Final Budget	Tentative Budget	Increase (Decrease)	Final Budget	Tentative Budget	Increase (Decrease)	Net Inc/Dec
<u>REVENUE</u>							
Local							
Resources	\$5,467,925	\$5,143,725	\$324,200	\$1,344,087	\$1,558,287	(\$214,200)	\$110,000
State	1,255,420	1,235,113	20,307	187,498	187,498	0	20,307
Federal	45,000	45,000	0	0	0	0	0
Tuition	5,050,500	5,305,500	(255,000)	0	0	0	(255,000)
Other	<u>697,450</u>	<u>1,137,081</u>	<u>(439,631)</u>	<u>85,014</u>	<u>81,176</u>	<u>3,838</u>	<u>(435,793)</u>
Totals	<u>\$12,516,295</u>	<u>\$12,866,419</u>	<u>(\$350,124)</u>	<u>\$1,616,599</u>	<u>\$1,826,961</u>	<u>(\$210,362)</u>	<u>(\$560,486)</u>
 <u>EXPENSES BY OBJECT</u>							
Salaries	\$8,798,341	\$8,852,659	(\$54,318)	\$595,817	\$590,954	\$4,863	(\$49,455)
Employee							
Benefits	2,023,780	2,051,362	(27,582)	215,067	215,067	0	(27,582)
Contractual	706,270	709,565	(3,295)	129,076	139,076	(10,000)	(13,295)
Materials	741,995	740,023	1,972	185,794	195,794	(10,000)	(8,028)
Conference	295,939	293,739	2,200	0	0	0	2,200
Fixed Charges	64,295	501,676	(437,381)	0	0	0	(437,381)
Utilities	18,100	17,400	700	651,251	651,251	0	700
Capital Outlay	18,486	18,486	0	0	0	0	0
Other	419,720	539,720	(120,000)	(263,090)	(266,340)	3,250	(116,750)
Transfer	<u>(443,186)</u>	<u>(443,464)</u>	<u>278</u>	<u>(24,761)</u>	<u>(24,761)</u>	<u>0</u>	<u>278</u>
TOTALS	<u>\$12,643,740</u>	<u>\$13,281,166</u>	<u>(\$637,426)</u>	<u>\$1,489,154</u>	<u>\$1,501,041</u>	<u>(\$11,887)</u>	<u>(\$649,313)</u>

**2019-2020 BUDGET
CHANGES FROM TENTATIVE BUDGET
OPERATIONS AND MAINTENANCE,
RESTRICTED FUND**

**Operations & Maintenance, Restricted
Fund**

	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	\$6,116,500	\$6,116,500	\$0
Totals	<u>\$6,116,500</u>	<u>\$6,116,500</u>	<u>\$0</u>

EXPENSES BY OBJECT

Contractual Service:	\$27,699	\$27,699	\$0
Capital Outlay	7,124,384	7,080,720	43,664
Other	128,000	-	128,000
Transfers	24,761	24,761	-
TOTALS	<u>7,304,844</u>	<u>7,133,180</u>	<u>\$171,664</u>

**2019-2020 BUDGET
CHANGES FROM TENTATIVE BUDGET
AUXILIARY ENTERPRISES FUND**

**Auxiliary Enterprises
Fund**

	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Activity Fee	\$397,000	\$397,000	\$0
Bookstore			
Sales	600,000	600,000	-
Athletics	50,140	50,140	-
Other	<u>173,775</u>	<u>113,275</u>	<u>60,500</u>
Totals	<u><u>\$1,220,915</u></u>	<u><u>\$1,160,415</u></u>	<u><u>\$60,500</u></u>

EXPENSES BY OBJECT

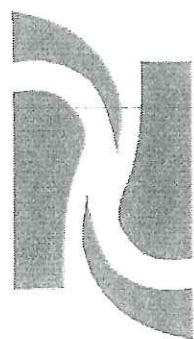
Salaries	\$311,444	\$292,444	\$19,000
Employee			
Benefits	31,074	31,074	-
Contractual	92,745	92,745	-
Materials	644,859	642,859	2,000
Fixed Costs	5,790	5,790	-
Utilities	600	600	-
Conference	240,088	204,088	36,000
Capital	5,127	5,127	-
Other	22,667	22,667	-
Transfers	<u>(65,000)</u>	<u>(65,000)</u>	<u>-</u>
TOTALS	<u><u>1,289,394</u></u>	<u><u>1,232,394</u></u>	<u><u>57,000</u></u>

**2019-2020 BUDGET
CHANGES FROM TENTATIVE BUDGET
RESTRICTED PURPOSE FUNDS**

	Restricted Purpose Funds		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
State	\$487,231	\$495,303	(\$8,072)
Federal	\$4,474,358	\$4,474,358	-
Other	<u>1,188,936</u>	<u>1,010,250</u>	<u>178,686</u>
Totals	<u>\$6,150,525</u>	<u>\$5,979,911</u>	<u>\$170,614</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$1,071,944	\$1,070,249	\$1,695
Employee			
Benefits	268,454	245,402	\$23,052
Contractual	662,652	562,652	100,000
Materials	191,899	206,119	(14,220)
Conference	132,525	129,124	3,401
Fixed Charges	29,321	29,321	-
Utilities	4,152	4,152	-
Capital	405,484	382,725	22,759
Financial Aid	3,811,676	3,845,346	(33,670)
Other	81,036	13,696	67,340
Transfers	<u>370,686</u>	<u>370,964</u>	<u>(278)</u>
TOTALS	<u>\$7,029,829</u>	<u>\$6,859,750</u>	<u>\$170,079</u>

**2019-2020 BUDGET
CHANGES FROM TENTATIVE BUDGET
LIABILITY, PROTECTION, SETTLEMENT FUND**

	Liability, Protection, Settlement Fund		
	Final Budget	Tentative Budget	Net Inc/Dec
<u>REVENUE</u>			
Local Govt Sources	<u>\$1,110,000</u>	<u>\$1,085,000</u>	<u>(\$25,000)</u>
Totals	<u>\$1,110,000</u>	<u>\$1,085,000</u>	<u>(\$25,000)</u>
<u>EXPENSES BY OBJECT</u>			
Salaries	\$288,304	\$290,683	(\$2,379)
Employee Benefits	340,566	340,566	0
Contractual	375,176	296,465	78,711
Materials & Supplies	8,888	8,888	0
Conference	20,503	20,503	0
Utilities	4,903	4,903	0
Fixed Charges	<u>182,856</u>	<u>182,856</u>	<u>0</u>
	<u>\$1,221,196</u>	<u>\$1,144,864</u>	<u>\$76,332</u>



**HIGHLAND
COMMUNITY
COLLEGE**

**BUDGET
2019-2020**

HIGHLAND COMMUNITY COLLEGE OPERATING FUND BUDGET

<u>REVENUE</u>	<u>Adopted Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>		<u>Increase (Decrease)</u>
		<u>Amount</u>	<u>Percent</u>	
Local Governmental Sources	\$6,498,721	\$6,812,012	48.2%	\$313,291
State Governmental Sources	1,311,733	1,442,918	10.2%	131,185
Federal Governmental Sources	35,541	45,000	0.3%	9,459
Student Tuition and Fees	5,514,588	5,050,500	35.7%	(464,088)
Other Sources	<u>1,417,557</u>	<u>782,464</u>	<u>5.6%</u>	<u>(635,093)</u>
Total Revenue	<u>\$14,778,140</u>	<u>\$14,132,894</u>	<u>100.0%</u>	<u>(\$645,246)</u>
Revenue Percentage Increase				-4.4%
<u>EXPENDITURES</u>				
Salaries	9,295,256	9,394,158	66.5%	\$98,902
Fringe Benefits	2,303,681	2,238,847	15.8%	(64,834)
Contractual Services	829,457	835,346	5.9%	5,889
General Materials & Supplies	934,753	927,789	6.6%	(6,964)
Conference & Meeting Expense	327,761	295,939	2.1%	(31,822)
Fixed Charges	502,282	64,295	0.5%	(437,987)
Utilities	697,101	669,351	4.7%	(27,750)
Capital Outlay	15,597	18,486	0.1%	2,889.00
Other	337,419	156,630	1.1%	(180,789)
Transfers	<u>(374,574)</u>	<u>(467,947)</u>	<u>-3.3%</u>	<u>(93,373)</u>
Total Expenditures	<u>\$14,868,733</u>	<u>\$14,132,894</u>	<u>100.0%</u>	<u>(\$735,839)</u>
Expenditure Percentage Increase				-4.9%
FY2020 Revenues in Excess of Expenses		<u>\$0</u>		

HIGHLAND COMMUNITY COLLEGE INSTRUCTION

The narrative on pages 2 through 10 includes comparisons of the 2018-2019 budget to the 2019-2020 budget. It should be noted that 2018-2019 actual results for particular line items may vary from the amount budgeted. Actual 2018-2019 results are reported in the annual financial report.

The 2019-2020 budget includes actual salaries and benefits of new employees and estimates for those positions for which searches were or will be underway during the year. Contractual salaries and benefits are included, as well. Estimates for contracts currently in negotiations have been made. For 2019-2020, the College's cost for employee medical insurance premiums decreased by about 8%.

To more efficiently budget for conference & meeting expense, one centralized budget center is being used in the 2019-2020 budget. In prior years, using a decentralized system, the amount budgeted for conference & meeting expense has been under utilized by at least 25% per year. The new budget center is classified under academic support. All college departments can access the funds per the new budget process.

Total instruction costs are budgeted to decrease \$80,022. Salaries include full-time, part-time, summer instruction, as well as overload. Contractual services is increased based on the anticipated use of ILCCO courses, which increased significantly in 2018-2019.

	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase <u>(Decrease)</u>
INSTRUCTION: PROGRAM TOTAL			
Salaries	\$5,835,183	\$ 5,803,113	(\$32,070)
Employee Benefits	1,151,526	1,118,671	(32,855)
Contractual Services	80,240	124,195	43,955
General Materials & Supplies	249,308	253,710	4,402
Conference & Meeting Expense	80,954	17,046	(63,908)
Fixed Charges	14,000	11,000	(3,000)
Capital Outlay	7,044	9,733	2,689
Utilities	700	700	0
Other	<u>1,730</u>	<u>2,495</u>	<u>765</u>
Total Instruction	<u>\$7,420,685</u>	<u>\$7,340,663</u>	<u>(\$80,022)</u>

HUMANITIES DIVISION

Salaries	\$1,309,980	\$1,376,619	\$66,639
Employee Benefits	236,518	221,910	(14,608)
Contractual Services	15,550	25,720	10,170
General Materials & Supplies	31,169	34,071	2,902
Conference & Meeting Expense	28,354	5,572	(22,782)
Capital Outlay	5,500	8,970	3,470
Other	<u>1,700</u>	<u>1,610</u>	<u>(90)</u>
Total Humanities Division	<u>\$1,628,771</u>	<u>\$1,674,472</u>	<u>\$45,701</u>

Instruction Continued

	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase (Decrease)
<u>SOCIAL SCIENCE DIVISION</u>			
Salaries	\$531,703	\$583,625	\$51,922
Employee Benefits	107,011	98,942	(8,069)
General Materials & Supplies	<u>1,010</u>	<u>1,010</u>	<u>0</u>
Total Social Science Division	<u>\$639,724</u>	<u>\$683,577</u>	<u>\$43,853</u>
<u>NATURAL SCIENCE AND HEALTH DIVISION</u>			
Salaries	\$1,787,977	\$1,749,044	(\$38,933)
Employee Benefits	376,526	380,369	3,843
Contractual Services	1,979	6,745	4,766
General Materials & Supplies	87,864	87,215	(649)
Conference & Meeting Expense	18,288	6,228	(12,060)
Utilities	700	700	0
Capital Outlay	530	497	(33)
Other	<u>30</u>	<u>30</u>	<u>0</u>
Total Natural Science and Health Division	<u>\$2,273,894</u>	<u>\$2,230,828</u>	<u>(\$43,066)</u>
<u>BUSINESS AND TECHNOLOGY DIVISION</u>			
Salaries	\$1,800,246	\$1,684,489	(\$115,757)
Employee Benefits	360,063	330,835	(29,228)
Contractual Services	16,611	22,630	6,019
General Materials & Supplies	125,598	126,624	1,026
Conference & Meeting Expense	12,379	4,917	(7,462)
Fixed Charges	14,000	11,000	(3,000)
Capital Outlay	1,014	169	(845)
Other	<u>0</u>	<u>855</u>	<u>855</u>
Total Business and Tech Division	<u>\$2,329,911</u>	<u>\$2,181,519</u>	<u>(\$148,402)</u>

Instruction Continued

	<u>Adopted Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>	<u>Proposed Increase (Decrease)</u>
<u>TRANSITIONAL MATH</u>			
Salaries	\$158,843	\$155,338	(\$3,505)
Employee Benefits	2,744	17,915	15,171
General Materials & Supplies	578	578	0
Conference & Meeting Expense	<u>3,156</u>	<u>0</u>	<u>(3,156)</u>
Total Transitional Math	<u>\$165,321</u>	<u>\$173,831</u>	<u>\$8,510</u>

INSTRUCTIONAL ADMINISTRATION

Salaries	\$246,434	\$253,998	\$7,564
Employee Benefits	68,664	68,700	36
Contractual Services	46,100	69,100	23,000
General Materials & Supplies	3,089	4,212	1,123
Conference & Meeting Expense	18,777	329	(18,448)
Capital Outlay	<u>0</u>	<u>97</u>	<u>97</u>
Total Instructional Administration	<u>\$383,064</u>	<u>\$396,436</u>	<u>\$13,372</u>

HIGHLAND COMMUNITY COLLEGE ACADEMIC SUPPORT

Total academic support costs are budgeted to increase \$145,69. This is due to the change in budgeting for college conference & meeting expense, explained on page 2.

	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase (Decrease)
<u>AUDIO VISUAL SERVICES</u>			
Salaries	\$35,786	\$39,853	\$4,067
Employee Benefits	8,476	7,855	(621)
Contractual Services	7,521	9,521	2,000
General Materials & Supplies	5,625	5,635	10
Conference & Meeting Expense	4,050	0	(4,050)
Capital Outlay	<u>1,034</u>	<u>1,034</u>	<u>0</u>
Total Audio Visual Services	<u>\$62,492</u>	<u>\$63,898</u>	<u>\$1,406</u>
<u>LIBRARY SERVICES</u>			
Salaries	\$222,366	\$252,457	\$30,091
Employee Benefits	89,442	82,688	(6,754)
Contractual Services	940	940	0
General Materials & Supplies	77,369	77,369	0
Conference & Meeting Expense	4,316	656	(3,660)
Capital Outlay	<u>1,500</u>	<u>1,500</u>	<u>0</u>
Total Library Services	<u>\$395,933</u>	<u>\$415,610</u>	<u>\$19,677</u>
<u>LEARNING ASSISTANCE CENTER</u>			
Salaries	\$282,698	\$297,495	\$14,797
Employee Benefits	40,209	48,423	8,214
Contractual Services	17,000	19,000	2,000
General Materials & Supplies	15,550	15,550	0
Conference & Meeting Expense	<u>2,415</u>	<u>0</u>	<u>(2,415)</u>
Total Learning Assistance Center	<u>\$357,872</u>	<u>\$380,468</u>	<u>\$22,596</u>
<u>ACADEMIC SUPPORT ADMINISTRATION</u>			
Conference & Meeting Expense	<u>\$0</u>	<u>\$102,000</u>	<u>102,000</u>
TOTAL ACADEMIC SUPPORT	<u>\$816,297</u>	<u>\$961,976</u>	<u>\$145,679</u>

HIGHLAND COMMUNITY COLLEGE STUDENT DEVELOPMENT

Student development includes admissions and records, financial aid, recruitment and retention, academic advising, student activities, and counseling and career information. Student development costs are budgeted to increase a total of \$12,176. The student retention specialist position has been changed from part-time to full-time, increasing employee benefits costs.

<u>STUDENT DEVELOPMENT</u>	<u>Adopted Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$851,536	\$861,440	\$9,904
Employee Benefits	231,022	255,490	24,468
Contractual Services	22,240	23,396	1,156
General Materials & Supplies	19,288	22,053	2,765
Conference & Meeting Expense	23,232	0	(23,232)
Fixed Charges	10,100	7,100	(3,000)
Capital Outlay	360	360	0
Other	<u>210</u>	<u>325</u>	<u>115</u>
TOTAL STUDENT DEVELOPMENT	<u>\$1,157,988</u>	<u>\$1,170,164</u>	<u>\$12,176</u>

HIGHLAND COMMUNITY COLLEGE PUBLIC SERVICES

The public services budget includes off-campus credit offerings as well as non-credit courses and seminars, and includes Business Institute and the International Historic Preservation Studies Program. Public services costs are budgeted to decrease by \$122,599. The full-time position in public services, the Director of IHPSP, has been reorganized.

	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase (Decrease)
<u>PUBLIC SERVICES</u>			
Salaries	\$258,127	\$214,246	(\$43,881)
Employee Benefits	31,396	41,395	9,999
Contractual Services	214,179	173,278	(40,901)
General Materials & Supplies	62,066	42,453	(19,613)
Conference & Meeting Expense	82,903	59,450	(23,453)
Fixed Charges	6,275	5,275	(1,000)
Other	<u>10,100</u>	<u>6,350</u>	<u>(3,750)</u>
TOTAL PUBLIC SERVICES	<u>\$665,046</u>	<u>\$542,447</u>	<u>(\$122,599)</u>

HIGHLAND COMMUNITY COLLEGE GENERAL ADMINISTRATION

General administration includes the office of the President, the business office, community relations, human resources, payroll, and the board secretary. Total general administration costs are budgeted to decrease \$22,005.

<u>GENERAL ADMINISTRATION</u>	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase (Decrease)
Salaries	\$770,609	\$799,106	\$28,497
Employee Benefits	242,006	209,633	(32,373)
Contractual Services	115,931	108,700	(7,231)
General Materials & Supplies	212,672	214,364	1,692
Conference & Meeting Expense	29,115	16,425	(12,690)
Utilities	100	0	(100)
Capital Outlay	659	859	200
Other	<u>3,400</u>	<u>3,400</u>	<u>0</u>
TOTAL GENERAL ADMINISTRATION	<u>\$1,374,492</u>	<u>\$1,352,487</u>	<u>(\$22,005)</u>

HIGHLAND COMMUNITY COLLEGE INSTITUTIONAL SUPPORT

Institutional support includes general college-wide activities and services such as legal services, telephone, postage, fleet vehicles, printing, data processing, and facilities usage and special promotions. The institutional support costs are budgeted to decrease by \$469,326. The decrease is due primarily to the conversion of the debt certificates to bonds, removing the annual payment from the operating funds.

Scholarships, grants, and waivers includes athletics waivers, student memberships to the YMCA, discounted dual credit and the College's portion of the Top Scholar award. This amount has decreased due to additional support from the HCC Foundation and enrollment decreases.

<u>INSTITUTIONAL SUPPORT</u>	<u>Adopted Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>	<u>Proposed Increase (Decrease)</u>
Salaries	\$457,324	\$530,631	\$73,307
Employee Benefits	283,399	259,625	(23,774)
Contractual Services	234,830	247,240	12,410
General Materials & Supplies	119,007	110,861	(8,146)
Conference & Meeting Expense	99,426	100,362	936
Fixed Charges	471,907	40,920	(430,987)
Utilities	18,400	17,400	(1,000)
Capital Outlay	5,000	5,000	0
Other	125,610	102,150	(23,460)
Transfer	(374,574)	(443,186)	(68,612)
TOTAL INSTITUTIONAL SUPPORT	<u>\$1,440,329</u>	<u>\$971,003</u>	<u>(\$469,326)</u>

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Other	<u>\$450,000</u>	<u>\$305,000</u>	<u>(\$145,000)</u>
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**HIGHLAND COMMUNITY COLLEGE
OPERATION AND MAINTENANCE OF PLANT**

The decrease of \$56,742 for the operations and maintenance of plant is primarily due to the expected decrease in electricity due to efficiency projects.

	Adopted Budget <u>2018-2019</u>	Proposed Budget <u>2019-2020</u>	Proposed Increase <u>(Decrease)</u>
<u>OPER. & MAINT. OF PLANT</u>			
Salaries	\$581,627	595,817	\$14,190
Employee Benefits	226,205	215,067	(11,138)
Contractual Services	136,576	129,076	(7,500)
General Materials & Supplies	173,868	185,794	11,926
Conference & Meeting Expense	1,350	-	(1,350)
Utilities	677,901	651,251	(26,650)
Other	(253,631)	(263,090)	(9,459)
Transfers	<u>0</u>	<u>(24,761)</u>	<u>(24,761)</u>
TOTAL OPER. AND MAINT. OF PLANT	<u>\$1,543,896</u>	<u>\$1,489,154</u>	<u>(\$54,742)</u>



**OFFICIAL
BUDGET**

July 1, 2019- June 30, 2020

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

	Educational Fund	Operations & Maintenance Fund	Total Operating	Percent
LOCAL GOVERNMENT SOURCES				
Current Taxes	\$ 2,539,937	\$ 680,340	\$ 3,220,277	22.8%
Back Taxes	2,477,988	663,747	3,141,735	22.2%
Corporate Personal Property				
Replacement Tax	450,000	-	450,000	3.2%
Total Local Government	\$ 5,467,925	\$ 1,344,087	\$ 6,812,012	48.2%
STATE GOVERNMENTAL SOURCES				
ICCB Credit Hour Grants	1,062,490	187,498	1,249,988	8.8%
ICCB Equalization Grant	50,000	-	50,000	0.4%
ICCB Career/Tech Education	127,930	-	127,930	0.9%
ICCB Other	15,000	-	15,000	0.1%
Total State Government	\$ 1,255,420	\$ 187,498	\$ 1,442,918	10.2%
FEDERAL GOVERNMENT SOURCES				
Financial aid	-	-	-	0.0%
Indirect Costs	45,000	-	45,000	0.3%
Total Federal Government	\$ 45,000	\$ -	\$ 45,000	0.3%
STUDENT TUITION AND FEES				
Tuition	4,434,960	-	4,434,960	31.4%
Fees	615,540	-	615,540	4.4%
Total Tuition and Fees	\$ 5,050,500	\$ -	\$ 5,050,500	35.7%
OTHER SOURCES				
Facilities Rental	28,000	84,714	112,714	0.9%
Interest on Investments	97,000	-	97,000	0.7%
Other Revenue	572,450	300	572,750	4.1%
Total Other Sources	\$ 697,450	\$ 85,014	\$ 782,464	5.5%
Total 2019-2020 Budgeted Revenue	\$ 12,516,295	\$ 1,616,599	\$ 14,132,894	100.0%

HIGHLAND COMMUNITY COLLEGE
Summary of 2019-2020
Operating Budgeted Expenditures

	Educational Fund	Operations & Maintenance Fund	Total Operating	%
BY PROGRAM:				
Instruction	\$7,340,663	-	\$7,340,663	51.9%
Academic Support	961,976	-	961,976	6.8%
Student Services	1,170,164	-	1,170,164	8.3%
Public Services	542,447	-	542,447	3.8%
Oper./Maint. of Plant	-	1,513,915	1,513,915	10.7%
General Administration	1,352,487	-	1,352,487	9.6%
Institutional Support	1,414,189	-	1,414,189	10.0%
Transfers	(443,186)	(24,761)	(467,947)	-3.3%
Scholarships, Grants, Waivers	305,000	-	305,000	2.2%
Total 2019-2020 Budgeted Expenditures	\$ 12,643,740	\$ 1,489,154	\$ 14,132,894	100.0%
BY OBJECT:				
Salaries	\$8,798,341	595,817	\$9,394,158	66.5%
Employee Benefits	2,023,780	215,067	2,238,847	15.8%
Contractual Services	706,270	129,076	835,346	5.9%
General Materials and Supplies	741,995	185,794	927,789	6.6%
Conferences and Meetings	295,939	-	295,939	2.1%
Fixed Charges	64,295	-	64,295	0.5%
Utilities	18,100	651,251	669,351	4.7%
Capital Outlay	18,486	-	18,486	0.1%
Other	419,720	(263,090)	156,630	1.1%
Transfers	(443,186)	(24,761)	(467,947)	-3.3%
Total 2019-2020 Budgeted Expenditures	\$ 12,643,740	\$ 1,489,154	\$ 14,132,894	100.0%

HIGHLAND COMMUNITY COLLEGE
2019-2020 Current Budgeted Expenditures
Educational Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 5,803,113	
Employee Benefits	1,118,671	
Contractual Services	124,195	
General Materials and Supplies	253,710	
Conference and Meetings	17,046	
Fixed Charges	11,000	
Capital Outlay	9,733	
Utilities	700	
Other	<u>2,495</u>	
Total Instruction		\$7,340,663
<u>ACADEMIC SUPPORT</u>		
Salaries	\$ 589,805	
Employee Benefits	138,966	
Contractual Services	29,461	
General Materials and Supplies	98,554	
Conferences and Meetings	102,656	
Capital Outlay	<u>2,534</u>	
Total Academic Support		961,976
<u>STUDENT SERVICES</u>		
Salaries	\$ 861,440	
Employee Benefits	255,490	
Contractual Services	23,396	
General Materials and Supplies	22,053	
Conferences and Meetings	-	
Fixed Charges	7,100	
Capital Outlay	360	
Other	<u>325</u>	
Total Student Services		1,170,164

**Estimated Expenditures 2019-2020
Educational Fund (cont.)**

PUBLIC SERVICES

Salaries	\$ 214,246
Employee Benefits	41,395
Contractual Services	173,278
General Materials and Supplies	42,453
Conferences and Meetings	59,450
Fixed Charges	5,275
Other	<u>6,350</u>

Total Public Services \$ 542,447

GENERAL ADMINISTRATION

Salaries	\$ 799,106
Employee Benefits	209,633
Contractual Services	108,700
General Materials and Supplies	214,364
Conferences and Meetings	16,425
Utilities	-
Capital Outlay	859
Other	<u>3,400</u>

Total General Administration 1,352,487

INSTITUTIONAL SUPPORT

Salaries	\$ 530,631
Employee Benefits	259,625
Contractual Services	247,240
General Materials and Supplies	110,861
Conference and Meetings	100,362
Fixed Charges	40,920
Utilities	17,400
Capital Outlay	5,000
Other	<u>102,150</u>

Total Institutional Support 1,414,189

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Other	<u>\$ 305,000</u>
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Total Scholarships, Grants, & Waivers \$ 305,000

Transfers (443,186)

Total Educational Fund \$12,643,740

2019-2020 Estimated Expenditures

Operations and Maintenance Fund

	<u>Appropriations</u>	<u>Totals</u>
<u>OPERATION & MAINT. OF PLANT</u>		
Salaries	595,817	
Employee Benefits	215,067	
Contractual Services	129,076	
General Materials and Supplies	185,794	
Conferences and Meetings	-	
Utilities	651,251	
Other	<u>(263,090)</u>	
Total Operation & Maintenance of Plant		1,513,915
Transfers		(24,761)
Total Operations and Maintenance Fund		<u>\$ 1,489,154</u>

2019-2020 Operations and Maintenance Fund, Restricted

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Contractual Services	27,699	
Capital Outlay	7,124,384	
Other	128,000	
Transfers	<u>24,761</u>	
Total Expenditures		<u>\$ 7,304,844</u>

2019-2020 Auxiliary Enterprises Fund

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>SALES AND SERVICE FEES</u>		
Activity Fee	\$ 397,000	
Bookstore Sales	600,000	
Athletics	50,140	
Other	<u>173,775</u>	
Total Revenue		<u>\$ 1,220,915</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>STUDENT SERVICES</u>		
Salaries	\$ 311,444	
Employee Benefits	31,074	
Contractual Services	92,745	
General Materials and Supplies	644,859	
Conferences & Meetings	240,088	
Fixed Charges	5,790	
Utilities	600	
Capital Outlay	5,127	
Other	22,667	
Transfers	<u>(65,000)</u>	
Total Expenditures		<u>\$ 1,289,394</u>

2019-2020 Liability, Protection, and Settlement Fund

(SPECIAL LEVY TAX.FUND)

BUDGETED REVENUE

	<u>Revenues</u>	<u>Totals</u>
<u>LOCAL GOVERNMENTAL SOURCES</u>		
Current Taxes	\$ 592,500	
Back Taxes	<u>517,500</u>	
Total Revenue		<u>\$ 1,110,000</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTITUTIONAL SUPPORT</u>		
Salaries	\$ 288,304	
Employee Benefits	340,566	
Contractual Services	375,176	
General Materials and Supplies	8,888	
Conferences & Meetings	20,503	
Fixed Charges	182,856	
Utilities	<u>4,903</u>	
Total Expenditures		<u>\$ 1,221,196</u>

2019-2020 Audit Fund
(SPECIAL LEVY TAX FUND)

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

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

2019-2020 Bond and Interest Fund

BUDGETED REVENUE

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

BUDGETED EXPENDITURES

<u>INSTITUTIONAL SUPPORT</u>	<u>Appropriations</u>	<u>Totals</u>
Bond Principal & Interest	\$ <u>2,312,155</u>	
Total Expenditures		\$ <u>2,312,155</u>

2019-2020 Restricted Purpose Fund

BUDGETED REVENUES

	<u>Revenues</u>	<u>Totals</u>
<u>STATE GOVERNMENTAL SOURCES</u>		
ICCB-Vocational Education	\$ 131,998	
ICCB-Adult Education	251,325	
Other Ill. Governmental Sources	<u>103,908</u>	
		\$ 487,231
<u>FEDERAL GOVERNMENTAL SOURCES</u>		
Dept. of Education	\$ 4,427,402	
Other Federal Sources	<u>46,956</u>	
		4,474,358
<u>OTHER SOURCES</u>		
Student Tuition & Fees	\$ 588,000	
Sales & Service Fees	28,000	
Investment Revenue	19,346	
Nongovernmental Gifts, Grants	257,364	
Other Revenue	<u>296,226</u>	
		1,188,936
Grand Total		<u>\$ 6,150,525</u>

BUDGETED EXPENDITURES

	<u>Appropriations</u>	<u>Totals</u>
<u>INSTRUCTION</u>		
Salaries	\$ 323,879	
Employee Benefits	96,762	
Contractual Services	25,000	
General Materials and Supplies	79,049	
Conference and Meetings	43,185	
Capital Outlay	82,710	
Other	<u>43,281</u>	
		\$ 693,866

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

STUDENT SERVICES

Salaries	\$ 289,823
Employee Benefits	118,496
Contractual Services	3,816
General Materials and Supplies	47,873
Conference and Meetings	46,295
Capital Outlay	200
Other	<u>78,275</u>

Total Student Services

\$ 584,778

PUBLIC SERVICES

Salaries	\$ 60,939
Employee Benefits	5,772
Contractual Services	12,000
General Materials and Supplies	29,890
Conference and Meetings	11,434
Fixed Charges	28,671
Utilities	4,152
Other	<u>2,385</u>

Total Public Services

155,243

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

GENERAL ADMINISTRATION

Salaries	\$ 240,434
Employee Benefits	31,723
Contractual Services	100,000
General Materials and Supplies	33,137
Conference and Meetings	31,361
Fixed Charges	650
Capital Outlay	322,574
Other	<u>1,700</u>

Total General Administration

\$ 761,579

INSTITUTIONAL SUPPORT

Salaries	\$ 76,922
Employee Benefits	15,701
Contractual Services	521,836
General Materials and Supplies	1,950
Conference and Meetings	<u>250</u>

Total Institutional Support

616,659

SCHOLARSHIPS, STUDENT GRANTS, & WAIVERS

Salaries	\$ 79,947
Financial Aid	<u>3,767,071</u>

Total Scholarships, Grants & Waivers

3,847,018

Transfers

370,686

GRAND TOTAL

\$ 7,029,829

HIGHLAND COMMUNITY COLLEGE
Summary of Fiscal Year 2020 Budget by Fund

	General		Capital Projects	Proprietary Fund	
	Education Fund	Operations & Maint. Fund	Operations & Maint. (Restricted)	Auxiliary Fund	
Est. Beginning Balance	2,777,087	1,415,174	1,582,934	191,528	
Budgeted Revenues	12,516,295	1,616,599	6,116,500	1,220,915	
Budgeted Expend.	13,086,926	1,513,915	7,280,083	1,289,394	
Budgeted Transfers to Other Funds	73,660		24,761		
Budgeted Transfers from Other Funds	516,846	24,761		65,000	
Budgeted Ending Bal.	\$2,649,642	\$1,542,619	\$444,112	\$188,049	

	Special Revenue			Debt Service	
	Restricted Purposes Fund	Audit Fund	Liability, Protection, & Settlement Fund	Working Cash Fund	Bond and Interest Fund
Est. Beginning Balance	\$1,426,009	\$8,728	\$302,470	\$10,338,286	\$999,649
Budgeted Revenue	6,150,525	44,000	1,110,000	145,000	1,754,180
Budgeted Expend.	6,659,143	47,000	1,221,196	7,500	2,312,155
Budgeted Transfers to Other Funds	379,346			137,500	
Budgeted Transfers from Other Funds	8,660				
Budgeted Ending Bal.	\$546,705	\$5,728	\$191,274	\$10,338,286	\$441,674

The Official Budget, which is accurately summarized in this document, was approved by the Board on September 24th, 2019.

ATTEST: _____
Secretary, Board of Trustees

**AGENDA ITEM #X-D-2
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE**

**APPROVAL OF SERVICE AGREEMENT BETWEEN
HIGHLAND COMMUNITY COLLEGE AND STAMATS, INC. FOR THE PROVISION
OF ACADEMIC PROGRAM AND BRANDING RESEARCH**

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Board of Trustees approves the agreement between Highland Community College and Stamats, Inc. for the provision of academic program research in the amount of \$65,000 and branding research in the amount of \$43,200. Travel expenses and research incentives will be billed as incurred. The majority of the contract will be paid from a \$100,000 gift to the Foundation.

BACKGROUND: Highland Community College interviewed three companies with expertise in higher education marketing, enrollment, and/or branding. Stamats, Inc. has extensive experience conducting enrollment, academic program, and branding research. Their proposal includes a three-phase approach to addressing the College's needs for current and new program development, as well as development of the Highland Community College brand.

The current academic program demand phase includes detailed review of up to six programs exhibiting sizable and consequential opportunity for increased enrollment and detailed profiles of up to three successful and/or competitive programs with deliverables, including detailed report of findings, all data collected throughout the analysis, and discussion guidance related to the implementation of the findings. The new academic program demand assessment includes a gap analysis, analysis of demand and viability for up to five new program opportunities, detailed assessment of two new program opportunities, and detailed profiles of up to three leading and/or competitive programs. A workshop will be conducted on campus with administrators, faculty, and staff following the new academic program demand assessment phase.

During research and discovery of the branding phase, Stamats will provide knowledge for all analysis, including key themes and takeaways, and observations from existing documents, data, and other sources. The next phase will include in-depth interviews and a focus group on campus, as well as online focus groups with prospective students. Among the deliverables, Stamats will provide an on-campus workshop, written brand platform and brief, and a message matrix.

BOARD ACTION: _____



August 23, 2019

Master Services Agreement

Stamats Communications, Inc. & Highland Community College

We at Stamats Communications, Inc. look forward to working with Highland Community College. Because of the variables involved in completing projects to meet your special needs, it is not always possible to accurately estimate precise consultative, creative, and/or programming requirements. We have found, however, that the provision of services under this Master Services Agreement ("MSA") can be greatly facilitated when both parties understand and agree upon certain standard policies and procedures. This MSA has been developed in the interest of providing you services quickly, economically, and to your satisfaction.

The following provisions will apply to all services to be performed by Stamats Communications, Inc. ("Stamats") for Highland Community College (the "Client") under this MSA and any subsequent MSA addenda unless specified elsewhere in this MSA:

Completing the Work

A Statement of Work ("SOW"), which defines scope of work and cost of services, is attached to the MSA at the time of the original signing, or may be added later, as mutually agreed to by the parties. After a SOW has begun it cannot be canceled by either party except upon terms acceptable to both and in the event the Client is the party requesting termination, then Stamats shall be paid for time and materials incurred through the date of termination plus an early termination fee of 10 percent of the face value of the terminated SOW.

The Client will be fully and solely responsible for obtaining appropriate or necessary releases (if any) and clearances of all publication or use rights for all materials that will be incorporated into finished work provided under this MSA. The use of such materials in the work product shall constitute your warranty that you have the necessary permission for the use and/or publication of such materials. Materials may include lists, manuscripts, quoted materials, data, video clips, photos (whether taken by you, your agent or representative, or Stamats), and similar materials.

You are also totally responsible for any or all liabilities that arise from the publication or use of any and all materials and content. Such responsibility shall be deemed to include your agreement to indemnify Stamats for all costs (including reasonable attorney fees and costs) that may arise from claims related to the publication or use of the materials, provided that Stamats has given Client timely notice of any claim.

We take great efforts to ensure a phrase or tagline that is under consideration is not legally protected as a trademark or being used by someone else within the education market. This is done through extensive research using such online tools as Google, YouTube, domain name search sites, Twitter, Facebook, our own tagline repository, and the United States Patent & Trademark search site. Even with these measures, however, we cannot guarantee that such phrases or taglines are indeed available for your use without further investigation by a professional trademark availability research firm. In situations where the availability of a phrase or tagline comes into question, we will recommend you seek additional counsel from your campus legal representatives.



All work to be produced under this MSA will be proofed and approved by the Client prior to its final form in accordance with Stamats' policies. If a significant error appears in any final work and if you had clearly advised us in writing regarding the error, Stamats will be responsible to correct the error in a reasonable manner or provide a reasonable remedy as you and Stamats may mutually agree. You will be responsible for all other problems that result from errors, including problems that result from errors that were not called to our attention after you gave your approval as part of a review that provided you with the opportunity to catch the error.

Because of differences and limitations in equipment, materials, and media, a reasonable variation between original materials and the completed project will be acceptable. For example, design elements in the project (e.g., photos/images, video, and audio) may vary slightly from the original recording or photo. You will review and approve the project(s) in final form before release.

All production materials created by Stamats, including, but not limited to computer files, design elements, and finished art, are the property of Stamats. Such materials will be held for one year following the completion of the project.

Subject to the terms and condition of this agreement and upon payment of all amounts owing under this agreement, Stamats assigns and transfers to Client all rights, title, and interest in and to all Stamats work product provided under this MSA including copyrights with respect to the copy, designs, analyses, conclusions, and recommendations created or furnished by Stamats. Stamats shall own and retain all rights to any and all concepts, ideas, designs, proposals and other work and materials that have been presented to the Client but not included in the final work product. Services involving electronic media and software programming shall be subject to additional copyright, licensing, and warranty provisions as stated in the specifications for those projects. Stamats' rights shall be subject to all intellectual property rights of third parties from whom Stamats has obtained rights.

If Stamats is unable to complete services because of circumstances beyond our control, our obligation to you will be suspended temporarily until such circumstances no longer prevent us from moving forward. During such time we will work diligently with you to determine whether there are reasonable alternatives that would allow continued performance. By "circumstances beyond our control" we are referring to war; fire; strikes and labor disputes; lockouts; accidents; floods and other natural disasters; riots; pandemics; acts of God; denial of service attacks; terrorism; order to act of the military or government; acts or omissions on your part; inability to secure adequate materials, labor, or facilities; defaults of subcontractors; the inability of carriers to make scheduled deliveries; or the unavailability of electrical power from the grid or internet service from internet providers.

The Client grants permission for Stamats' staff to share data and findings gathered as part of one project with other Stamats personnel if they are working on other contracted projects for the Client for which this information would be relevant. The Client grants permission for Stamats to list the Client as representative client in Stamats' marketing materials, along with a statement of the general nature of the services provided by Stamats to the Client. Such general statement shall not disclose any proprietary information of the Client.

Digital Specific Items

Stamats warrants to you that the software programming provided to you will perform in the manner stated in the Plan and the specifications that we will include with the programming and that it does not violate the intellectual property rights of any third party. In the event of a claim of infringement, Stamats will either



substitute non-infringing software or provide a work-around acceptable to the Client within a reasonable time following the claim. Stamats will also indemnify Client for all costs (including reasonable attorney fees and costs) that may arise from claims related to such infringement, provided that Client has given Stamats timely notice to any claim. Client shall provide Stamats with reasonable assistance and information required to defend against the claim. While no software development process is able to guarantee bug-free results, Stamats services will be provided in a workmanlike manner, within local industry standards and tolerances for commercial applications. This warranty does not cover items damaged, modified, or misused after delivery to you. THIS WARRANTY IS PROVIDED IN LIEU OF ALL OTHER EXPRESS WARRANTIES REGARDING STAMATS' INVOLVEMENT IN THE PROJECT. STAMATS' SERVICES AND SOFTWARE ARE OTHERWISE PROVIDED ON AN "AS IS" BASIS, WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES WHATSOEVER. STAMATS MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AS TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. STAMATS SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER RESULTING FROM DEFECTS IN ANY MATERIALS, OR FROM ANY DEFECT IN ANY PROGRAMMING OR DOCUMENTATION, EVEN IF STAMATS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL THE LIABILITY OF STAMATS FROM DAMAGES ARISING OUT OF OR IN CONNECTION WITH ITS OBLIGATIONS UNDER THIS MSA EXCEED THE AMOUNT PAID TO STAMATS UNDER THIS MSA.

Stamats grants to you a license to both use, and make limited changes to, the contents of Digital Media products produced under this MSA. For example, you may change names, provide information regarding new events, and otherwise modify the information to keep the Digital Media products current. However, this license does not include the right to make changes to the underlying software, unless Stamats' prior written consent is obtained. This license is subject to any copyrights of third parties that may be incorporated into the Digital Media.

The Client is responsible for a website's compliance with applicable accessibility laws and regulations after transfer of a website to the Client. At the time of transfer to the Client, the website will have been tested for Web Content Accessibility Guidelines (WCAG) 2.0 AA compliance both internally by Stamats and externally by a qualified third-party vendor if included in project scope.

Publication Specific Items

The Client will receive a final proof for each publication. The proof should be proofed thoroughly, and should include a review of such seemingly minor information as phone numbers, zip codes, postal indicia, etc. If a significant mistake appears in the final printed publication, and if the Client marked the mistake on the final proof, Stamats will be responsible to correct the publication in a reasonable manner or provide a reasonable remedy as the Client and Stamats may mutually agree. The Client shall be responsible for all other problems that result from printed mistakes, including problems resulting from mistakes not marked by the Client on the final proof.

Stamats' costs are based on estimated time allowances. If added time in any creative or production area is necessary because of changes made by the Client once production has begun, these added costs will be billed to the Client. Such changes may include copy alterations after production has begun or proof changes made at the Client's request; increases in the number or size of color separations, addition of maps, illustrations, special graphics, or original art supplied by the Client; or retouching or computer manipulation of photos. The Client will be charged for duplicate prints of photographs, and for converting slides to prints.



Delivery of publications to the Client is assumed to be a single prepaid shipment. Shipping estimates when publications are involved assume that the Client will be able to unload the materials from pallets as delivered by the carrier. If the Client wishes to have assistance from the carrier in unloading the materials on a "box-by-box" basis, the Client should so notify Stamats in writing at the time the MSA is signed (or at the time of adding the publication project to the MSA by an addendum or future SOW). Special shipping arrangements will be identified separately on the invoice.

Quantities 5 percent over or 5 percent under the quantities ordered will be considered acceptable and the Client will be charged for overages or credited for shortages on a cost-per-copy ratio.

While Stamats provides the utmost care in preparing computer files or keylines for printing, Stamats is not responsible for any printed problem on jobs for which Stamats does not supply the printing. Such problems may include but are not limited to variations in size, quality, color, or typographic correctness. The client agrees to take full responsibility for communicating with suppliers, approving all proofs, and for resolving any problems with the printed publication. The Client may ask Stamats to review a final proof before printing, but agrees that Stamats is not responsible for any errors missed on this review.

Research Specific Items

Stamats acknowledges that the Client lists provided under the MSA are the exclusive and unique property of the Client. Client lists provided pursuant to the MSA shall be used only as indicated and approved in advance by the Client. The Client is responsible for the quality and accuracy of any list it provides as part of this project. Any Client-provided lists must be representative of the intended study population and of sufficient size to complete the study. (As a guideline, we recommend a list that is 10 times the size of the proposed sample.) Files shall be appropriately named and transmitted in a manner that maintains information integrity and security.

Stamats warrants that all Client lists or portions thereof, whether provided in labels or digital media, will not be disclosed, transferred, copied, reproduced, resold, retained, or re-used in any form or manner whatsoever other than for the expressed purpose of performing contract projects. Stamats further acknowledges responsibility for keeping Client student record information confidential under federal and state laws.

Changes to the MSA

The parties to the MSA may agree in writing, from time to time, to add new services or modify specifications or the scope of work of an approved SOW under the MSA. Any services outside the SOW or changes to previously approved work requested by the Client shall be the subject of an additional SOW or Change of Scope to be approved in writing by both parties.

SOWs are based on schedules jointly agreed upon by the Client and Stamats and on the estimates included with this MSA or later added in a letter of addendum or SOW. Delays by the Client affecting any phase of a schedule may result in added costs for project management or additional resources needed to extend the project timeline. Such additional costs shall be billed on a time and materials basis at Stamats' standard hourly rates and markup. All materials purchased at the request of the Client, but not completely used because of changes by the Client to the quantity or specifications, may be charged to the Client. Client agrees to respond to requests for approvals, materials, information, and appointments on a timely basis. "Timely basis" shall be the schedule and if the request is not separately identified in the schedule, then two weeks from the date of the request. If the client fails to respond to such requests on a timely basis, Stamats, at its option, may 1) extend the schedule by



the amount of the delay; 2) suspend work and bill the Client for work Stamats deems to have completed; 3) if the request was for an approval, proceed with work with the Client's approval having been deemed given and no further approval being required; or 4) if the request was for materials and information and alternate methods for obtaining reasonable substitutes are available, proceed with work using such substitute materials and information which the Client shall be deemed to have expressly approved.

Payment Terms

Stamats shall be entitled to the compensation set forth in the applicable SOW or other such compensation as the parties may later agree upon in a Scope Change or other legally binding agreement.

If there are services not completed in the same calendar year as they began, there will be a progress billing on December 31 to reflect completed work and travel incurred as of the calendar year-end.

The Client agrees that a charge of 1.5 percent per month on any unpaid balance will be added to its account beginning 30 days after the date of invoice until payment is received by Stamats.

Questions concerning the invoice must be sent by the Client to Stamats by express mail within seven days of the receipt of the invoice.

Invoicing and resultant payments reflect completed phases of the work by Stamats and will not be refundable if any SOW is canceled.

Travel and other expense billings shall occur upon individual expense and will follow the Client's travel policy if provided at the beginning of the project.

The Client agrees to pay, in addition to the quoted costs, any applicable state or federal sales or use taxes for services delivered. In those states where Stamats is required to collect sales or use taxes, these amounts will be separately itemized on the invoices.

Time for Commencement and Completion

This Agreement shall commence upon the date of execution specified hereinabove and will continue in effect for one (1) year from Effective Date. Thereafter, the Agreement will auto-renew annually until either party terminates, as provided herein, however, that with respect to any SOW in effect as of the date of termination, the terms of this Agreement will continue to govern the performance of the work under the SOW until such work is complete. This Agreement may be terminated by either party upon thirty (30) day advance written notice to the other party. In the event either party elects to terminate this Agreement, Stamats will continue to perform the services set forth in the most recent SOW through the Effective Termination Date, subject to Stamats' fees and costs being paid in accordance herewith.

However, those terms of the MSA that are required to effectuate the intent of the parties, including without limitation the provisions regarding indemnification, copyright, license, and modification, shall continue in full force and effect even though the MSA has terminated.

Additional Terms and Conditions

Confidential information is that which relates to the Client's or Stamats' research, development, trade secrets or business affairs and include, in the case of Stamats, confidential information, concepts presented to, but not



selected by, the Client; it does not include information that is generally known or easily ascertainable by third parties. Stamats and the Client will mutually respect and maintain each other's confidential information and shall use it only to perform their respective obligations under this MSA. For the avoidance of doubt, confidential information does not include information that is public knowledge, was in the recipient's possession before receipt, or is independently developed by the recipient. Neither party shall solicit the other's employees, independent contractors or consultants, or engage them in any work independent of the parties' relationship under this MSA during the term of the MSA and for two years thereafter.

If the Client has any questions or needs to notify Stamats regarding this MSA, the Client should contact Stamats at the address shown below.

This MSA shall be construed and enforced in accordance with the laws of Iowa.

Thank you.

August 23, 2019

Liz Gerber
Vice President, Student Development &
Support Services
Highland Community College
2998 W Pearl City Road
Freeport, IL 60132

Sarah Clough
Vice President, Business Development
Stamats Communications, Inc.
615 Fifth Street SE
Cedar Rapids, IA 52401

Financial Representative
Highland Community College

Lisa Loeffler
Marketing Services Controller
Stamats, Inc.

Upon signing, please email a copy of this to Beth Tygart at beth.tygart@stamats.com. Thank you!



August 23, 2019

Statement of Work

Market Research and Brand Strategy Services

Stamats Communications, Inc. & Highland Community College

This Statement of Work (the "SOW") is entered into on the specified date above by Stamats Communications, Inc. (Stamats) and Highland Community College pursuant to the terms of the Master Services Agreement ("MSA"), dated as of August 23, 2019, between Stamats and Highland Community College, which is herein incorporated by this reference. In the event of a conflict between any terms of the MSA and terms of this SOW, the applicable terms of the MSA shall control.

Specifications of Services to Be Provided and Costs

Highland Community College Academic Program Research		\$65,000
Current Academic Program Demand Assessment		\$33,500
Associated Activities <ul style="list-style-type: none"> ■ Kick-off Meeting (conference call) ■ Demand assessment for all Highland academic programs ■ Detailed review of up to six (6) programs exhibiting sizable and consequential opportunity for increased enrollment ■ Detailed profiles of up to three (3) successful and/or competitive programs per each of the six (6) programs analyzed 		Deliverable <ul style="list-style-type: none"> ■ Detailed report of findings, including all data collected throughout the analysis ■ Discussion of assessment's implications for Highland
New Academic Program Demand Assessment		\$28,500
Associated Activities <ul style="list-style-type: none"> ■ Kick-off Meeting, to include an in-depth discussion of new program areas currently being considered by Highland (conference call) ■ Gap Analysis ■ Analysis of demand and viability for up to five (5) new program opportunities ■ Detailed assessment of two (2) new program opportunities ■ Detailed profiles of up to three (3) leading and/or competitive program per each of the five (5) programs analyzed 		Deliverable <ul style="list-style-type: none"> ■ Detailed report of findings, including all data collected throughout the analysis ■ Discussion of the opportunity associated with each potential new program
Academic Program Demand Workshop		\$3,000 (plus travel and expenses)
Associated Activities <ul style="list-style-type: none"> ■ Two Stamats team members on campus for one day ■ Workshop (following completion of New Academic Program Demand Assessment) 		Deliverable <ul style="list-style-type: none"> ■ Consulting services on campus



Highland Community College Brand Strategy

\$43,200

Phase I: Research & Discovery

Data & Document Review

\$9,500

Associated Activities

- Highland to provide background document to Stamats team
- Stamats team to review all Highland provided materials as well as any secondary data

Deliverable

- Knowledge for all analysis to come including:
- Key themes and takeaways
- Observations from existing documents, data, and other sources

Project Planning Meeting & On-Campus Focus Groups

Included
(plus travel and expenses)

Associated Activities

- Two Stamats team members on campus for two days
- Focus groups and in-depth interviews with administration, staff, faculty, and students
- On-campus focus groups will include between 6 and 12 participants and will require between 45 and 60 minutes

Deliverable

- Comprehensive understanding of perceptions of the Highland brand
- Two-day on-campus visit
- Focus groups and in-depth interviews

Prospective Student Market Research: Online Focus Group

\$18,200
(plus incentives)

Associated Activities

- Conduct online focus group of prospective students using itracks Board software (Highland responsible for providing prospective student contact list)
- Over three days, gather information to better understand target audience's perceptions, awareness, college-choice factors, and perspectives
- Online focus group will include approximately 25 to 50 participants and require periodic participation from each respondent over the course of the three-day event

Deliverable

- Written report of findings which will include summaries, typewritten notes from the group, and verbatim comments to support and illustrate research conclusions

Incentives are additional and estimated at \$3,750



Phase II: Brand Strategy

Brand Workshop	\$15,500 (plus travel and expenses)
Associated Activities <ul style="list-style-type: none"> ■ Two Stamats consultants on campus for one day ■ Discuss Research & Discovery findings ■ Develop preliminary brand promise 	Deliverable <ul style="list-style-type: none"> ■ One-day on-campus visit ■ Presentation of Research & Discovery findings
Brand Deliverables	Included
Associated Activities <ul style="list-style-type: none"> ■ Brand promise statement ■ Brand pillars and proof points ■ Brand ethos 	Deliverable <ul style="list-style-type: none"> ■ Written brand platform that includes the brand promise statement, brand pillars and proof points, and brand ethos
Messaging Deliverables	Included
Associated Activities <ul style="list-style-type: none"> ■ Personas (both demographic and psychographic profiles of your key targets) ■ Message matrix ■ Brand brief ("elevator pitch") 	Deliverable <ul style="list-style-type: none"> ■ Personas, message matrix, and brand brief

Travel & Expenses

Travel and Expenses	Estimated at \$8,000
Associated Activities <p>Two Stamats team members on-campus for:</p> <ul style="list-style-type: none"> ■ One-day academic program demand workshop ■ Two-day project planning meeting and on-campus focus groups ■ One-day brand workshop 	Deliverable <ul style="list-style-type: none"> ■ Stamats team members on-campus <p><i>Travel expenses are billed at cost</i></p>



Assumptions:

- Additional revisions beyond the rounds indicated above will be additional and charged to Highland Community College at an hourly rate of \$185.
- At each milestone completion, Stamats will confirm work completed and post a summary of deliverables to the Client. If within five business days no feedback been received by the Client, Stamats will assume approval of posted deliverables.
- Client to provide access to subject matter experts in a timely manner
- A primary Client contact will be assigned to the project to coordinate communication on Client side
- Client Delays:
 - Failure to meet dates, failure to make decisions, or if a key project contact is replaced during the project or other such items that significantly impact the scope and/or timeline – may result in additional project management time being added to the scope of work at a weekly rate of \$3,950/week. Additional scope items will also result in proportionate additional PM and BA/QA time, which is understood to be approximately 30% PM and 15% for QA.

Payment Terms:

Client shall pay:

- Fifty percent (\$54,100) upon Statement of Work signing, due Net 30 upon invoice date.
- One-third (\$18,034) of the balance of the Statement of Work on 10/31/2019.
- One-third (\$18,033) of the balance of the Statement of Work on 11/29/2019.
- Final balance (\$18,033) upon completion of the Statement of Work.
- Online Focus Group incentives will be invoiced as incurred.
- Travel and expenses will be invoiced as incurred.

Progress Period	Amount	Invoice Date
Upon Signing	\$54,100	Within one week upon receipt of signed SOW
Progress 1	\$18,034	10/31/2019
Progress 2	\$18,033	11/29/2019
Final Billing	\$18,033	Upon completion of entire SOW engagement

Elizabeth Gerber
Vice President, Student Development &
Support Services
Highland Community College
2998 W Pearl City Road
Freeport, IL 60132

Sarah Clough
Vice President, Business Development
Stamats Communications, Inc.
615 Fifth Street SE
Cedar Rapids, IA 52401

**Invoicing Information**

Please fill out the following information for our business office. All invoicing will be done in US dollars and all invoices will be provided as a PDF via email to the person listed below, unless Client specifies otherwise.

Name _____

Title _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Upon signing, please email a copy of this to Beth Tygart at beth.tygart@stamats.com. Thank you!

**AGENDA ITEM #X-D-3
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$2,150,000
GENERAL OBLIGATION COMMUNITY COLLEGE BONDS FOR THE PURPOSE OF
PAYING CLAIMS AGAINST THE DISTRICT, PROVIDING FOR THE LEVY OF A
DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON
SAID BONDS, AND AUTHORIZING THE PROPOSED SALE OF SAID BONDS TO
THE PURCHASER THEROF**

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

RESOLUTION providing for the issue of not to exceed \$2,150,000 General Obligation Community College Bonds of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

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

BOARD ACTION: _____

RESOLUTION providing for the issue of not to exceed \$2,150,000 General Obligation Community College Bonds of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, for the purpose of paying claims against said Community College District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

* * *

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), has by resolution (the "*Intent Resolution*") declared its intention to, pursuant to Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), issue funding bonds of the District in the aggregate principal amount of \$2,150,000 as therein provided for the purpose of paying outstanding and unpaid claims against the District (the "*Claims*"); and

WHEREAS, pursuant to and in accordance with the provisions of said Article of the Act and the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), notice of intention to issue said bonds was published in the *Journal Standard*, the same being a newspaper having general circulation within the District, an affidavit evidencing the publication of such notice of intention, together with a newspaper clipping of such notice as published attached thereto, having heretofore been presented to the Board and made a part of the permanent records of the Board; and

WHEREAS, at least thirty (30) days have expired since the date of the publishing of such notice of intention to issue said bonds, and no petition with the requisite number of valid signatures thereon has been filed with the Secretary of the Board (the "*Secretary*") requesting that the proposition to issue said bonds be submitted to the legal voters of the District; and

WHEREAS, the Claims are not more than the aggregate amount of \$2,150,000 and consist of the District's outstanding General Obligation (Limited Tax) Debt Certificates, Series 2012,

dated November 8, 2012 (the "*Certificates*"), all as identified and set forth in detail in the Intent Resolution heretofore duly adopted by the Board; and

WHEREAS, the *Certificates* are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, there are insufficient funds on hand and available to apply toward the payment of any part of the Claims in the aggregate amount not exceeding \$2,150,000; and

WHEREAS, the Board hereby finds that it is authorized at this time to issue said bonds to the aggregate amount of \$2,150,000 for the purpose of paying the Claims; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$2,150,000 of said bonds be issued; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the Board, on the 23rd day of July, 2019, adopted a resolution calling a public hearing (the "*Hearing*") for the 27th day of August, 2019, concerning the intent of the Board to sell said bonds; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Journal Standard* and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 27th day of August, 2019, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 27th day of August, 2019; and

WHEREAS, it is necessary and in the best interests of the District that the Certificates be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Certificates on their earliest practicable call date, and provide for the giving of proper notice to the registered owners of the Certificates:

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

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

Section 2. Authorization. It is hereby found and determined that the Board has been authorized by law to borrow an amount not to exceed \$2,150,000 upon the credit of the District and as evidence of such indebtedness to issue the bonds of the District to said amount, the proceeds of said bonds to be used for paying the Claims, and it is necessary and for the best interests of the District that there be issued not to exceed \$2,150,000 of said bonds.

Section 3. Bond Details. There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$2,150,000 for the purpose aforesaid; and that bonds of the District (the "*Bonds*") shall be issued to said amount and shall be designated "General Obligation Community College Bonds, Series 20[]," with such series designation as set forth in the Bond Notification (as hereinafter defined). The Bonds, if issued, shall be dated such date (not earlier than October 1, 2019, and not later than April 1, 2020) as set forth in the Bond Notification, and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise provided in the Bond Notification) (but no single Bond shall represent installments of principal maturing on more than

one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (without option of prior redemption) on January 1 of each of the years (not later than 2026), in the amounts (not exceeding \$1,100,000 per year) and bearing interest at the rates (not exceeding 5% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on January 1 and July 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be the Purchaser (as hereinafter defined), the Treasurer of the Board (the "*Treasurer*") or a bank or trust company authorized to do business in the State of Illinois) set forth in the Bond Notification (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal office or the principal corporate trust office, as applicable (the "*Principal Office*"), of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the Chairman of the Board (the "*Chairman*") and the Secretary, and shall be registered, numbered and countersigned by the manual or facsimile signature of the Treasurer, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

Section 4. Registration of Bonds; Persons Treated as Owners. (a) General. The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District for the Bonds. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized

denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond may be

registered in the Bond Register in the name of Cede & Co., or any successor thereto ("*Cede*"), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns ("*DTC*"). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The Chairman, Secretary, and Vice Chairman of the Board, the Vice President of Administrative Services of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the "*Representation Letter*"), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a "*DTC Participant*") or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond,

for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate

universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

Section 5. Redemption. (a) Mandatory Redemption. The Bonds maturing on the date or dates, if any, indicated in the Bond Notification shall be subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on January 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

On or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(b) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion.

The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

Section 6. Redemption Procedure. Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the Principal Office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Notice of redemption having been given as aforesaid, and notwithstanding the failure to receive such notice, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

Section 7. Form of Bond. The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, "See Reverse Side for Additional Provisions", shall be omitted and paragraph [6] and the paragraphs thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED
No. _____REGISTERED
\$ _____

UNITED STATES OF AMERICA

STATE OF ILLINOIS

COUNTIES OF STEPHENSON, OGLE, JO DAVIESS
AND CARROLL

COMMUNITY COLLEGE DISTRICT NO. 519

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 20[]

See Reverse Side for
Additional Provisions

Interest	Maturity	Dated
Rate: _____%	Date: January 1, 20__	Date: _____, 20__ [CUSIP 859103 ____]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on January 1 and July 1 of each year, commencing _____ 1, 20__, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of _____, as bond registrar and paying agent (the "*Bond Registrar*"). Payment

of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, by its Board of Trustees, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the Chairman and Secretary of said Board of Trustees, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the Treasurer of said Board of Trustees, all as of the Dated Date identified above.

SPECIMEN

Chairman, Board of Trustees

SPECIMEN

Secretary, Board of Trustees

Registered, Numbered and Countersigned:

SPECIMEN

Treasurer, Board of Trustees

Date of Authentication: _____, 20__

CERTIFICATE
OF
AUTHENTICATION

Bond Registrar and Paying Agent:

_____, _____

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Community College Bonds, Series 20[___], of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois.

_____,
as Bond Registrar

By _____
Authorized Officer

[Form of Bond - Reverse Side]

COMMUNITY COLLEGE DISTRICT NO. 519

**COUNTIES OF STEPHENSON, OGLE, JO DAVIESS
AND CARROLL AND STATE OF ILLINOIS**

GENERAL OBLIGATION COMMUNITY COLLEGE BOND, SERIES 20[]

[6] This Bond is one of a series of bonds issued by the District to pay claims against the District, in full compliance with the provisions of the Public Community College Act of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Trustees by resolutions duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Mandatory Redemption provisions, as applicable, will be inserted here].

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal [corporate trust] office of the Bond Registrar in _____, _____, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$ _____ each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto _____

(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint _____

attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: _____

Signature guaranteed: _____

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

Section 8. Sale of Bonds. Either the Chairman or the Vice Chairman of the Board and the Vice President of Administrative Services of the District (the "*Designated Representatives*") are hereby authorized to proceed not later than the 24th day of March, 2020, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered the purchaser thereof (the "*Purchaser*") upon receipt of the purchase price therefor, the same being not less than 97.00% of the principal amount of the Bonds (exclusive of any original issue discount), plus any accrued interest to date of delivery.

The Purchaser of the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois ("*PMA*"), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer's Municipal Marketplace; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an "accredited investor" as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon the recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with

PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the Chairman and Vice Chairman of the Board and the Vice President of Administrative Services of the District are each hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Chairman, Secretary, Treasurer, Vice Chairman of the Board, and Vice President of Administrative Services of the District and any other officers of the District, as shall be appropriate, each shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary,

including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the Treasurer, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the "*Official Statement*") and the use by the District of any Term Sheet relating to the Bonds (the "*Term Sheet*") are hereby ratified, approved and authorized; the execution and delivery of the Official Statement and the Term Sheet are hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement, the Official Statement, the Term Sheet and the Bonds.

Section 9. Tax Levy. In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding,

in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2019	\$1,250,000	for interest and principal up to and including January 1, 2021
2020	\$1,250,000	for interest and principal
2021	\$1,250,000	for interest and principal
2022	\$1,250,000	for interest and principal
2023	\$1,250,000	for interest and principal
2024	\$1,250,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the Chairman, Secretary and Treasurer who are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerks of The Counties of

Stephenson, Ogle, Jo Daviess and Carroll, Illinois (the "*County Clerks*"), in a timely manner to effect such abatement.

Section 10. Filing of Resolution. Forthwith upon the passage of this Resolution, the Secretary is hereby directed to file a certified copy of this Resolution with the County Clerks, and it shall be the duty of the County Clerks to annually in and for each of the years 2019 to 2024, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for community college purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general community college purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Bond and Interest Fund of 201__" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the Treasurer.

Section 11. Use of Bond Proceeds. The District and the Board hereby covenant that all of the proceeds of the Bonds shall be used in strict compliance with all the requirements of the Act. Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds and any premium received on the delivery of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying and canceling the Claims, and that portion thereof not needed to pay such costs shall be deposited with Amalgamated Bank of Chicago, Chicago, Illinois, as the paying agent for the Certificates ("*Amalgamated*") and used solely and only to pay and cancel the Claims. At the time of the

issuance of the Bonds, the costs of issuance of the Bonds may be paid by PMA, the Purchaser or the Bond Registrar on behalf of the District from the proceeds of the Bonds.

Section 12. Non-Arbitrage and Tax-Exemption. The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the Chairman, Secretary and Treasurer, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make

such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

Section 13. Designation of Issue. The District hereby designates each of the Bonds as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

Section 14. List of Bondholders. The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

Section 15. Duties of Bond Registrar. If requested by the Bond Registrar, the Chairman and Secretary are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided for herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

Section 16. Call of the Certificates. In accordance with the redemption provisions of the resolution authorizing the issuance of the Certificates, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Certificates for redemption on the earliest possible and practicable call date as set forth in the Bond Notification, said call date being not more than 90 days after the date of issue of the Bonds. The Amalgamated is hereby authorized and directed to give timely notice of the call for redemption of the Certificates. The form and time of the giving of such notice regarding the redemption of the Certificates shall be as specified in the resolution authorizing the issuance of the Certificates.

Section 17. Continuing Disclosure Undertaking. The Chairman is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the "*Continuing Disclosure Undertaking*"). If the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

Section 18. Municipal Bond Insurance. In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the "*Municipal Bond*

Insurance Policy") issued by a bond insurer (the "*Bond Insurer*"), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the Chairman on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters. On October 21, 2014, the Board adopted a record-keeping policy (the "*Policy*") in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

Section 20. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 21. Repeal. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted September 24, 2019.

Chairman, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #X-D-4
SEPTEMBER 24, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

PAYMENT OF BILLS AND AGENCY FUND REPORT

RECOMMENDATION OF THE PRESIDENT: It is recommended that the Highland Community College Board approves the following Resolution for the payment of the August 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 337340 through 337676 amounting to \$853,585.73, Automated Clearing House (ACH) debits W0000546 through W0000551 amounting to \$27,145.86, and Electronic Refunds of \$3,074.60, with 14 adjustments of \$3,074.94, such warrants amounting to \$880,731.25. Transfers of funds for payroll amounted to \$543,399.02.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,388.65 and Fifth Third Bank in the amount of \$17,757.21. Electronic Refunds are issued to students.

BOARD ACTION: _____

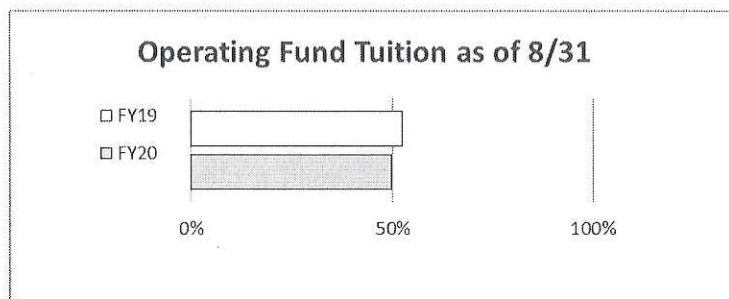
HIGHLAND COMMUNITY COLLEGE
AGENCY FUND
Balance Sheet, August 31, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$265,600.15	\$416.67	\$0.00	\$266,016.82
FIFTH THIRD	19,127.15	0.00	0.00	19,127.15
UNION LOAN AND SAVINGS	173,171.12	0.00	0.00	173,171.12
TOTAL ASSETS	\$457,898.42	\$416.67	\$0.00	\$458,315.09
1010 HCC ORCHESTRA	\$0.00			\$0.00
1011 TRANSFER FUNDS				
1012 FORENSICS SCHOLAR	0.00			0.00
1013 INTEREST ON INVEST.				
1014 TRUSTS AND AGENCIES				
1015 CARD FUND				
1016 DIST #145 ROAD AND LOT	56,620.09			56,620.09
1017 HCC ROAD AND LOT	94,197.03			94,197.03
1018 YMCA ROAD AND LOT	89,196.33	416.67		89,613.00
1019 YMCA BLDG/MAINT	37,131.79			37,131.79
1020 HCC BLDG/MAINT	64,222.13			64,222.13
1021 YMCA/HCC INTEREST	97,403.90			97,403.90
1022 HCC SECTION 125 PLAN	19,127.15			19,127.15
TOTAL	\$457,898.42	\$416.67	\$0.00	\$458,315.09

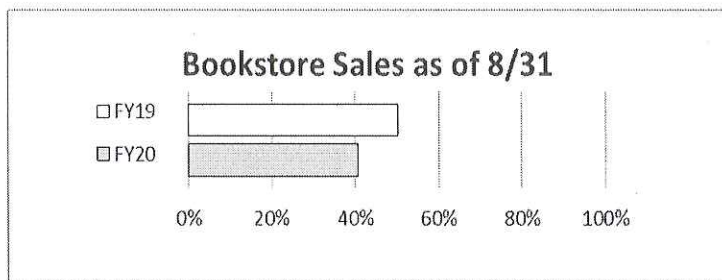
AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

- As of August 31st, we are 16.6% of the way into FY20.
- The August 31st reports include amounts from the tentative budget. The permanent budget amounts will be included in the September 30th reports.
- **Current Results as of Month End:** The following charts show the comparison of certain revenue types' FY19 results to FY20 results as of August 31st. The FY19 bar is the year-to-date results as of August 31, 2018, divided by the actual year-end results for FY19. The FY20 bar is the year-to-date results for August 31, 2019, divided by the annual budgeted amount for FY20.



The permanent budget includes a reduction in tuition revenue from the tentative budget in the amount of \$255,000 to reflect enrollment levels. Using the permanent budget amount, tuition levels would be about 52% of the amount budgeted, which is consistent with FY19.



Bookstore sales are about 2% lower at August 31, 2019, than at August 31, 2018 (\$66,000).

- The Liability, Protection, and Settlement Fund includes costs that support the College's Risk Management Plan. This fund accounts for property, liability insurance, and worker's compensation policies. Purchase orders for the annual premium amounts are included in the year-to-date expenses.

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE
 FY20

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

<u>REVENUE:</u>	Tentative Budget	Year- to-Date	Percent
Local Taxes	\$6,362,012	\$928,959	14.6%
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	7,651	2.3%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	22,485	61.3%
Tuition & Fees	5,305,500	2,635,438	49.7%
Sales & Services	44,850	3,103	6.9%
Facilities Revenue	108,876	16,812	15.4%
Interest on Investments	87,000	17,334	19.9%
Non-Govt. Gifts, Grants	962,391	-	0.0%
Miscellaneous	15,140	5,132	33.9%
 Total Revenue	 \$14,693,380	 \$3,886,768	 26.5%
 <u>EXPENDITURES:</u>			
Salaries	\$9,443,613	\$1,292,667	13.7%
Employee Benefits	2,266,429	549,048	24.2%
Contractual Services	848,641	277,930	32.8%
Materials & Supplies	935,817	277,296	29.6%
Conference & Meeting	293,739	20,735	7.1%
Fixed Charges	62,795	31,965	50.9%
Debt Certificate Payment	438,881	0	0.0%
Utilities	668,651	653,246	97.7%
Capital Outlay	18,486	4,523	24.5%
Other Expenditures	273,380	120,190	44.0%
Transfers (In) Out	(468,225)	-	0.0%
 Total Expenditures	 \$14,782,207	 \$3,227,600	 21.8%
 Excess of Revenues Over Expenditures	 (\$88,827)	 \$659,168	
 Fund Balance 7/1/19	 4,191,819	 4,192,260	
 Fund Balance 8/31/19	 \$4,102,992	 \$4,851,428	

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$108,010	13.2%
Interest on Investments	-	-	100.0%
Non-Govt. Gifts, Grants	-	-	100.0%
Bond Proceeds	5,300,000	-	100.0%
-----	-----	-----	-----
Total Revenue	\$6,116,500	\$108,010	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,080,720	755,200	10.7%
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$7,133,180	\$757,828	10.6%
Excess of Revenues Over Expenditures	(\$1,016,680)	(\$649,818)	
Fund Balance 7/1/19	\$1,617,640	\$1,582,934	
-----	-----	-----	
Fund Balance 8/31/19	\$600,960	\$933,116	

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

AUXILIARY ENTERPRISE FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$214,981	54.2%
Bookstore Sales	600,000	244,142	40.7%
Athletics	50,140	3,370	6.7%
Other	113,275	27,533	24.3%
Total Revenue	\$1,160,415	\$490,026	42.2%
EXPENDITURES:			
Salaries	\$292,444	\$36,102	12.3%
Employee Benefits	31,074	7,665	24.7%
Contractual Services	92,745	11,290	12.2%
Materials & Supplies	642,859	249,152	38.8%
Conference & Meeting	204,088	9,536	4.7%
Fixed Charges	5,790	2,300	39.7%
Utilities	5,127	600	11.7%
Capital Outlay	600	-	0.0%
Other Expenditures	22,667	5,071	22.4%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,232,394	\$321,716	26.1%
Excess of Revenues Over Expenditures	(\$71,979)	\$168,310	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 8/31/19	\$119,523	\$359,812	

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

RESTRICTED PURPOSE FUND

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

	Tentative		
<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
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	209,968	4.7%
Other Federal Sources	46,956	4,075	8.7%
Tuition & Fees	588,000	314,231	53.4%
Sales & Service Fees	28,000	17,217	61.5%
Interest	19,624	19,346	98.6%
Non-govt. Gifts, Grants	78,400	1,482	1.9%
Other	296,226	7,818	2.6%
	-----	-----	-----
Total Revenue	\$5,979,911	574,137	9.6%
 <u>EXPENDITURES:</u>			
Salaries	\$1,070,249	\$217,963	20.4%
Employee Benefits	245,402	55,127	22.5%
Contractual Services	562,652	137,798	24.5%
Materials & Supplies	206,119	95,801	46.5%
Conference & Meeting	129,124	129,840	100.6%
Fixed Charges	29,321	5,148	17.6%
Utilities	4,152		0.0%
Capital Outlay	382,725	367,955	96.1%
Other Expenditures	13,696	29,819	217.7%
Financial Aid	3,925,293	-	0.0%
Transfers out (in)	370,964	-	0.0%
	-----	-----	-----
Total Expenditures	\$6,939,697	\$1,039,451	15.0%
 Excess of Expenditures Over Revenue	(\$959,786)	(\$465,314)	
 Fund Balance 7/1/19	1,425,962	1,426,009	
	-----	-----	
Fund Balance 8/31/19	\$466,176	\$960,695	

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20
 AUDIT FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$6,516	14.8%
	-----	-----	-----
Total Revenue	\$44,000	\$6,516	14.8%
EXPENDITURES:			

Contractual Services	\$47,000	\$0	0.0%
	-----	-----	-----
Total Expenditures	\$47,000	\$0	0.0%
Excess of Revenues Over Expenditures	(\$3,000)	\$6,516	
Fund Balance 7/1/19	\$8,728	\$8,728	
	-----	-----	
Fund Balance 8/31/19	\$5,728	\$15,244	

AGENDA ITEM #X-A-2
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

BOND AND INTEREST FUND

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$258,825	14.8%
	-----	-----	-----
Total Revenue	\$1,754,180	\$258,825	14.8%
EXPENDITURES:			

Fixed Charges	\$2,311,680	\$0	0.0%
Other	475.00	-	100.0%
	-----	-----	-----
Total Expenditures	\$2,312,155	\$0	0.0%
Excess of Revenues Over Expenditures	(\$557,975)	\$258,825	
Fund Balance 7/1/19	\$999,650	\$999,650	
	-----	-----	
Fund Balance 8/31/19	\$441,675	\$1,258,475	

AGENDA ITEM #XI-A
 SEPTEMBER 24, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Tentative Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,085,000	\$154,085	14.2%
-----	-----	-----	-----
Total Revenue	\$1,085,000	\$154,085	14.2%
EXPENDITURES:			

Salaries	\$290,683	\$49,494	17.0%
Employee Benefits	340,566	105,710	31.0%
Contractual Services	296,465	289,482	97.6%
Materials & Supplies	8,888		0.0%
Conference & Meetings	20,503	3,318	16.2%
Fixed Charges	182,856	123,157	67.4%
Utilities	4,903	1,610	32.8%
-----	-----	-----	-----
Total Expenditures	\$1,144,864	\$572,771	50.0%
Excess of Revenues			
Over Expenditures	(\$59,864)	(\$418,686)	
Fund Balance 7/1/19	\$302,470	\$302,470	
-----	-----	-----	
Fund Balance 8/31/19	\$242,606	(\$116,216)	