

HIGHLAND COMMUNITY COLLEGE

District #519

AGENDA

Board of Trustees Meeting

November 26, 2019 – 4:00 p.m.

Robert J. Rimington Board Room (H-228)

Highland Community College Student/Conference Center

Freeport, Illinois

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. **PUBLIC HEARING CONCERNING TAX LEVY**
- IV. Approval of Minutes: October 2, 2019 Presidential Annual Review Committee Meeting
 October 22, 2019 Audit & Finance Committee Meeting
 October 22, 2019 Regular Meeting
 October 22, 2019 Presidential Annual Review Committee Meeting
- V. Public Comments
- VI. Introductions
- VII. Budget Report
- VIII. Foundation Report
- IX. Consent Items
 - A. Academic (None)
 - B. Administration (None)
 - C. Personnel
 - 1. Part-time Instructors, Overload, and Other Assignments (Page 1)
 - D. Financial (None)
- X. Main Motions
 - A. Academic
 - 1. CollegeNOW Agreements Between Highland Community College and Aquin Schools, Eastland School District #308, Forreton High School, and Freeport School District #145 for the 2020 – 2021 Academic Year (FY21) (Page 4)
 - B. Administration
 - 1. Second Reading – New, Revised, and Reaffirmed Policies: Policy Manual Chapter III – Student (Page 13)
 - 2. Second Reading – Revised Policy: Policy 2.19 – Course Credit Hours (Page 62)

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

C. Personnel

1. Extension of Temporary Compensation and Hours Increase for Coordinator, Business Training (Page 64)

D. Financial

1. Second Reading – Variable Tuition: Courses NURS 103 – Pharmacology, NURS 296 – Physical Assessment, and NURS 192 – Health and Illness I (Page 65)
2. Resolution Authorizing Project “Building S Gymnasium Renovation” and to Authorize Approval for a Health and Safety Levy (Page 66)
3. Education and Building Fund Levy (Page 69)
4. Insurance Levy (Page 72)
5. Audit Levy (Page 75)
6. Social Security and Medicare Levy (Page 77)
7. Resolution Setting Forth and Describing in Detail Claims Heretofore Authorized and Allowed for Proper Community College Purposes Which are Presently Outstanding and Unpaid, Declaring the Intention to Avail of the Provisions of Article 3A of the Public Community College Act of the State of Illinois, as Amended, and to Issue \$5,700,000 Bonds for the Purpose of Paying Claims Against the District, and Directing that Notice of Such Intention be Published as Provided by Law (Page 79)
8. Resolution Calling a Public Hearing Concerning the Intent of the Board to Sell \$5,700,000 Funding Bonds for the Purpose of Paying Claims Against the District (Page 86)
9. Payment of Bills and Agency Fund Report (Page 91)

XI. Reports

- A. Treasurer’s Report: Statements of Revenue, Expenditures and Changes in Fund Balance (Page 93)
- B. Student Trustee
- C. Audit and Finance Committee Chair
- D. Presidential Annual Review Committee Chair
- E. ICCTA Representative
- F. Board Chair
- G. Administration
- H. Athletic Department Plan

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

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

- A. Bike Path Memorandum of Understanding

XV. New Business

XVI. Dates of Importance

- A. Next Regular Board Meeting – January 28, 2020, 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 room H-206 in the Student/Conference Center

XVII. Adjournment

Mission

Highland Community College is committed to shaping the future of our communities by providing quality education and learning opportunities through programs and services that encourage the personal and professional growth of the people of northwestern Illinois.

**AGENDA ITEM #IX-C-1
NOVEMBER 26, 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								
Patrick	Jackson		Intramural Director					\$500.00
Michael	Jazo	3823	PERS033KCC	Investing in Stocks/Bonds	6		\$25.00	\$150.00
Michael	Staver	3775	PERS032UCC	German Cooking	3		\$40.00	\$120.00
Michael	Staver	3777	PERS032WCC	Soups, Stews & Knife Skills	3		\$40.00	\$120.00
Michael	Staver	3778	PERS032XCC	Finer Points of Cheesecake	3		\$40.00	\$120.00
Allison	Sutton	3676	PERS037PCC	Victorian Death/Mourning	3		\$25.00	\$75.00
Kathy	Heid	3646	PERS036BCC	Walk and Stretch	30		\$18.00	\$540.00
Kerrylyn	Rodriguez	3726	PERS036WCC	Traveler's Spanish	3		\$30.00	\$90.00
Roger	Hicks	3708	PERS037XCC	Intro to Oxy-Acetylene Welding				\$85.00
Jim	Palmer	3678	PERS037QCC	Car Maint Skills	9		\$25.00	\$225.00
Shara	Ibalio	3782	PERS011GCC	Excel - Everyday Spreadsheets	4.5		\$27.50	\$123.75
Elizabeth	Straight	3753	PERS032ICC	Social Media Advertising	2		\$25.00	\$50.00
Jana	Schlukebir	3702	PERS036UCC	Instant Pot Basics	2		\$25.00	\$50.00
Michael	Staver	3776	PERS032VCC	Creative Casseroles	3		\$40.00	\$120.00
Shara	Ibalio	3784	PERS011ICC	Manage the Cloud	1.5		\$27.50	\$41.25
Jane	VanHamme	3768	PERS033BCC	Chair Yoga	8		\$30.00	\$240.00
Cristina	Szterensus	3666	PERS037ICC	Spanish Movie Night				\$12.50
Leanne	Grahame		Success Center		TBD		\$22.80	TBD
Jenna	Rancingay		Dual Credit Observation					\$75.00
Juliet	Moderow		Dual Credit Observation					\$75.00
Amanda	Lessman	4023	NURS091HBC	Basic Nursing Assistant	40		\$30.00	\$1,200.00
Amanda	Lessman	3584	NURS091BHX	Basic Nursing Assistant Clinical	40		\$30.00	\$1,200.00
Amanda	Lessman	3585	NURS091XBH	Basic Nursing Assistant Clinical	20		\$30.00	\$600.00
D'Anne	Homer	3544	NURS292BXX	Health & Illness Lab	112		\$38.00	\$4,256.00
Shelly	Morgan	3585	NURS109XBH	Portion of Nursing Asst Lab		0.855	\$1,395.93	\$1,193.52
Shelly	Morgan	3638	NURS191BX	Portion of Fund of Nursing Lab		0.22	\$1,395.93	\$307.10
						3.45	\$1,522.83	\$5,253.76
Evan	Dutmer		Curriculum Development PHIL180					\$500.00
Ashley	Harms		Substitution for Melissa Johnson					\$60.00
Cliff	Klenke	4035	WFD048A	Solder Requalification				\$317.24
MAC Lab								
Roberta	Andrews		MATH Y3	MAC Lab		2	\$488.69	\$977.38
Roberta	Andrews		MATH059D	Pre-Algebra II		2	\$488.69	\$977.38
Roberta	Andrews		MATH067D	Basic Algebra II		2	\$488.69	\$977.38
Kristi	Fransen		MATH M2	MAC Lab		2.5	\$473.69	\$1,184.23
Nancy	Luepke		MATH067B	Basic Algebra II		2	\$488.69	\$977.38
Nancy	Luepke		MATH F2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH A2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH C2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH D2	MAC Lab		2	\$488.69	\$977.38
Ellen	McGinnis		MATH E2	MAC Lab		2	\$488.69	\$977.38
Mark	Miller		MATH Y5	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH C1	MAC Lab		2	\$546.33	\$1,092.66
Mark	Miller		MATH D2	MAC Lab		2	\$546.33	\$1,092.66

				COURSE	CLOCK	CREDIT		TOTAL
FIRST	LAST	CRN	SUBJECT	TITLE	HRS	HRS	RATE	SALARY
Kathy	Sleezer		MATH G2	MAC Lab		2	\$546.33	\$1,092.66
Kathy	Sleezer		MATH 159B	Int. Algebra II		2	\$546.33	\$1,092.66
Don	Tresemmer		MATH 058B	Pre-Algebra II		2	\$488.69	\$977.38
Business/Technology								
Joseph	DeParasis	3302	EQUI147HB	Stable Mgmt II		2	\$546.33	\$529.94*
Roger	Hicks	3282	WELD232N	Int Welding/Fabrication		3.9	\$488.69	\$1,905.89
Richard	Jacobs	3309	BUSN243A	Sales/Persnl Communication		2	\$1,269.03	\$1,142.13*
Melissa	Johnson	3319	ECE213Y1	Incl Env for Inf/Tod		3	\$634.52	\$1,903.56
Jeremy	Monigold		Assessment Mentor			3	\$1,269.03	\$3,807.09
Jeremy	Monigold	3335	INFT146Y1	Int. Access		1	\$1,395.93	\$558.37*
Jeremy	Monigold	3332	INFT142Y1	Adv. Excel		1	\$1,395.93	\$279.19*
*Pro rated based on students								
Other Assignments								
Abby	Mielke		Lifelong Learning instructor					\$ 105.00
Abby	Mielke		Lifelong Learning instructor					\$ 250.00
Kim	Ramirez		Medical coding course for 6 students - second installment					\$ 4,140.00
Elizabeth	Hazzard		Substitution in BUSN 141 HB on 9/17/19					\$ 60.00
Joseph	Quiroz		Drawing assistant			3	13	\$ 39.00
Camelot Costumes LLC			Labor for An Inspector Calls, Stuart Little and From Stage & Screen					\$ 2,500.00

**AGENDA ITEM #X-A-1
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**COLLEGENOW AGREEMENTS BETWEEN HIGHLAND COMMUNITY COLLEGE
AND AQUIN SCHOOLS, EASTLAND SCHOOL DISTRICT #308,
FORRESTON HIGH SCHOOL, AND FREEPORT SCHOOL DISTRICT #145
FOR THE 2020 – 2021 ACADEMIC YEAR (FY21)**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached CollegeNOW agreements for qualified students attending Aquin Schools, Eastland School District #308, Forreston High School, and Freeport School District #145 for the 2020 – 2021 academic year (FY21).

BACKGROUND: The CollegeNOW program at Highland Community College provides students with an opportunity to enroll in college-level courses full-time while earning dual credit toward a high school diploma and an associate's degree. The program has grown from seven students enrolling from one participating high school in the fall of 2012 to 35 total students from ten participating high schools in the fall of 2019. The first class graduated in May 2014.

The College is renewing an annual agreement with Aquin High School and Freeport School District #145. Eastland High School will be offering this opportunity to qualified students for the first time in Fall 2020. The terms of the agreement are consistent with the agreements previously approved for other high schools in the Highland district.

BOARD ACTION: _____

CollegeNOW
TERMS of AGREEMENT
2020 – 2021 Academic Year (FY'21)
Aquin Schools and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2020-2021 year, the CollegeNOW students and their parent or guardian from Aquin High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Aquin High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2020, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College Admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Meet monthly with advisor in the second semester, at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

For Aquin School District

Tim Hood, President_____
Date


Superintendent

Date_____
Jim Endress, Chair
Board of Trustees_____
Date_____
President
Board of Education_____
Date

CollegeNOW
TERMS of AGREEMENT
 2020 – 2021 Academic Year (FY'21)
 Eastland School District #308 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct, and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2020-2021 year, the CollegeNOW students and their parent or guardian from Eastland High School will pay all charges including tuition, universal, lab and course fees for the summer, fall and spring semesters; FYES orientation class in the summer semester; and Freshman Seminar (a specialized course designed for fall semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students are responsible for providing their own transportation.
- Students (in junior standing at Eastland High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2020, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- Eastland High School will provide students who participate in the free and reduced lunch program with a letter indicating the school's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- Reimbursement for students who drop or withdraw will follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

Highland Community College

 President
 Date

 Date

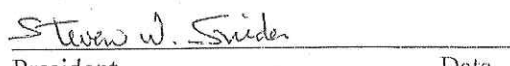
 Chair
 Board of Trustees

 Date

Eastland School District #308



 Superintendent



 Steven W. Snider
 President
 Board of Education

 Date

CollegeNOW
TERMS of AGREEMENT
2020 – 2021 Academic Year (FY'21)
Forreston High School and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements, FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. Students are responsible for providing their own transportation.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2020-2021 year, the CollegeNOW students and their parent or guardian from Forreston High School will pay all charges including tuition, universal, lab and course fees for the Summer, Fall and Spring Semesters; FYES orientation class in the Summer Semester; and Freshman Seminar (a specialized course designed for Fall Semester CollegeNOW students only). Books, supplies, and transportation are also the responsibility of the student/family.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Forreston High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2020, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide consent for each participating student by signing the Participant Agreement allowing the student to enroll in CollegeNOW. The student will present the agreement to the College admissions office upon registration.
- Reimbursement for students who drop or withdraw would follow college policy.
- For new students, the Freshman Seminar will meet once per week and promote student development and include other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

President_____
Date_____
Chair

Board of Trustees

Date

For Forreston School District

Superintendent

11/4/19

Date_____
President
Board of Education

11/7/19

Date

CollegeNOW
TERMS of AGREEMENT
2020 – 2021 Academic Year (FY'21)
Freeport School District #145 and Highland Community College

General Provisions

- Students are expected to follow the Highland catalog, including academic and graduation requirements; FERPA, code of conduct and appeal procedures.
- The majority of the Associate of Arts and Associate of Science general education courses will be available between 8:00 a.m. and 2:30 p.m. Students will be required to take First Year Experience Seminar (FYES) the summer prior to fall enrollment. Students may take classes outside of the 8:00 a.m. – 2:30 p.m. but must provide their own transportation. Students are responsible for providing their own transportation to the FYES course.
- Individual advising and counseling will be available to students. An advisor will be assigned and regular advising appointments required.
- For the 2020-2021 year, the CollegeNOW cost of \$5,700 includes tuition, universal, lab and course fees for the Fall and Spring semesters only; FYES orientation class in the Summer semester; and Freshman Seminar (a specialized course designed for Fall semester CollegeNOW students only). Students may enroll in a full load of general education and elective credit hours (approximately 18) applying to AA and AS degrees under CollegeNOW each fall and spring semester. Books, supplies, and transportation not included.
- Students will be provided a Highland GroupWise E-mail account and expected to check E-mail communications daily.
- To qualify, students must have completed sophomore year; be on track and in good standing; 3.0 minimum GPA; meet college-level entrance scores on Accuplacer, SAT exam, ACT exam, or equivalent; have parent/guardian approval; must attend orientation meeting; and recommendation by the high school.
- Students are expected to maintain a 3.0 grade point average to remain eligible for the CollegeNOW program.
- Students (in junior standing at Freeport High School) will be excused from class to complete the required state and college entrance exams.
- Students will abide by the Highland Community College calendar.
- Individual instructors will determine attendance policies by course.

- Following fall 2020, registration will occur within the first two weeks of the registration period.
- Students may register for online courses with the consent of the advisor.
- Student records in this program will follow the FERPA law. Students must sign a release of information so that mid-term and final grades can be shared with the high school.
- The High School will provide each participating student with a letter indicating the High School's intent to pay the student's tuition, universal fees, and course fees. The student will present this letter to the College cashier's office upon registration.
- The High School will provide students who participate in the free and reduced lunch program with a letter indicating the High School's intent to cover textbooks. The student will present this letter to the College's bookstore upon purchase of textbooks. Billing information will be provided to the Highland bookstore.
- The College will bill Freeport School District by September 15th and February 15th in two payments of \$2,850 per student to occur by fall and spring deadlines.
- Reimbursement for students who drop or withdraw would follow college policy.
- The Freshman Seminar will meet once per week and cover student development and other topics determined by the needs of the students. Students will meet monthly with an advisor in the second semester and at least twice a semester in subsequent semesters.
- Early alert and mid-term progress will be monitored by the advisor.
- Final grades will be provided to the high school guidance counselor.

For Highland Community College

 President
 Date

 Date

 Chair
 Board of Trustees

 Date

For Freeport School District #145

Anna Alvarado

 Superintendent

Janice Crutchfield 11-5-19

 President
 Board of Education

 Date

**AGENDA ITEM #X-B-1
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – NEW, REVISED, AND REAFFIRMED POLICIES
POLICY MANUAL CHAPTER III – STUDENT**

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

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

<u>Policy #</u>	<u>Change</u>
3.03	Language updated.
3.053	Language updated.
3.07	Language updated.
3.071	New policy.
3.27	Title/employee name updates.

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

No additions or revisions have been made since Trustees approved the first reading at their October 22, 2019, regular meeting.

BOARD ACTION: _____

CHAPTER III

STUDENT

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3.035	Attendance—Volunteer Emergency Worker
3.04	Scholastic Requirements
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3.05	Final Course Grades
3.051	Academic Grievance
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3.071	No Show/Drop
3.08	Transfer of Credits
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3.09	Student Records
3.10	Financial Aid "Standards of Satisfactory Academic Progress"
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3.11	Student Activities
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3.20	Food—Use of in Highland Community College Facilities
3.21	Intoxicants—Use of in Highland Community College Facilities
3.22	Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities
3.23	Substance Abuse Assistance—Information
3.24	Sexual and Other Harassment
3.25	Non-Violence
3.26	Student Optional Disclosure of Private Mental Health Information
3.27	Sexual Misconduct and Violence

3.00 Admissions Requirement (Reaffirmed ~~11/15/16~~)

The Board of Trustees shall adopt regulations for the admission of students. If space is not available for all students applying, the College shall give preference to students residing in District 519.

3.001 Student Responsibility for Admission and Registration (Reaffirmed 11/15/16)

The responsibility for proper registration each semester rests entirely with the student. All students are expected to register for each semester on the dates established on the College calendar and are not admitted to class until they are properly registered. Responsibility for payment of tuition, fees, and other financial obligations rests entirely with the student. All students are expected to make payments for each semester by the established due dates to secure enrollment.

3.01 Waiver of Requirements (Reaffirmed ~~11/15/16~~)

A student may request waiver of admission, academic, or graduation requirements as found in the current College catalog.

3.02 Graduation Requirements (Reaffirmed ~~11/15/16~~)

Highland Community College shall establish graduation requirements for Certificates and Associate Degree Programs.

3.021 Student Responsibility for Graduation (Reaffirmed ~~11/15/16~~)

All students are responsible for satisfying graduation and/or program requirements within their individual curricula at Highland Community College. A student will be allowed to graduate if the student meets the College and program requirements as outlined in the College catalog under which the student matriculated or any Highland Community College catalog in effect during enrollment.

3.03 Attendance (Revised affirmed 11/15/16)

~~Classroom a~~ Attendance is the responsibility of the student. Attendance requirements are set by each instructor for each course and are included in the syllabus. See Student Code of Conduct located in the College catalog for attendance information.

3.035 Attendance—Volunteer Emergency Worker (Reaffirmed 11/15/16)

The Volunteer Emergency Worker Job Protection Act and the Volunteer Fire Protection Association Act as amended provides that no public university or community college's attendance policy or the attendance policy of a faculty member thereof may in any way penalize a student who is a volunteer emergency worker or volunteer fire protection association member for absence from class caused by the performance of his or her duties as a volunteer.

"Volunteer Emergency Worker" means a volunteer emergency worker as defined in the Volunteer Emergency Worker Job Protection Act. Highland Community College shall have the right to initiate disciplinary action against a student as described in the College Catalog for misuse of this policy.

3.04 Scholastic Requirements (Reaffirmed ~~11/15/16~~)

Minimum scholastic requirements are established by the College and are listed in the College catalog. Failure of the student to meet these requirements as listed in the College catalog, may result in academic probation or academic suspension.

3.041 Evaluation (Reaffirmed ~~11/15/16~~)

Evaluation is considered part of the total requirement for each college credit course according to course syllabi.

3.05 Final Course Grades (Reaffirmed ~~11/15/16~~)

The determination of grades for student class progress and achievement is the sole responsibility of the individual instructor. Except through the grade appeals process, no person, other than the instructor, shall be allowed to give or change a grade. The grade appeals process is found under "Other Student Academic Complaints" in the College Catalog.

When a request is made for a review of a grade originally given by an instructor no longer employed by the College, the Executive Vice President and Dean shall determine if any change is merited.

3.051 Academic Grievance (Reaffirmed ~~11/15/16~~)

In the event of a student academic grievance, excluding disciplinary cases, the student has the right to request a formal hearing according to established procedure as outlined in the College Catalog under "Other Student Academic Complaints."

3.052 Grade Reports (Reaffirmed ~~11/15/16~~)

Verified grade reports of students' progress, attested to by the instructor, shall be made twice each semester, at midterm and the semester conclusion. The midterm report shall be based on the record of scholarship to that date, and will not be a permanent grade of record.

3.053 Grade Point System (Reaffirmed/vised 11/15/16)

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Minimum Passing	1 grade points
F	Failure	0 grade points
S	Satisfactory	0 grade points
P	Passing	0 grade points
R	Needs to be Repeated	0 grade points
U	Unsatisfactory	0 grade points
I	Incomplete	0 grade points
W	Withdrew	0 grade points
XF	Failure due to academic misconduct	0 grade points

S, U, I, P, R, and W grades will not be used in computing grade point averages.
W (withdraw) is a grade after no record/drop period.

3.06 Repeating Courses (Reaffirmed ~~11/15/16~~)

A student is permitted to repeat a course for which a grade of A, B, C or S previously has been earned only with formal permission of the Director of Enrollment and Records. However, the College reserves the right to delay or deny a student's repetition of courses or programs which have limited enrollment.

When a student repeats a course, the last grade becomes the grade of record, and any preceding grades will be disregarded in computation of the cumulative grade point average at Highland Community College.

3.07 Withdrawals (Reaffirmed/vised -11/15/16)

Students shall be able to withdraw from a course according to procedures in the College catalog. Instructors may withdraw a student following the No Record/Drop period according to the procedures in the catalog.

3.071 No Show/Drop (New)

Students shall be able to No Record/Drop a course during the No Record/Drop period according to procedures in the College catalog. Students may be No Record/Drop or "No show" when they do not attend a face-to-face course during the drop period. Logging in without active participation in an online or hybrid course during the No Record/Drop period does not constitute attendance. A student may be No Record/Drop by the instructor from an online or hybrid class if they have not demonstrated active participation. Active participation may include but is not limited to:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When there is a dispute regarding whether or not a student should have been no show/dropped from a class, the student should follow the grade appeals process.

3.08 Transfer of Credits (Revised ~~11/15/16~~)

A student enrolled in curricula designed to transfer bears the responsibility to be aware of the requirements of the institution to which the student intends to transfer.

3.081 College Credit for Military Training/Experience (~~Adopted 9/18/18~~Reaffirmed)

College-level credit will be awarded to veterans based upon recommendations listed in the most recent Guide to the Evaluation of Educational Experiences in the Armed Services or evaluation of the student's Joint Services Transcript (JST/SMART). If requested, up to four semester hours of physical education activity credit will be awarded to veterans whose Certificate of Release or Discharge from Active Duty (DD214) verifies at least one year of "active duty" or more upon request.

3.09 Student Records (Reaffirmed ~~11/15/16~~)

The Gramm-Leach-Bliley (GLB) Act (effective 2003) requires colleges to ensure the security and confidentiality of student records. Highland Community College complies with this law by following the guidelines of the Family Educational Rights and Privacy Act (FERPA) and subsequent regulations thereto.

The College considers the student's name, address, telephone, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended to be directory information and therefore available for dissemination, unless the College is instructed otherwise in writing at the time of registration. The address and phone contact number provided by the student is considered the address and telephone listing information available for dissemination.

3.10 Financial Aid "Standards of Satisfactory Academic Progress" (Revised 1/16/18 Reaffirmed)

Any individual who has been admitted to Highland Community College or who is currently enrolled at Highland Community College in an eligible degree or certificate program is eligible to apply for student financial assistance. Students not demonstrating satisfactory progress toward their degree or certificate fail to continue eligibility.

"Standards of Satisfactory Academic Progress"

Effective fall 2011

As it pertains to students receiving financial aid at Highland Community College, this policy is to ensure that all students meet the Federal, State, and local financial aid program requirements for eligibility (Title 34, Section 668.16, 668.32 and 668.34 U.S. Department of Education Federal Regulations).

The Satisfactory Academic Progress Policy of Highland Community College consists of:

- A maximum time frame requirement
- A completion requirement
- A minimum grade point average (GPA) requirement

The grade point average, cumulative completion rate and maximum time frame requirements are evaluated at the end of each academic semester – fall, spring and summer. This policy affects any student that has, or will apply for financial aid regardless of enrollment status or educational program. Students on Termination and Warning Status are notified via their HCC email after each evaluation.

1. Grade Point Average Requirement

In order to receive Federal, State, and/or Highland Community College Foundation financial aid funds, a student must remain in good academic standing. The Highland College minimum standards are:

- 1.75 after attempting 12 credit hours
- 2.00 after attempting 24 credit hours

Only grades earned at HCC are counted in this requirement. Grades are calculated for all eligible courses, not just college level courses. The GPA requirement evaluates the student's entire academic career at HCC. A student placed on academic probation will also be placed on Financial Aid Warning status. A student on academic probation and not showing academic improvement will be placed on Financial Aid Termination.

2. Definitions

Financial Aid Warning – When a student fails to meet the minimum standards of one of the requirements (completion or grade point average), the student is placed on Financial Aid Warning. A student may stay on Financial Aid Warning for one semester.

Financial Aid Termination – A student is ineligible for any type of educational benefits while on Financial Aid Termination. The student may appeal the Termination status (see Student Appeal Procedure). A student is placed on Financial Aid Termination status upon two successive semesters of Financial Aid Warning or AFTER ANY SEMESTER for a reason specifically described in the requirements (time frame, completion, GPA). A student placed on Financial Aid Termination will not be eligible for financial aid until the student meets satisfactory academic progress.

Financial Aid Probation – A student is on probation if he or she fails to make satisfactory academic progress and who has appealed and has had eligibility reinstated. It is the responsibility of the student to follow their academic plan while on probation.

Grades – Successful completion includes only grades of A, B, C, D, P, R or S.

Withdrawals after the no-record drop date count as enrolled hours but do not count as successfully completed credit hours.

Repetition of a course, which has been successfully completed, only counts as enrolled hours when and if the course is designed to be repeated or the repetition is required for graduation.

Developmental courses count as enrolled hours if they are deemed necessary for successful completion of a program.

- Incomplete grades (I) count as enrolled hours but do not count as successfully completed hours. Incomplete grades are not included in the GPA calculation.

3. Maximum Time Frame Requirement (150% Rule)

The maximum time frame students have to complete a degree from the time they enter college shall be no longer than 150% of the credit hours required for the completion of the degree or certificate. All semesters of enrollment at HCC and hours transferred from other institutions that are accepted by HCC will be considered, even if financial aid was not received during a particular semester. Students who change their major or choose to pursue a 2nd degree will have all credits previously attempted under their old major/degree counted against their new major/degree's time frame. (Example: A degree requiring 62 credit hours would have a maximum of 93 attempted credit hours of available financial aid.) Financial aid is limited to 30 credits of remedial level courses, but all remedial credits attempted are counted

toward attempted hours. Credits from which the student has withdrawn are counted toward the maximum time frame. Students that have exceeded the Maximum Time Frame Requirement will be placed on Financial Aid Termination. Time limits for Veteran's benefits are determined by Veteran's programs.

Completion Requirement

Semester requirement:

If a student does not successfully complete any classes in a semester, he or she is immediately placed on Financial Aid Termination.

Cumulative requirement:

Students must complete at least 67% of all courses taken. This includes all courses taken at HCC and transfer courses accepted by HCC.

4. Appeal Procedure

If a student feels that extenuating circumstances (such as a student illness, injury, or death of a relative) prevented the achievement of Satisfactory Academic Progress as defined above and resulted in the termination of eligibility for financial aid, the student may submit an appeal to the Director of Financial Aid. The appeal must be accompanied by the documentation necessary to support the student's claim and a completed academic plan. The Financial Aid Appeals Committee (including representatives from Admissions, Business Office, Financial Aid, Advising and a member at-large) will determine if the student will have financial aid reinstated. The decision of the Financial Aid Appeals Committee will be final. Students will be notified of the final decision through their HCC email. Only if the student does not have a current HCC email account will the notification be made by US mail.

If the student's appeal is denied, eligibility for financial aid is reestablished by meeting the Standards of Satisfactory Academic Progress outlined in this policy.

3.101 Financial Aid “Unusual Enrollment History” (Reaffirmed ~~11/15/16~~)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment history. These students will be identified by the U.S. Department of Education and reported to the College.

“Unusual Enrollment History” Adopted October 22, 2013

Students may be identified by the U.S. Department of Education as having:

- An unusual enrollment history (UEH) or
- A questionable enrollment pattern.

1. Unusual Enrollment History

If the student is identified by the U.S. Department of Education as having an unusual enrollment history, the College must collect additional information regarding the student's prior enrollment. If during the appropriate 4 year review period the student has received Pell at the College, no additional action is required unless the College has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case the College will review as if the student had received an indicator of a questionable enrollment pattern. If the student did not receive Pell from the College during the appropriate 4 year review period, he or she will be reviewed as having a questionable enrollment pattern.

2. Questionable Enrollment Pattern

If the student is identified by the U.S. Department of Education as having a questionable enrollment pattern, the student's academic records will be reviewed to determine if the student received academic credit during the appropriate 4 year award year period. Students will be required to complete the UEH form and submit academic transcripts for review by the financial aid office (these transcripts do not need to be official). Upon receipt of the UEH form and transcripts, the financial aid office will confirm the schools attended through National Student Loan Data System (NSLDS) and review the academic transcripts to determine credit earned. Based on the review of the documents received, the financial aid office will either approve or deny the student's continued eligibility for federal financial aid.

If approved the student must meet with an academic advisor and submit an academic plan to the financial aid office before aid will be processed. If denied the student will have the opportunity to appeal the decision by submitting the UEH Appeal Form.

3. Appeal Procedure

Students whose aid eligibility is denied as a result of their UEH may be reconsidered for federal student aid after meeting with an academic advisor, enrolling in 12 credit hours only in courses that are required by their program, not dropping or withdrawing from (officially or unofficially) any courses after the term begins, and meeting the College's Standards of Satisfactory Academic Progress (SAP). The 12 credits are not required to be taken in the same semester.

Students will be notified of all decisions via their HCC email account. If a HCC email account has not been established, the student will be notified by either the email address provided on the FAFSA or by U.S. mail.

3.11 Student Activities (Reaffirmed ~~11/15/16~~)

A comprehensive program of student activities to complement the academic program will be offered in which all students are eligible to participate unless otherwise restricted by College regulations.

3.115 Student Code of Conduct (Reaffirmed ~~11/15/16~~)

The activities of students both on campus and at College sponsored events, or on College owned property, are governed by Federal and State laws, College policy, and the Student Code of Conduct. Violations of the Student Code of Conduct are processed as outlined in the Code (see College catalog). Violations of Federal and/or State laws or College policy are under the jurisdiction of the Student Code of Conduct or the "Student Judicial Review Board" and are processed accordingly.

3.12 Campus Speakers (Reaffirmed ~~11/15/16~~)

Any student or employee may recommend to the President or his or her designee any speaker to appear on campus. The speaker must be assured the right to express a point of view; however, the expression of any point of view must be in compliance with local, State and Federal statutes, must respect the rights of others, and must not disrupt the regular essential operation of the College.

It is the responsibility of the College to take such precautions as deemed appropriate to protect its students, employees, guests, facilities and the community from potential harm arising from speaking events at the College. The cost of the precautions will be borne by the originator of the event if it is not sponsored by the College.

3.13 Student Assembly and Dissent (Reaffirmed ~~11/15/16~~)

The right to examine critically, dissent, and support causes in a responsible manner should be fostered at Highland Community College. The exercise of such dissent, however, must be in compliance with College regulations, local, State and Federal laws, must respect the rights of others, and must not disrupt the regular and essential operations of the College.

3.14 Student Government (Reaffirmed ~~11/15/16~~)

Students have the right to organize a student governing body.

3.15 Political Activity (Reaffirmed ~~11/15/16~~)

The College, in order to carry forward its programs of acquainting students with their responsibilities as citizens of a community, will encourage interest and appropriate participation of students, both on and off campus, in political activities. These activities will be governed by College policies and applicable local, State and Federal laws.

3.16 Student Organizations (Reaffirmed ~~11/15/16~~)

Students at Highland Community College shall be free to organize and join associations to promote their common interests and to petition for the recognition of these organizations according to the College procedure obtained from the Vice President of Student Development and Support Services.

3.17 Official Student Publications (Reaffirmed ~~11/15/16~~)

Students at Highland Community College have the right to publish and disseminate information in official student publications. At the same time, the institution must provide editorial freedom and financial autonomy to maintain the integrity of purpose of such official student publications as a vehicle for free inquiry and free expression.

3.18 Student Disciplinary Regulations (Reaffirmed ~~11/15/16~~)

Highland Community College shall have the right to initiate disciplinary action (disciplinary probation, disciplinary suspension, or expulsion) against a student as described in the College catalog.

3.20 Food—Use of in Highland Community College Facilities (Reaffirmed ~~11/15/16~~)

Food and beverage may be consumed only in designated areas such as cafeteria, kitchens, break rooms, offices and commons areas. Food or beverage shall not be consumed in classrooms, computer areas or library, except as allowed by college staff.

3.21 Intoxicants—Use of in Highland Community College Facilities (Reaffirmed ~~11/15/16~~)

The possession of and the use of intoxicants while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited with the exception of Policy 4.37. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of intoxicants. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.22 Drugs—Possession, Use, Sale or Exchange of in Highland Community College Facilities (Revised 11/21/17 Reaffirmed)

The possession, use, sale, exchange, or sharing of illegal drugs, while in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events is prohibited. This will include the illegal sale, illegal exchange, or illegal sharing of prescription drugs. No person shall appear in the facilities or on the premises of Highland Community College (including parking lots) or at Highland Community College sponsored events if the person is unable to adequately carry on normal functions or is impeding the normal operation of the College, as the result of the use of drugs. Violators of this policy are subject to appropriate disciplinary action. Information related to this topic will be published and distributed annually in the Student Right to Know publication located on the Highland Community College website in the Admissions section.

3.23 Substance Abuse Assistance—Information (Reaffirmed ~~11/15/16~~)

The College shall provide a list of resources for students who desire information concerning their substance abuse problem and where to obtain assistance. The list of resources is in the Student's Right to Know publication located on the Highland Community College website in the Admissions section or may be obtained from the Director of Enrollment and Records.

3.24 Sexual and Other Harassment (Reaffirmed ~~11/15/16~~)

See Policy 4.034.

3.25 Non-Violence (Reaffirmed ~~11/15/16~~)

See Policy 4.39.

3.26 Student Optional Disclosure of Private Mental Health Information (Reaffirmed 11/15/16)

In accordance with Illinois Public Act 099-0278, the Student Optional Disclosure of Private Mental Health Act, Highland Community College will ensure that, at or near the time that an incoming student enrolls, he or she is provided the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

3.27 Sexual Misconduct and Violence (Approved 4/27/17 Revised)

Highland Community College prohibits students, employees, volunteers, or those on College property or those at College events, from engaging in sexual assault, dating violence, domestic violence, and stalking. Such conduct violates the values and principles of our institution and disrupts the learning and working environment for students, faculty, staff, and others. Conduct of students, employees, volunteers, or others on College property or at College events that is in violation of this Policy and reported to the College will be investigated, and where appropriate, result in action by the College.

Highland Community College definitions for the purposes of enacting this policy include:

Sexual Misconduct includes sexual harassment as identified in policy 4.034, sexual assault, domestic violence, dating violence, or stalking.

Consent is an affirmative, unambiguous and freely given agreement to the act of sexual penetration or sexual conduct. Use of alcohol, drugs, or other intoxicants does not diminish one's responsibility to obtain consent. Consent must be knowing and voluntary. To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of his/her actions. An individual's manner of dress cannot independently provide consent. Consent cannot be given by an individual who is mentally or physically incapacitated through the effect of drugs, alcohol or other intoxicants or for any other reason. Consent cannot be given when it is coerced, forced, or obtained by use of duress, fear, threats, or violence. Consent is not implied by the existence of a prior or current relationship, participation in prior sexual activity, or the lack of any verbal or physical resistance. Consent to engage in sexual activity may be withdrawn at any time and is automatically withdrawn by a person who is no longer capable of giving consent.

Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient of the unwanted sexual activity. It also includes sexual acts against people who are unable to consent either due to age, incapacity, or physical or mental disabilities.

Domestic Violence is defined by Illinois law as physical abuse, harassment, forcible actions, or interference with the personal liberty of another family or household member (including but not limited to spouses, former spouses, dating partners, and people who share a home, such as roommates).

Domestic violence can be physical, sexual, emotional, economic, or psychological. It includes any behaviors that are intended to intimidate, manipulate, frighten, terrorize, coerce, threaten, injure, or wound someone.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The nature of dating violence can be physical, emotional, or sexual. Dating violence is a form of domestic violence and is also known as intimate partner violence.

Stalking is committed when a person (a) engages in a course of conduct directed at a specific person, and the conduct would cause that person to fear for his or her safety or the safety of another, or suffer other emotional distress; (b) follows/observes a person on at least two separate occasions and transmits a threat, or causes fear of bodily harm, sexual assault, confinement, or restraint of that person or a family member; or (c) has previously been convicted of stalking and on one occasion follows/observes that same person and transmits a threat of bodily harm, sexual assault, confinement, or restraint to that person or a family member.

Reporting Procedures:

It is the express policy of the College to encourage victims of sexual misconduct, regardless of where the incident occurred, to come forward with such claims. Claims not involving Highland students, employees, volunteers, or not occurring on Highland property, should be reported to law enforcement. In order to permit Highland to perform an investigation of incidents involving students, staff, or those on ~~college~~ College property, any incident of sexual misconduct should be reported as follows:

1. Formal Reporting by a Victim or Bystander (third party) Reporting to a College Official:

When a report of an incident of sexual misconduct or violence is made by a student it will be investigated by Liz Gerber, the Title IX Coordinator or a deputy investigator. Reports of incidents by College employees may be made to the Title IX Coordinator or filed electronically. If the Title IX Coordinator is the offending person, reports may be made to Mark Jansen, the Director of Adult Education (investigator), ~~or Karen Brown, the Associate Vice President~~ Director of Human Resources (investigator), or Christie Lewis, the HRIS Administrator/HR Generalist (investigator), who will investigate the complaint. Incidents can be reported in the following ways:

- Leave a private voice message for the Title IX Coordinator at (815) 599-3531;
- Send a private email to the Title IX Coordinator at liz.gerber@highland.edu;
- Mail a letter to the Title IX Coordinator's office at 2998 West Pearl City Road, Freeport, IL 61032;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability) in the Marvin-Burt Liberal Arts Center room 101;

- Reporting to another trusted College official (e.g., faculty member, coach, advisor) who will then provide information as required under the Policy to the Title IX Coordinator.
- File a report through the online incident reporting system at <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

2. Anonymous Reporting:

Anonymous reporting may be made through the College's incident reporting system available on the College web site at:

<https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

The College will investigate anonymous reports, to the extent possible, in an effort to end disruptions of the learning environment and attempt prevent future sexual misconduct.

3. Confidential Reporting:

Individuals who desire to confidentially discuss an occurrence of sexual misconduct, harassment, sexual violence, or stalking, may confidentially report such occurrences to certain individuals. These individuals, unless otherwise required by law to report such matters (e.g. Mandatory Reporters for Abuse/ Neglect under state law) can provide confidential advice and assistance.

Confidential reporting is available through the HCC Counseling Center (~~Kami Himes, LCPE~~ Christa Smith, VOICES counselor) during regularly posted hours of operation, by leaving a message at (815) 599-3654 or by email at counseling@highland.edu. Confidential reporting may also be made through the College's incident reporting system available on the College web site at: <https://publicdocs.maxient.com/incidentreport.php?HighlandCC>

These individuals will listen and identify resources or explain options available to those persons who make a confidential report. They can also supply the individual with information regarding medical care and the range of options available to them for reporting or seeking help from law enforcement. **DISCUSSING OPTIONS WITH THESE INDIVIDUALS DOES NOT CONSTITUTE AN OFFICIAL COLLEGE REPORT AND WILL NOT, ABSENT FURTHER CONSENT AND REPORTING, RESULT IN INVESTIGATION BY THE COLLEGE.**

4. Reporting to law enforcement:

Victims are strongly encouraged to report incidents of sexual misconduct or violence to law enforcement. If requested the College will provide assistance in making reports to law enforcement. Students may also report to a

Stephenson County Sheriff's Sargent or Deputy assigned to the campus. Reports will also be made to the Title IX Coordinator by law enforcement assigned to campus. The Stephenson County Sheriff's Sargent/Deputy may be contacted at (815) 599-3652.

5. Reporting to a Community Based Sexual Assault Crisis Center:

In Stephenson County, the crisis hotline is available 24 hours a day, 7 days a week, at

Sexual Assault Crisis Line: 815-232-7200

Domestic Violence Crisis Line: 815-235-1641

1401 Crestwood Dr. Freeport, IL 61032

<http://voicesofsc.org/>

In Jo Daviess County the crisis hotline is available 24 hours a day, 7 days a week, at

Galena Sexual Assault

1-888-707-8155

Galena Domestic Violence

1-815-777-3680

<http://www.riverviewcenter.org/>

In Carroll County the crisis hotline is available 24 hours a day, 7 days a week, at

Mt. Carroll Sexual Assault

1-877-273-7772

Mt. Carroll Domestic Violence

1-815-244-1320

<http://www.riverviewcenter.org/>

The National Domestic Violence Hotline

1-800-799-SAFE (7233)

<http://www.thehotline.org/>

Confidentiality of Complaints and Reports

The College recognizes that victims, witnesses and those accused have reasonable expectations of confidentiality and sensitivity in the investigation of sexual misconduct allegations. The College will endeavor to honor and respect such privacy/confidentiality within the parameters of the law. For example the Title IX Coordinator or investigator is required to disclose certain information to the alleged victim, complainant, accused or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to other College officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the College's compliance with federal law. The written investigation report for formal complaints and written decision will be

disclosed within seven days of the decision to the alleged victim, complainant, respondent, Title IX Coordinator, and Tim Hood, College President, and Liz Gerber, Vice President for Student Development and Support Services. It will be distributed to other ~~college~~ College officials as necessary to prepare for subsequent proceedings (e.g., legal counsel or due process hearings).

Immediate Care, College Response and Interim Measures

Victims of sexual misconduct may obtain a forensic medical examination at no cost pursuant to the Sexual Assault Survivors Emergency Treatment Act. The nearest facility to campus with this service is FHN Hospital at 1045 West Stephenson Street, Freeport, IL. The hospital's telephone number is 815-599-6000.

The College will provide victims and complainants with written information about the survivor's rights and options. To the extent necessary the College may take interim measures to assist or protect the parties during the inquiry or investigation process, as deemed necessary and when appropriate with the alleged victim's consent. Such interim measures may include arranging for changes in class schedules, issuing a campus no-contact order, arranging counseling, and modifying test schedules or other class requirements on a temporary basis.

Retaliation

Highland prohibits any form of retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual assault, dating violence, domestic violence or stalking.

Complaint Response and Investigation

The College will have a sufficient number of individuals trained to resolve complaints so that a substitution can occur in the case of a conflict of interest or recusal and an individual or individuals with no prior involvement in the initial determination or finding hear any appeal brought by a party.

The College will provide assistance in reporting to law enforcement (if requested) and will investigate complaints made regarding violations of this policy in a timely manner using the process outlined below:

A person who has experienced, witnessed, or otherwise knows of sexual misconduct in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator. A formal complaint may be made either orally or in writing.

Consistent with obligations of due process a copy of the Formal Complaint will be shared with the accused (Respondent) within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent will be given an opportunity to provide a written response to the Formal Complaint within fifteen (15) calendar days of his or her receipt of the Formal Complaint.

The Title IX Coordinator and investigators will:

- Designate an investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the Complaint and response) and interviews with appropriate employees, students, and witnesses. The Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation including attempts to interview the respondent and witnesses;
- Provide opportunities for a complainant, victim and respondent to present evidence and witnesses;
- Allow the complainant, victim and respondent to have an advisor present. Advisors may not speak for the individual or act as an advocate during the process, but are permitted solely for the purpose of providing guidance to the individual;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct--more time is necessary to complete the investigation);
- Present findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ~~ten~~ (10) working days, to the President or designee.

The President shall accept, reject, or modify the recommendation using a preponderance of the evidence standard and provide a written notification of the decision, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within ~~fifteen~~ (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator. Any student of the College who is determined, after an investigation, to have engaged in sexual misconduct or violence in violation of this policy is subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the

College's Student Code of Conduct, and where appropriate or requested by a complaining party, referral to law enforcement.

The respondent, complainant and victim have a right to timely appeal if the 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. If a student wishes to appeal the decision of the President, 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 board within seven 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.

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).

Amnesty Clause

It is the express policy of the College that individuals who report incidents in good faith will receive immunity from disciplinary procedures for student code of conduct violations committed by them that become known as a result of investigation by the College, except in the case of egregious misconduct. Any person who knowingly makes a false accusation regarding sexual misconduct or violence will be subject to disciplinary action up to and including expulsion or termination of employment. This is not a legal proceeding, so the College will not award any compensation to a victim.

**AGENDA ITEM #X-B-2
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – REVISED POLICY
POLICY 2.19 – COURSE CREDIT HOURS**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves for second reading the attached revised policy 2.19, Course Credit Hours, which is included in Chapter II, Instruction, of the Policy Manual.

BACKGROUND: The proposed revision to Policy 2.19 was recommended by a work group, including several faculty members and Student Services, Academic Support, and Financial Aid staff. The revisions coincide with changes recommended to policies 3.053, Grade Point System, 3.07, Withdrawals, 3.071 No Show/Drop, and 3.03, Attendance, to address and clarify student attendance, no show, and withdraw, especially in relation to the federal financial aid requirements for online courses.

No additions or revisions have been made since Trustees approved the first reading at their October 22, 2019, regular meeting.

BOARD ACTION: _____

2.19 Course Credit Hours (Revised Adopted 12/7/16)

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

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

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

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

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

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

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

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

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

**AGENDA ITEM #X-C-1
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**EXTENSION OF TEMPORARY COMPENSATION AND HOURS INCREASE FOR
COORDINATOR, BUSINESS TRAINING**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the extension of a temporary increase in compensation of \$158.32 per pay period (based on 28 hours per week) for Ms. Rebecca Anderson, Coordinator, Business Training effective November 10, 2019. In addition, Ms. Anderson's hours will increase from 28 hours per week to full-time status. This temporary increase in hours and compensation will continue through February 22, 2020, or until an individual is hired to coordinate the Lifelong Learning Program, if sooner.

BACKGROUND: The Board originally approved an increase in hours and pay for Ms. Anderson effective August 14 – November 9, 2019. The Coordinator, Lifelong Learning Program resigned effective July 18, 2019, and the position has yet to be filled. As a result, the increase in hours and pay is requested through February 22, 2020, in order to provide the necessary coverage for the Lifelong Learning Program. As noted above, the recommendation will be retroactive back to November 10, 2019, ending on February 22, 2020, or on the first day of employment of the individual hired to coordinate the Lifelong Learning Program, whichever comes first.

BOARD ACTION: _____

**AGENDA ITEM #X-D-1
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**SECOND READING – VARIABLE TUITION
COURSES NURS 103 – PHARMACOLOGY, NURS 296 – PHYSICAL ASSESSMENT,
AND NURS 192 – HEALTH AND ILLNESS I**

RECOMMENDATION OF THE PRESIDENT: It is recommended that Board of Trustees considers for second reading variable tuition in the amount of 125% of the applicable tuition rate (based on student residency) for courses NURS 103, Pharmacology and NURS 296, Physical Assessment effective with the Summer 2020 semester and course NURS 192, Health and Illness I, effective with the Fall 2020 semester.

BACKGROUND: As discussed at the September 12, 2019, Board of Trustees retreat, the application of variable tuition to the above listed courses is recommended as the next phase of implementation of variable tuition rates for certain nursing program courses. Variable tuition for the course NURS 191, Fundamentals of Nursing, effective for the Spring 2020 semester was approved at the July 23, 2019, Board of Trustees meeting. Communication with potential students, staff, and faculty has occurred. The proposed implementation in the Spring 2020 semester was selected so that only new students enrolling in the part-time nursing program would be assessed variable tuition rates.

BOARD ACTION: _____

**AGENDA ITEM #X-D-2
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION AUTHORIZING PROJECT "BUILDING S GYMNASIUM
RENOVATION" AND TO AUTHORIZE APPROVAL
FOR A HEALTH AND SAFETY LEVY**

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the attached Resolution authorizing a Protection, Health, and Safety project for Building S Gymnasium Renovation at a cost of \$908,000 and approves a levy of health and safety funds to finance the project.

BACKGROUND: The current gymnasium flooring in both the main and auxiliary gymnasiums consists of a poured in place rubber material and a newer layer of roll flooring on top. One or both of these materials contain Mercury, which is considered to be a health hazard. While the material in its usual state may not pose a considerable threat, Mercury contained in the flooring is off-gassing, which can be a threat in high enough concentrations. Testing was done to determine the level of off-gassing and the recommendation was made by the testing company to remove the flooring as soon as feasibly possible. In the main gym, the current bleachers will have to be removed to perform the Mercury abatement work and since the current bleachers do not meet the current ADA code, the project will include replacement with new bleachers that are ADA code compliant.

This project will be funded with Protection, Health, and Safety monies. In accordance with the Community College Act, a tax will be levied for tax year 2019 that will not require extension of a tax rate in excess of .05% of the value of all taxable property in the District. It is estimated that the total levy will amount to \$908,000.

BOARD ACTION: _____

**RESOLUTION AUTHORIZING PROJECT "BUILDING S GYMNASIUM
RENOVATION" AND TO AUTHORIZE
APPROVAL OF HEALTH AND SAFETY TAX LEVY**

WHEREAS, the Board of Trustees of Community College District No. 519, counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois (Highland Community College) previously retained the services of the architectural firm of Richard L. Johnson Associates to review health and safety issues on the Highland Community Campus; and,

WHEREAS, Richard L. Johnson Associates has now had the opportunity to review the conditions and consider possible recommendations for reduction of potential health and safety issues on campus; and,

WHEREAS, Richard L. Johnson Associates recommends completion of Project Building S Gymnasium Renovation, a project which will substantially upgrade the College's hazardous gymnasiums and result in ADA compliance; and,

WHEREAS, Richard L. Johnson Associates has opined that the project meets the codes and standards required in Illinois Community College Board Rule 1501.603 and the qualifications for an eligible protection health and safety project as defined in Section 3-20.3.01 of the Public Community College Act;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

SECTION 1: The preambles to this Resolution are true and correct and are hereby incorporated in this Section 1 as if fully set forth herein.

SECTION 2: Project Building S Gymnasium Renovation is approved and the administration is directed to undertake all steps necessary to begin the contracting process, including, but not limited to any requests for proposals or preparation of competitive bid solicitation documents.

SECTION 3: The Board of Trustees approves this project after review and consideration of the available funds for such project.

SECTION 4: To finance the Project, the Board of Trustees hereby levies upon all the taxable property of the District, at the full cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019, to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21 as a special tax for health and safety purposes in the amount not to exceed the sum of \$908,000 exclusive of fees or costs of collection.

SECTION 5: The provisions and sections of this Resolution shall be deemed to be separable, and the invalidity of any portion of this Resolution shall not affect the validity of the remainder.

SECTION 6: The Board Secretary is hereby directed to make this Resolution available to the public, publish as needed with respect to tax levies, and to file a certified copy with the appropriate County Clerks.

SECTION 7: This Resolution shall be in full force and effect from and after its passage and approval, and publication as required by law.

Passed by the Board of Trustees of the Highland Community College on the 26th day of November, 2019.

Chairman

ATTEST:

Secretary

**AGENDA ITEM #X-D-3
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

EDUCATION AND BUILDING FUND LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for the levy of educational purposes taxes in the amount of \$5,255,000 and building purposes taxes in the amount of \$1,410,000 for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21.

BACKGROUND: The Board has complied with State law in adopting a Tentative Budget, in accordance with State law allowing 30 days or more after adopting such Tentative Budget during which time the public could inspect such budget, setting a public hearing date and then approving adoption of the Official Budget after the public hearing.

A certificate of levy must be signed and delivered to each of the county clerks in District #519 on or before Tuesday, December 31st, which is the last Tuesday in December.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES

RESOLUTION PROVIDING FOR LEVY OF TAXES BY THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND CARROLL, AND STATE OF ILLINOIS FOR THE YEAR 2019 TO BE COLLECTED IN THE YEAR 2020; AND THAT THE LEVY FOR THE YEAR 2019 BE ALLOCATED 50% FOR FY20 AND 50% FOR FY21.

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and 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 was made conveniently available to public inspection for at least thirty 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 prior to the time of such hearing as required by law, and all other legal requirements have been complied with; and,

WHEREAS, an 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 for the fiscal year beginning July 1, 2019, and ending June 30, 2020, was duly adopted by Resolution of said Board passed and in effect on September 24, 2019;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

- Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21, as a special tax for educational purposes the sum of \$5,255,000 not including fees or costs of collection;
- Section II -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21 as a special tax for building purposes the sum of \$1,410,000 not including fees or costs of collection;

Page 2

Section III -- That the Chairman and Secretary of said Board be and they hereby are authorized to sign a certificate of levy for said District and to deliver one of such certificates to each of the county clerks of the counties in which a part of the District is situated, being the Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois, on or before Tuesday, December 31st (the last Tuesday in December 2019).

**AGENDA ITEM #X-D-4
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

INSURANCE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$1,050,000 to cover the cost of purchasing insurance under 745 ILCS 10/9-107 of the Tort Immunity Act, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21.

BACKGROUND: 745 ILCS 10/9-107, Illinois Compiled Statutes states in part:

A local public entity may levy or have levied on its behalf taxes annually upon all taxable property within its territory at a rate that will produce a sum which will be sufficient to pay the cost of settlements or judgments under Section 9-102, to pay the costs of protecting itself or its employees against liability under Section 9-103, to pay the costs of and principal and interest on bonds issued under Section 9-105, to pay tort judgments or settlements under Section 9-104 to the extent necessary to discharge such obligations. Provided it complies with any other applicable statutory requirements, the local public entity may self-insure and establish reserves for expected losses for any liability for which the local public entity is authorized to levy or have levied on its behalf taxes for the purchase of insurance or payment of judgments or settlements under this Section. The decision of the Board to establish a reserve shall be based on reasonable evidence.

Funds raised pursuant to this Section shall be used only to purchase insurances, to purchase claims services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees against liability under this Act or the Workers' Compensation, Occupational Diseases or Unemployment Insurance Acts.

BOARD ACTION: _____

RESOLUTION PROVIDING FOR LEVY OF TAXES FOR INSURANCE PURPOSES

WHEREAS, the State of Illinois, in 745 ILCS 10/9-107, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of purchasing insurance under Sections 9-102, 9-103, 9-104 and 9-105 and 9-106; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 26, 2019, to levy taxes to pay insurance costs of the District as described in 745 ILCS 10/9-107;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21 as a special tax for insurance purposes the sum of \$1,050,000 not including fees or costs of collection.

The levy \$1,050,000 consists of levies as follows:

Unemployment Insurance	\$30,000
Workers' Compensation	57,674
Security/Safety Services	779,470
Legal Liability	<u>182,856</u>
 Total Levy	 <u>\$1,050,000</u>

Insurance Tax Levy Continued

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

For purposes of the attached levy, we have included the following insurance premiums deemed to fall within the appropriate section of the State Statute.

- Unemployment Insurance
- General Liability Insurance
- Umbrella Insurance
- Workers' Compensation Insurance
- Security/Safety Services
- Legal Liability

**AGENDA ITEM #X-D-5
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

AUDIT LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$44,000 to cover the cost of an annual audit under 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21.

BACKGROUND: The law states:

The expenses of the audit and investigation of public accounts provided by this Act, whether ordered by the governing body or the Comptroller, shall be paid by the governmental unit for which the audit is made. Payment shall be ordered by the governing body out of the funds of the unit and such authorities shall make provision for payment. Contracts for the performance of audits required by this act may be entered into without competitive bidding. If the audit is made by a licensed public accountant retained by the Comptroller, the governmental unit shall pay to the Comptroller actual compensation and expenses to reimburse him for the cost of making such audit.

The governing body of any governmental unit having taxing powers may levy an auditing tax in an amount that will not require extension of such tax at a rate in excess of .005% of the value of all taxable property in the unit as equalized or assessed by the Department of Revenue. This auditing tax may be in excess of or in addition to any statutory limitation of rate or amount. Money received from the auditing tax shall be held in a special fund and used only for the payment of auditing expenses.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR AUDIT PURPOSES**

WHEREAS, the State of Illinois, in 110 ILCS 805/3-22.1 of the Public Community College Act of the State of Illinois, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of auditing under 110 ILCS 805/3-22.1; and,

WHEREAS, any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and the State of Illinois desires to levy taxes to pay audit costs of the District as described in 110 ILCS 805/3-22.1;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess, and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21 as a special tax for audit purposes the sum of \$44,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-6
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

SOCIAL SECURITY AND MEDICARE LEVY

RECOMMENDATION OF THE PRESIDENT: That the Highland Community College Board approves the attached Resolution providing for a special tax levy in the amount of \$135,000 to cover the cost of Social Security and Medicare under 40 ILCS 21-101 of the Social Security Enabling Act for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21.

BACKGROUND: 40 ILCS 21-101 of the Illinois Compiled Statutes provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare.

Funds raised pursuant to this section shall be used only for the stated purpose.

BOARD ACTION: _____

**RESOLUTION PROVIDING FOR
LEVY OF TAXES FOR SOCIAL SECURITY AND MEDICARE PURPOSES**

WHEREAS, the State of Illinois, in 40 ILCS 21-101, of the Illinois Compiled Statutes, provides that a local public entity (which includes community colleges) may levy taxes annually upon all taxable property within its territory at a rate which will produce a sum which will be sufficient to pay the costs of Social Security and Medicare; and,

WHEREAS, any tax levied under these Sections shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes; and,

WHEREAS, the Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois has adopted a Resolution on November 26, 2019, to levy taxes to pay Social Security and Medicare costs of the District as described in 40 ILCS 21-101;

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by said Board of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll, and State of Illinois:

Section I -- That there be and there hereby is levied upon all of the taxable property of the District, at the full fair cash value thereof as equalized or assessed by the Department of Revenue, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for FY20 and 50% for FY21 as a special tax for Social Security and Medicare purposes the sum of \$135,000 not including fees or costs of collection.

Any tax levied under this Section shall be levied and collected in like manner with the general taxes of the entity and shall be exclusive of and in addition to the amount of tax that entity is now or may hereafter be authorized to levy for general purposes under any statute which may limit the amount of tax which that entity may levy for general purposes.

**AGENDA ITEM #X-D-7
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION SETTING FORTH AND DESCRIBING IN DETAIL CLAIMS
HERETOFORE AUTHORIZED AND ALLOWED FOR PROPER COMMUNITY
COLLEGE PURPOSES WHICH ARE PRESENTLY OUTSTANDING AND UNPAID,
DECLARING THE INTENTION TO AVAIL OF THE PROVISION OF ARTICLE 3A
OF THE PUBLIC COMMUNITY COLLEGE ACT OF THE STATE OF ILLINOIS, AS
AMENDED, AND TO ISSUE \$5,700,000 BONDS FOR THE PURPOSE OF PAYING
CLAIMS AGAINST THE DISTRICT, AND DIRECTING THAT NOTICE OF SUCH
INTENTION BE PUBLISHED AS PROVIDED BY LAW**

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

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue \$5,700,000 bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

BACKGROUND: As part of the process of issuing bonds for equipment, technology, and renovations for which operational funds are not available, the College must declare the intent to issue bonds and provide public notice.

BOARD ACTION: _____

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue \$5,700,000 bonds for the purpose of paying claims against Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

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

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

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$5,700,000 (the "*Bonds*"); and

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

WHEREAS, the Board has examined and considered the Claims:

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

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

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

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$5,700,000 for the purpose of paying the Claims.

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

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

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 519
COUNTIES OF STEPHENSON, OGLE, JO DAVIESS AND
CARROLL AND STATE OF ILLINOIS
TO ISSUE \$5,700,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 26th day of November, 2019, the Board of Trustees (the "*Board*") of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$5,700,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 6,272 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice and on or before the 16th day of December, 2019, an election on the proposition to issue said bonds shall be held on the 17th day of March, 2020. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice and after the 16th day of December, 2019, an election on the proposition to issue said bonds shall be held on 3rd day of November, 2020. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such

petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

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

DATED this 26th day of November, 2019.

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

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

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

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

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

Adopted November 26, 2019.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

CLAIMS

The principal of and interest on the District's outstanding General Obligation (Limited Tax) Debt Certificates, Series 2019A, dated November 5, 2019.

**AGENDA ITEM #X-D-8
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD**

**RESOLUTION CALLING A PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD TO SELL \$5,700,000 FUNDING BONDS FOR THE PURPOSE OF
PAYING CLAIMS AGAINST THE DISTRICT**

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

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$5,700,000 Funding Bonds for the purpose of paying claims against said Community College District.

BACKGROUND: As part of the process of issuing bonds for equipment, technology, and renovations for which operational funds are not available, the College will hold a public hearing on December 12, 2019, on the matter.

BOARD ACTION: _____

RESOLUTION calling a public hearing concerning the intent of the Board of Trustees of Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois, to sell \$5,700,000 Funding Bonds for the purpose of paying claims against said Community College District.

* * *

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

WHEREAS, the Board of Trustees of the District (the "*Board*") intends to sell bonds in the amount of \$5,700,000 for the purpose of paying claims against the District (the "*Bonds*"); and

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

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

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

Section 2. Public Hearing. The Board hereby calls a public hearing to be held at 8:15 o'clock A.M. on the 12th day of December, 2019, in Room H-206 of the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois, in

the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the "*Hearing*").

Section 3. Notice. The Secretary of the Board (the "*Secretary*") shall (i) publish notice of the Hearing at least once in the *Journal Standard*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 48-hour period preceding the Hearing.

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

**NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF
THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 519, COUNTIES OF STEPHENSON, OGLE,
JO DAVIESS AND CARROLL AND STATE OF ILLINOIS
TO SELL \$5,700,000 FUNDING BONDS**

PUBLIC NOTICE IS HEREBY GIVEN that Community College District No. 519, Counties of Stephenson, Ogle, Jo Daviess and Carroll and State of Illinois (the "*District*"), will hold a public hearing on the 12th day of December, 2019, at 8:15 o'clock A.M. The hearing will be held in Room H-206 of the Highland Community College Student/Conference Center, 2998 West Pearl City Road, Freeport, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of \$5,700,000 for the purpose of paying claims against the District.

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

DATED the 26th day of November, 2019.

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

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

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

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

Adopted November 26, 2019.

Chair, Board of Trustees

Secretary, Board of Trustees

**AGENDA ITEM #X-D-9
NOVEMBER 26, 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 October 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 338135 through 338773 amounting to \$1,089,470.43, Automated Clearing House (ACH) debits W0000557 through W0000562 amounting to \$46,427.49, Other Debits D0000098 amounting to \$87.01 and Electronic Refunds of \$151,025.56, with 15 adjustments of \$876.95, such warrants amounting to \$1,286,133.54. Transfers of funds for payroll amounted to \$577,943.94.

Automated Clearing House (ACH) debits are SISCO payments in the amount of \$9,993.64 and Fifth Third Bank in the amount of \$36,433.85. Other Debits for October consist of replenishing petty cash in the cashier's office. Electronic Refunds are issued to students. Financial Aid disbursed Pell in October.

BOARD ACTION: _____

HIGHLAND COMMUNITY COLLEGE

AGENCY FUND

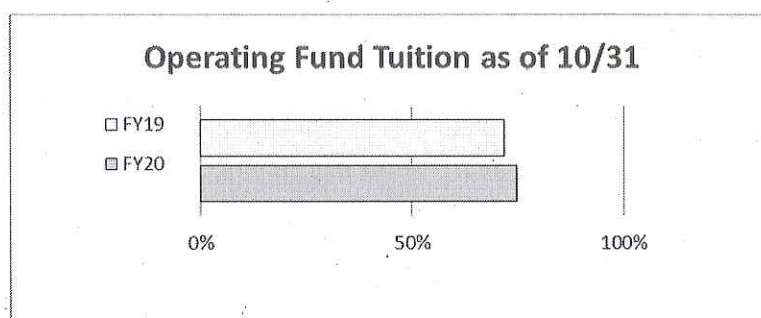
Balance Sheet, October 31, 2019

	PREVIOUS BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
US BANK	\$266,433.49	\$416.67	\$0.00	\$266,850.16
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	\$458,731.76	\$416.67	\$0.00	\$459,148.43
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	90,029.67	416.67		90,446.34
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	\$458,731.76	\$416.67	\$0.00	\$459,148.43

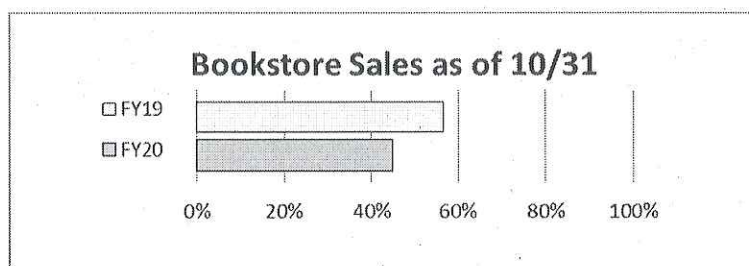
**AGENDA ITEM #XI-A
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20**

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

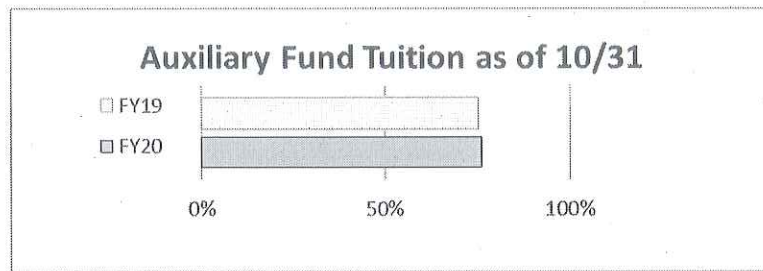
- As of October 31st, we are 33% of the way into FY20.
- **Current Results as of Month End:** The following charts show the comparison of the FY20 financial results for various items, as labeled, to FY19 results as of October 31st. The FY19 bar is the year-to-date results as of October 31, 2018, divided by the actual year end results for FY19. The FY20 bar is the year-to-date results for October 31, 2019, divided by the annual budgeted amount for FY20.



Operating Funds tuition revenue appears to be about 3% higher than anticipated at this point in time. If Operating Fund tuition revenue is 3% higher than budgeted for the fiscal year, that amounts to about \$150,000.



Bookstore sales appear to be about 12% lower than anticipated at this point in time. Based on a review of revenue, inventory levels, and cost of goods sold at this time, it appears that the bookstore net income should end the fiscal year around the amount budgeted. Sales levels are below budgeted and there is a corresponding decrease in the expense of items purchased for resale.



Auxiliary Fund tuition revenue appears to be in line with the budgeted amount anticipated at this point in time.

- The above results will be reviewed monthly. After the majority of student registration closes for the Spring 2020 semester, variances from budget will be analyzed.

AGENDA ITEM #XI-A
 NOVEMBER 26, 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 October 31, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year- to-Date</u>	<u>Percent</u>
Local Taxes	\$6,362,012	\$2,483,304	39.0%
Credit Hour Grants	1,249,988	515,299	41.2%
Equalization	50,000	12,500	25.0%
ICCB Career/Tech Education	127,930	-	0.0%
ICCB Performance	15,000	8,740	58.3%
CPP Replacement Tax	450,000	118,659	26.4%
Dept. of Educ.	8,300	-	0.0%
Other Federal Sources	36,700	32,244	87.9%
Tuition & Fees	5,050,500	3,773,224	74.7%
Sales & Services	44,850	9,735	21.7%
Facilities Revenue	112,714	30,273	26.9%
Interest on Investments	97,000	33,549	34.6%
Non-Govt. Gifts, Grants	512,750	-	0.0%
Miscellaneous	15,150	27,515	181.6%
Total Revenue	\$14,132,894	\$7,045,042	49.8%
<u>EXPENDITURES:</u>			
Salaries	\$9,394,158	\$3,056,929	32.5%
Employee Benefits	2,238,847	903,822	40.4%
Contractual Services	835,346	350,197	41.9%
Materials & Supplies	927,789	416,501	44.9%
Conference & Meeting	295,939	61,339	20.7%
Fixed Charges	64,295	37,555	58.4%
Utilities	669,351	653,452	97.6%
Capital Outlay	18,486	22,801	123.3%
Other Expenditures	156,630	175,635	112.1%
Transfers (In) Out	(467,947)	-	0.0%
Total Expenditures	\$14,132,894	\$5,678,231	40.2%
Excess of Revenues Over Expenditures	\$0	\$1,366,811	
Fund Balance 7/1/19	4,192,260	4,192,260	
Fund Balance 10/31/19	\$4,192,260	\$5,559,071	

AGENDA ITEM #XI-A
 NOVEMBER 26, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$816,500	\$287,701	35.2%
Interest on Investments	-	-	100.0%
Non-Govt. Gifts, Grants	-	84,644	100.0%
Other	-	29,627	100.0%
Bond Proceeds	5,300,000	-	100.0%
-----	-----	-----	-----
Total Revenue	\$6,116,500	\$401,972	100.0%
EXPENDITURES:			

Contractual Services	27,699	2,628	100.0%
Materials & Supplies	-	-	0.0%
Capital Outlay	7,124,384	814,803	11.4%
Other	128,000	-	-
Transfers Out	24,761	-	0.0%
-----	-----	-----	-----
Total Expenditures	7,304,844	\$817,431	11.2%
Excess of Revenues Over Expenditures	(\$1,188,344)	(\$415,459)	
Fund Balance 7/1/19	\$1,582,934	\$1,582,934	
-----	-----	-----	
Fund Balance 10/31/19	\$394,590	\$1,167,475	

AGENDA ITEM #XI-A
NOVEMBER 26, 2019
HIGHLAND COMMUNITY COLLEGE BOARD
FY20

AUXILIARY ENTERPRISE FUND

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

REVENUE:	Budget	Year to-Date	Percent
Tuition and Fees	\$397,000	\$302,484	76.2%
Bookstore Sales	600,000	268,542	44.8%
Athletics	50,140	47,872	95.5%
Other	173,775	47,522	27.3%
Total Revenue	\$1,220,915	\$666,420	54.6%
EXPENDITURES:			
Salaries	\$311,444	\$90,124	28.9%
Employee Benefits	31,074	12,793	41.2%
Contractual Services	92,745	23,127	24.9%
Materials & Supplies	644,859	319,562	49.6%
Conference & Meeting	240,088	58,662	24.4%
Fixed Charges	5,790	2,424	41.9%
Utilities	600	600	100.0%
Capital Outlay	5,127	703	13.7%
Other Expenditures	22,667	10,492	46.3%
Transfers	(65,000)	-	0.0%
Total Expenditures	\$1,289,394	\$518,487	40.2%
Excess of Revenues Over Expenditures	(\$68,479)	\$147,933	
Fund Balance 7/1/19	\$191,502	\$191,502	
Fund Balance 10/31/19	\$123,023	\$339,435	

AGENDA ITEM #XI-A
 NOVEMBER 26, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

RESTRICTED PURPOSE FUND
 Statement of Revenue, Expenditures, & Changes in Fund Balance
 For the Period Ended October 31, 2019

<u>REVENUE:</u>	<u>Budget</u>	<u>Year-to-Date</u>	<u>Percent</u>
Vocational Education	\$131,998	\$0	0.0%
Adult Education	251,325	-	0.0%
Other Illinois Sources	103,908	7,926	7.6%
Department of Education	4,427,402	2,048,402	46.3%
Other Federal Sources	46,956	18,543	39.5%
Tuition & Fees	588,000	441,829	75.1%
Sales & Service Fees	28,000	17,217	61.5%
Interest	19,346	19,346	100.0%
Non-govt. Gifts, Grants	257,364	49,008	19.0%
Other	296,226	81,806	27.6%
	-----	-----	-----
Total Revenue	\$6,150,525	2,684,077	43.6%
 <u>EXPENDITURES:</u>			
Salaries	\$1,071,944	\$443,740	41.4%
Employee Benefits	268,454	100,555	37.5%
Contractual Services	662,652	217,631	32.8%
Materials & Supplies	191,899	114,937	59.9%
Conference & Meeting	132,525	136,919	103.3%
Fixed Charges	4,152	5,148	124.0%
Utilities	405,484	-	0.0%
Capital Outlay	125,641	401,023	319.2%
Other Expenditures	29,321	154,010	525.3%
Financial Aid	3,767,071	1,654,827	43.9%
Transfers out (in)	370,686	-	0.0%
	-----	-----	-----
Total Expenditures	\$7,029,829	\$3,228,790	45.9%
 Excess of Expenditures Over Revenue	 (\$879,304)	 (\$544,713)	
 Fund Balance 7/1/19	 1,426,009	 1,426,009	
	-----	-----	
Fund Balance 10/31/19	\$546,705	\$881,296	

AGENDA ITEM #XI-A
 NOVEMBER 26, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20
 AUDIT FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$44,000	\$17,419	39.6%
	-----	-----	-----
Total Revenue	\$44,000	\$17,419	39.6%
EXPENDITURES:			

Contractual Services	\$47,000	\$47,000	100.0%
	-----	-----	-----
Total Expenditures	\$47,000	\$47,000	100.0%
Excess of Revenues Over Expenditures	(\$3,000)	(\$29,581)	
Fund Balance 7/1/19	\$8,728	\$8,728	
	-----	-----	
Fund Balance 10/31/19	\$5,728	(\$20,853)	

AGENDA ITEM #XI-A
 NOVEMBER 26, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

BOND AND INTEREST FUND

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,754,180	\$691,896	39.4%
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Total Revenue	\$1,754,180	\$691,896	39.4%
EXPENDITURES:			

Fixed Charges	\$2,312,155	\$0	0.0%
Other	-	-	0.0%
-----	-----	-----	-----
Total Expenditures	\$2,312,155	\$0	0.0%
Excess of Revenues Over Expenditures	(\$557,975)	\$691,896	
Fund Balance 7/1/19	\$999,650	\$999,650	
-----	-----	-----	
Fund Balance 10/31/19	\$441,675	\$1,691,546	

AGENDA ITEM #XI-A
 NOVEMBER 26, 2019
 HIGHLAND COMMUNITY COLLEGE BOARD
 FY20

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

REVENUE:	Budget	Year to-Date	Percent
-----	-----	-----	-----
Local Taxes	\$1,110,000	\$410,574	37.0%
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Total Revenue	\$1,110,000	\$410,574	37.0%
EXPENDITURES:			

Salaries	\$288,304	\$100,058	34.7%
Employee Benefits	340,566	141,001	41.4%
Contractual Services	375,176	325,503	86.8%
Materials & Supplies	8,888	3,675	41.3%
Conference & Meetings	20,503	4,192	20.4%
Fixed Charges	182,856	182,856	100.0%
Utilities	4,903	2,020	41.2%
-----	-----	-----	-----
Total Expenditures	\$1,221,196	\$759,305	62.2%
Excess of Revenues Over Expenditures	(\$111,196)	(\$348,731)	
Fund Balance 7/1/19	\$302,470	\$302,470	
-----	-----	-----	
Fund Balance 10/31/19	\$191,274	(\$46,261)	